

# Alutiiq Commercial Enterprises, LLC

737 Volvo Parkway  
Chesapeake, VA 23320

## *GSA FACILITIES MAINTENANCE SCHEDULE*

(GS-21F-046GA)

Schedule 03 FAC

Period of Performance: 26 June 2017 to 25 June 2022  
Business Size: Small Business 8 (a)

Corporate GSA Manager

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Exceptional Service  
**Proven Results**



# Alutiiq

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## **ABOUT US**

Alutiiq Commercial Enterprises, LLC was founded in 2011 as a Small Disadvantaged Business (SDB). Alutiiq is a small business with a history of ensuring our clients' long-term success. Alutiiq Commercial Enterprises, LLC offers a myriad of services with a focus on efficiency, customer satisfaction and quality. We have routinely exceeded customer expectations through a management approach that fosters teamwork (both within our company and with our customers), open communication and a philosophy of getting the job done quickly, efficiently, and cost-effectively.

Alutiiq Commercial Enterprises, LLC has developed a reputation for delivering solid dependable performance in the fixed price and indefinite quantity contracting arenas. Our team has successfully provided the labor, materials, vehicles, equipment, tools and other resources to perform all tasks our customers have assigned. Alutiiq Commercial Enterprises, LLC possesses the technical expertise, managerial experience, and human resources organization to excel as a GSA Facilities Maintenance Services professional.

Alutiiq Commercial Enterprises, LLC's Logistics, Operations and Maintenance (LO&M) Division maintains service and supply sites at 10 worldwide strategic locations. The LO&M Division provides a myriad of logistics services to our Government customers, ranging from supply operations to administrative functions. The Division currently performs over 425 different contracts and task orders.

## **OUR SERVICES**

Alutiiq Commercial Enterprises, LLC's is pleased to announce the expanded range of services through our new Federal Supply Schedule for Facilities Maintenance Services. Alutiiq Commercial Enterprises, LLC's offers world-class experience in providing leading edge services to a wide range of public and private sector organizations. Facilities Maintenance is a flexible, easy to use task order contract that is available to all agencies of the Federal Government and Government Contractors authorized in writing by a Federal Agency pursuant to CFR 51.1.

## Contractor Information

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN's): Grounds Maintenance 371-001, Tree Planting/Trimming/Removal 371-002, Facilities Maintenance and Management Consulting 811-006, Complete Facilities Maintenance 811-002, Complete Facilities Management 811-003, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance 811-005, Maintenance of Utility Systems 811-004. 003-97 Ancillary Repair and Alterations.

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

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. MAXIMUM ORDER: \$1,000,000

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Worldwide

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE

Exempt prices have a 2% Discount

Non-Exempt have a 1% Discount

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 1%-Net 15, Net 30 Day.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

Yes

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

10. FOREIGN ITEMS: None

11a. Time of delivery. (21 days.)

11b. Expedited Delivery. Contract Contractor

11c. Overnight and 2-day delivery. Contract Contractor

11d. Urgent Requirements. Contract Contractor

12. FOB POINT: Destination
- 13a. Ordering address(es). Same as Contractor
- 13b. 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.
14. PAYMENT ADDRESS: Same as Contractor
15. WARRANTY PROVISION: Standard Commercial Warranty
16. EXPORT PACKING CHARGES: N/A
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL).
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE-LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A
21. LIST OF SERVICE AND DISTRIBUTION POINTS: N/A
22. LIST OF PARTICIPATING DEALERS: N/A
23. PREVENTIVE MAINTENANCE: N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS). N/A
- 24B. IF APPLICABLE, INDICATE THAT SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND (E.G. CONTRACTOR'S WEBSITE OR OTHER LOCATION.) THE EIT STANDARDS CAN BE FOUND AT: [WWW.SECTION508.GOV/](http://WWW.SECTION508.GOV/).
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 078352461
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: CAGE CODE 6NGUS

## **Use of Federal Supply Service FACILITIES MAINTENANCE Schedule Contracts**

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

### **GSA Advantage!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to ***ALUTIQ COMMERCIAL ENTERPRISES, LLC*** schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to: Search by ***ALUTIQ COMMERCIAL ENTERPRISES, LLC*** name or contract number to view or download its complete GSA approved price list with terms, conditions and up-to-date pricing. Perform various searches across all contracts including.

Agencies can browse GSA Advantage! to view our current price list, by navigating to [https://www.gsaadvantage.gov/advantage/main/start\\_page.do](https://www.gsaadvantage.gov/advantage/main/start_page.do)

### **Purchase of Incidental, Non-Schedule Items**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order provided that the items are clearly labeled as such on the order, all applicable regulations have been followed and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

### **Contractor Team Arrangements**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in the FAR will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

## Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

## Approval of Subcontracts

The ordering activity may require that **ALUTHQ COMMERCIAL ENTERPRISES, LLC** receive from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## Schedule Items (Special Item Numbers SINs)

Provided are descriptions of each type of Special Item Number offered under this Facilities Maintenance Schedule

**811 002** Complete Facilities Maintenance - This category covers services related to the complete operations, maintenance and repair of federal facilities and could include green maintenance. The following facilities maintenance services can be ordered as stand-alone or in multiple combinations. Services could include, but are not limited to:

- Cemetery Maintenance
- Laundry Services
- Pest control services
- Janitorial/custodial services, to include collection and disposal of refuse and collection and disposal of recycle materials
- Locksmith services
- Plumbing operations & maintenance
- Electrical services to include: High/low voltage systems and maintenance and repair of exterior electrical distribution system
- Maintenance of energy management control systems (EMCS)
- Refrigeration maintenance
- Maintenance of renewable energy systems
- Repair of water tanks
- Maintenance support training and consulting services
- Telephone maintenance
- Mechanical and operations maintenance & repair of building systems to include: HVAC, boilers, chillers, etc.
- Tree trimming
- Grounds maintenance - to include: Snow removal & landscaping
- Operation and maintenance of water distribution systems and septic systems
- surface paving as it relates to repair of surface areas
- roof repair (excluding complete roof replacement)
- minor carpentry
- minor masonry
- painting

**811 003** Complete Facilities Management - Services include facilities management and consulting. Services will be management duties including, but not limited to, property and facilities management, planning, scheduling, quality control software support services, and computer and/or facilities management

systems. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices. [For separate SIN requirements not part of integrated facility management systems support such as independent energy management systems, intrusion alarm systems, and guard services, see schedule 84]

**811 004** Maintenance of Utility Systems - Services include but are not limited to one of the following: Electrical Utilities, all types of Cabling Services, Telephone Utility Services, Gas Utility Services, Drinking Water Utility Services, Waste Water Services, and/or Water Utility Services necessary to meet the Government's needs. Resulting task orders could be used for the operation, maintenance, repair, future upgrades, future utility system replacements labor, materials, tools, and equipment necessary to own, maintain and operate the utility system(s). Task orders could also be used to manage the maintenance, repairs, replacement, etc., of the system(s) to ensure continuous, adequate, and dependable service for each Government agency or tenant.

NOTE: These services may include the supply or use of environmentally sustainable products such as U.S. Department of Agriculture-designated BioPreferred (biobased) products.

**811 006** Facilities Maintenance and Management Consulting - Services that include, but are not limited to: the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy and regulation development assistance for initiatives in areas of facilities maintenance and management solutions. Includes Smart Building Consulting.

**371 001** Grounds Maintenance - Services include but are not limited to the planning, development, maintenance, management and operations, for grounds maintenance at or on Federal facilities and/or properties. These services involve mowing, planting, seeding, fertilizing, raking, mulching, watering, pruning, weeding, aerating, and all services related to grounds maintenance. This can include cemetery maintenance, but this is limited to grounds maintenance only.

**371 002** Tree Planting/Trimming/Removal - Services include but are not limited to the planning, development, management, operation, and maintenance of trees on Federal facilities and/or properties. These services involve planting, trimming, removal and mulching and all other services relating to tree planting/trimming/removal.

**371 003** Pest Control - Services include but are not limited to the planning; development; management; operations; and maintenance for pest control and removal (includes insect and weed control) at or on Federal facilities and/or properties (to include shrubs and trees). These services involve applications of pesticides (including organic, natural pesticides and other green and environmentally friendly methods), trapping and/or removal of pests.

**003 97** Ancillary Repair and Alterations - Repair and Alterations ancillary to existing SINs under this Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services. This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architect-Engineering Services subject to Public Law 92-582 (Brooks Act).

The work performed under this SIN shall be associated with existing SINs that are part of this Schedule. Ancillary Repair and Alterations shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary repair and alteration services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract.

This SIN includes all regulatory guidance outlined in accordance with FAR 36, including the Davis Bacon Act and the Miller Act.

Special Instructions: No award will be made under 003-97 Ancillary Repair and Alteration unless an offeror is awarded (or receives award concurrently) for another SIN under this Schedule. The Repair and Alteration work must be ancillary (incidental) to the primary services or products offered under the Schedule.

For Federally-owned space managed by GSA's Public Building Service (PBS), approval of the PBS Building Manager must be received by the ordering activity and contractor before any repair and alteration work may be ordered. A copy of the approval must be retained by both the ordering activity contracting officer and the contractor.

Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the R&A services.

This R&A SIN shall not be used for PBS leased space.

Any Agency contracting officer ordering services under this SIN for Ancillary Repair and Alterations is responsible for complying with his or her agency's internal policies when procuring R&A services. This may include a specific warrant delegation for procuring construction services when the estimated amount of this portion of the task order exceeds \$2,000 (Ref. FAR 22.4).

Special Notice to Ordering Agencies: GSA or other landlords may require reperformance of any nonconforming work at agency expense. If applicable, agencies may seek appropriate recourse from the contractor responsible for the nonconforming work.

## Schedule Prices

	Base Period				
	Year 1	Year 2	Year 3	Year 4	Year 5
<i>Labor Category</i>	26 June 2017	26 June 2018	26 June 2019	26 June 2020	26 June 2021
	25 June 2018	25 June 2019	25 June 2020	25 June 2021	25 June 2022
<b>Exempt</b>					
Administration Assistant II	\$64.85	\$66.79	\$68.80	\$70.86	\$72.99
Administrative Assistant III	\$69.30	\$71.38	\$73.52	\$75.73	\$78.00
Administrative Assistant IV	\$71.63	\$73.77	\$75.99	\$78.27	\$80.62
Assistant Food Service Manager	\$43.66	\$44.97	\$46.32	\$47.71	\$49.14
Budget Analyst I	\$66.63	\$68.63	\$70.68	\$72.81	\$74.99
Budget Analyst III	\$80.37	\$82.78	\$85.26	\$87.82	\$90.45
Budget Analyst IV	\$87.44	\$90.06	\$92.77	\$95.55	\$98.41
Sr. Budget Analyst	\$106.89	\$110.10	\$113.40	\$116.80	\$120.31

Business Analyst III	\$56.04	\$57.72	\$59.45	\$61.23	\$63.07
Communications Strategist	\$61.44	\$63.28	\$65.18	\$67.14	\$69.15
Computer Support Tech I	\$43.08	\$44.37	\$45.70	\$47.07	\$48.48
Computer Support Tech II	\$48.84	\$50.30	\$51.81	\$53.37	\$54.97
Computer Support Tech III	\$52.50	\$54.08	\$55.70	\$57.37	\$59.09
Jr. Computer Sys Analyst	\$51.68	\$53.23	\$54.83	\$56.47	\$58.17
Sr. Computer Sys Analyst	\$74.10	\$76.33	\$78.62	\$80.98	\$83.41
Configuration Manager	\$77.13	\$79.44	\$81.82	\$84.28	\$86.81
Contract Specialist I	\$39.11	\$40.28	\$41.49	\$42.73	\$44.02
Contract Specialist II	\$42.52	\$43.80	\$45.11	\$46.47	\$47.86
Contract Specialist III	\$48.32	\$49.77	\$51.27	\$52.80	\$54.39
Contract Specialist IV	\$77.52	\$79.85	\$82.24	\$84.71	\$87.25
Controls Technician	\$49.36	\$50.84	\$52.37	\$53.94	\$55.56
Data Analyst Tech I	\$29.66	\$30.55	\$31.47	\$32.41	\$33.39
Data Analyst Tech II	\$35.71	\$36.78	\$37.88	\$39.02	\$40.19
Data Analyst Tech III	\$42.53	\$43.81	\$45.13	\$46.48	\$47.87
Database Admin III	\$75.21	\$77.47	\$79.79	\$82.19	\$84.65
Database Mgmt Specialist	\$72.37	\$74.54	\$76.77	\$79.08	\$81.45
Engineer IV	\$52.24	\$53.81	\$55.43	\$57.09	\$58.80
Electrician	\$57.41	\$59.13	\$60.91	\$62.73	\$64.62
Finance Manager	\$42.35	\$43.62	\$44.93	\$46.27	\$47.66
Financial Specialist	\$47.02	\$48.43	\$49.88	\$51.38	\$52.92
Fire Sprinkler Specialist	\$56.30	\$57.99	\$59.73	\$61.53	\$63.37
Fire Sprinkler Technician	\$47.62	\$49.05	\$50.52	\$52.04	\$53.60
Food Service Manager	\$51.29	\$52.83	\$54.41	\$56.04	\$57.72
Generator Electrical Technician	\$49.36	\$50.84	\$52.37	\$53.94	\$55.56
Generator Engine Technician	\$49.36	\$50.84	\$52.37	\$53.94	\$55.56
Help Desk Technician I	\$26.58	\$27.38	\$28.20	\$29.05	\$29.92
Help Desk Technician II	\$33.03	\$34.02	\$35.04	\$36.10	\$37.18
Help Desk Technician III	\$35.02	\$36.07	\$37.15	\$38.26	\$39.41
Help Desk Technician IV	\$43.32	\$44.62	\$45.96	\$47.34	\$48.76
Human Resource Specialist I	\$37.07	\$38.18	\$39.33	\$40.51	\$41.73
Human Resource Specialist II	\$40.41	\$41.62	\$42.87	\$44.16	\$45.48
Human Resource Specialist III	\$50.13	\$51.63	\$53.18	\$54.78	\$56.42
Info Tech Analyst	\$67.01	\$69.02	\$71.09	\$73.23	\$75.42
Infra Red Technician	\$51.53	\$53.08	\$54.67	\$56.31	\$58.00
InfraRed Thermographer	\$52.70	\$54.28	\$55.91	\$57.59	\$59.31
Instructional Coordinator III	\$62.42	\$64.29	\$66.22	\$68.21	\$70.25
Instructional Technologist	\$67.29	\$69.31	\$71.39	\$73.53	\$75.73
Instructor II	\$77.52	\$79.85	\$82.24	\$84.71	\$87.25

Instructor III	\$85.86	\$88.44	\$91.09	\$93.82	\$96.64
Instructor IV	\$96.09	\$98.98	\$101.95	\$105.00	\$108.15
Intelligence Analyst IV	\$100.20	\$103.21	\$106.30	\$109.49	\$112.78
Logistic Specialist II	\$61.48	\$63.33	\$65.22	\$67.18	\$69.20
Logistics Technician I	\$52.84	\$54.42	\$56.06	\$57.74	\$59.47
Logistics Technician III	\$58.91	\$60.68	\$62.50	\$64.38	\$66.31
Management Analyst I	\$63.25	\$65.15	\$67.10	\$69.11	\$71.19
Management Analyst II	\$64.85	\$66.79	\$68.80	\$70.86	\$72.99
Management Analyst III	\$77.52	\$79.85	\$82.24	\$84.71	\$87.25
Management Analyst IV	\$84.09	\$86.61	\$89.21	\$91.89	\$94.65
Network Engineer I	\$54.49	\$56.12	\$57.81	\$59.54	\$61.33
Network Engineer II	\$77.50	\$79.83	\$82.22	\$84.69	\$87.23
Network Engineer III	\$90.41	\$93.13	\$95.92	\$98.80	\$101.76
Office Manager I	\$36.22	\$37.31	\$38.43	\$39.58	\$40.77
Office Manager II	\$58.82	\$60.59	\$62.41	\$64.28	\$66.21
Principal Consultant	\$183.84	\$189.35	\$195.04	\$200.89	\$206.91
Principal Engineer	\$132.04	\$136.00	\$140.08	\$144.28	\$148.61
Sr. Engineer	\$90.30	\$93.01	\$95.80	\$98.68	\$101.64
Procurement Analyst I	\$61.64	\$63.49	\$65.39	\$67.35	\$69.37
Procurement Manager I	\$81.24	\$83.67	\$86.18	\$88.77	\$91.43
Program Analyst I	\$57.89	\$59.63	\$61.42	\$63.26	\$65.16
Program Analyst II	\$60.44	\$62.26	\$64.12	\$66.05	\$68.03
Program Analyst III	\$72.17	\$74.33	\$76.56	\$78.86	\$81.23
Program Analyst IV	\$79.31	\$81.69	\$84.14	\$86.66	\$89.26
Program Control Analyst	\$44.13	\$45.45	\$46.81	\$48.22	\$49.66
Program Manager	\$121.18	\$124.82	\$128.56	\$132.42	\$136.39
Program Officer II	\$100.20	\$103.21	\$106.30	\$109.49	\$112.78
Program Officer IV	\$109.32	\$112.60	\$115.98	\$119.46	\$123.04
Program Specialist I	\$57.73	\$59.46	\$61.24	\$63.08	\$64.97
Program Specialist II	\$60.77	\$62.59	\$64.47	\$66.40	\$68.40
Program Specialist III	\$63.80	\$65.72	\$67.69	\$69.72	\$71.81
Project Lead I	\$144.98	\$149.33	\$153.81	\$158.42	\$163.18
Project Manager	\$77.16	\$79.47	\$81.86	\$84.31	\$86.84
Project Manager Lvl II	\$119.35	\$122.93	\$126.61	\$130.41	\$134.33
Registrar I	\$59.39	\$61.17	\$63.00	\$64.89	\$66.84
Registrar II	\$65.17	\$67.12	\$69.13	\$71.21	\$73.34
Registrar III	\$67.99	\$70.03	\$72.13	\$74.29	\$76.52
Software Specialist	\$60.82	\$62.64	\$64.52	\$66.46	\$68.45
Sr. Project Management Analyst	\$94.96	\$97.81	\$100.74	\$103.76	\$106.88
Subject Matter Expert I	\$94.57	\$97.41	\$100.33	\$103.34	\$106.44

Subject Matter Expert III	\$111.21	\$114.54	\$117.98	\$121.52	\$125.16
Subject Matter Expert IV	\$119.52	\$123.11	\$126.80	\$130.61	\$134.53
System Admin I	\$43.02	\$44.31	\$45.64	\$47.01	\$48.42
System Admin II	\$60.15	\$61.95	\$63.81	\$65.72	\$67.70
System Admin III	\$75.21	\$77.47	\$79.79	\$82.19	\$84.65
System Admin IV	\$85.17	\$87.72	\$90.35	\$93.07	\$95.86
System Programmer	\$69.40	\$71.48	\$73.63	\$75.84	\$78.11
Task Order Project Leader	\$93.19	\$95.98	\$98.86	\$101.83	\$104.89
Tech Writer/Researcher I	\$75.57	\$77.83	\$80.17	\$82.57	\$85.05
Technical Writer/Researcher II	\$82.75	\$85.23	\$87.79	\$90.42	\$93.13
Technical Writer/Editor IV	\$100.66	\$103.68	\$106.79	\$109.99	\$113.29
Training Developer III	\$75.53	\$77.79	\$80.13	\$82.53	\$85.01
Training Sch Coordinator	\$90.20	\$92.90	\$95.69	\$98.56	\$101.52
Travel Operations Spec II	\$69.60	\$71.69	\$73.84	\$76.05	\$78.34
Travel Operations Spec IV	\$80.32	\$82.73	\$85.21	\$87.77	\$90.40
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
	<b>26 June 2017</b>	<b>26 June 2018</b>	<b>26 June 2019</b>	<b>26 June 2020</b>	<b>26 June 2021</b>
<b>SCA Labor Categories</b>	<b>25 June 2018</b>	<b>25 June 2019</b>	<b>25 June 2020</b>	<b>25 June 2021</b>	<b>25 June 2022</b>
Accounting Clerk I	\$18.91	\$19.48	\$20.07	\$20.67	\$21.29
Accounting Clerk II	\$22.78	\$23.47	\$24.17	\$24.90	\$25.64
Accounting Clerk III	\$24.88	\$25.63	\$26.39	\$27.19	\$28.00
Administration Assistant	\$60.08	\$61.89	\$63.74	\$65.66	\$67.63
Carpenter	\$39.87	\$41.07	\$42.30	\$43.57	\$44.88
Computer Operator I	\$24.30	\$25.03	\$25.78	\$26.55	\$27.35
Computer Operator II	\$32.95	\$33.94	\$34.96	\$36.01	\$37.09
Computer Operator III	\$37.16	\$38.27	\$39.42	\$40.61	\$41.82
Computer Operator IV	\$45.46	\$46.82	\$48.23	\$49.68	\$51.17
Computer Operator V	\$51.36	\$52.90	\$54.48	\$56.12	\$57.80
Drafter/CAD Operator I	\$27.96	\$28.80	\$29.67	\$30.56	\$31.47
Drafter/CAD Operator II	\$29.51	\$30.39	\$31.31	\$32.24	\$33.21
Drafter/CAD Operator III	\$32.20	\$33.17	\$34.16	\$35.19	\$36.24
Drafter/CAD Operator IV	\$37.64	\$38.77	\$39.93	\$41.13	\$42.36
Electrician Maintenance	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49
Electronics Technician Maintenance I	\$28.72	\$29.58	\$30.47	\$31.38	\$32.33
Electronics Technician Maintenance II	\$34.24	\$35.26	\$36.32	\$37.41	\$38.53
Electronics Technician Maintenance III	\$38.88	\$40.04	\$41.24	\$42.48	\$43.75
Engineering Tech I	\$30.53	\$31.44	\$32.39	\$33.36	\$34.36
Engineering Tech II	\$34.61	\$35.64	\$36.71	\$37.81	\$38.95

Engineering Tech III	\$36.73	\$37.83	\$38.97	\$40.14	\$41.34
Food Service Worker	\$19.84	\$20.44	\$21.05	\$21.68	\$22.33
Forklift Operator	\$34.62	\$35.65	\$36.72	\$37.83	\$38.96
General Clerk I	\$41.96	\$43.22	\$44.51	\$45.85	\$47.22
General Clerk II	\$29.94	\$30.84	\$31.76	\$32.71	\$33.69
General Clerk III	\$55.62	\$57.28	\$59.00	\$60.77	\$62.60
General Maintenance	\$43.28	\$44.57	\$45.91	\$47.29	\$48.71
Heavy Equipment Mechanic	\$30.66	\$31.58	\$32.52	\$33.50	\$34.50
Heavy Equipment Operator	\$27.85	\$28.69	\$29.55	\$30.44	\$31.35
Housekeeping	\$47.49	\$48.92	\$50.39	\$51.90	\$53.46
HVAC Mechanic	\$48.74	\$50.20	\$51.71	\$53.26	\$54.86
Janitor	\$28.68	\$29.54	\$30.43	\$31.34	\$32.28
Laborer	\$29.92	\$30.81	\$31.74	\$32.69	\$33.67
Laborer Grounds Maintenance	\$47.92	\$49.36	\$50.84	\$52.37	\$53.94
Machinist Maintenance	\$39.74	\$40.94	\$42.16	\$43.43	\$44.73
Maintenance Trades Helper	\$37.50	\$38.62	\$39.78	\$40.98	\$42.21
Material Coordinator	\$61.98	\$63.84	\$65.75	\$67.73	\$69.76
Material Expeditor	\$32.12	\$33.09	\$34.08	\$35.10	\$36.15
Material Handling Laborer	\$23.70	\$24.41	\$25.15	\$25.90	\$26.68
Medical Records Clerk	\$22.27	\$22.93	\$23.62	\$24.33	\$25.06
Medical Records Tech	\$32.68	\$33.66	\$34.67	\$35.71	\$36.78
Motor Vehicle Mechanic	\$29.14	\$30.01	\$30.91	\$31.84	\$32.80
Painter	\$56.69	\$58.39	\$60.15	\$61.95	\$63.81
Personnel Assistant I	\$20.83	\$21.45	\$22.10	\$22.76	\$23.44
Personnel Assistant II	\$25.47	\$26.23	\$27.02	\$27.83	\$28.66
Personnel Assistant III	\$27.01	\$27.82	\$28.66	\$29.52	\$30.41
Pipefitter	\$56.49	\$58.19	\$59.93	\$61.73	\$63.58
Plumber	\$56.49	\$58.19	\$59.93	\$61.73	\$63.58
Production Control Clerk	\$32.39	\$33.36	\$34.36	\$35.40	\$36.46
Secretary I	\$28.58	\$29.44	\$30.32	\$31.23	\$32.17
Secretary II	\$33.27	\$34.27	\$35.30	\$36.35	\$37.44
Secretary III	\$36.61	\$37.71	\$38.84	\$40.01	\$41.21
Shipping/Receiving Clerk	\$42.37	\$43.64	\$44.95	\$46.30	\$47.68
Stock Clerk	\$40.37	\$41.58	\$42.83	\$44.12	\$45.44
Supply Technician	\$52.86	\$54.45	\$56.08	\$57.76	\$59.50
Technical Writer I	\$60.08	\$61.89	\$63.74	\$65.66	\$67.63
Travel Clerk I	\$21.64	\$22.29	\$22.96	\$23.64	\$24.35
Travel Clerk II	\$28.87	\$29.74	\$30.63	\$31.55	\$32.49
Truck Driver, Light	\$47.24	\$48.65	\$50.11	\$51.62	\$53.16
Truck Driver, Medium	\$29.77	\$30.66	\$31.58	\$32.53	\$33.50

Warehouse Specialist	\$51.58	\$53.13	\$54.73	\$56.37	\$58.06
Word Processor I	\$20.23	\$20.84	\$21.46	\$22.11	\$22.77
Word Processor II	\$25.13	\$25.88	\$26.66	\$27.46	\$28.28
Word Processor III	\$33.33	\$34.33	\$35.36	\$36.42	\$37.51

## **DBA Matrix**

<i>Labor Categories</i>	<i>GSA Price (inclusive of IFF)</i>	<i>General Decision Number</i>	<i>Modification Number</i>
<i>Carpenter</i>	<i>\$39.87</i>	<i>NY16003 04/01/2016</i>	<i>NY3</i>
<i>Painter</i>	<i>\$56.69</i>	<i>NY16003 04/01/2016</i>	<i>NY3</i>
<i>Plumber</i>	<i>\$56.49</i>	<i>NY16003 04/01/2016</i>	<i>NY3</i>

# SCA Matrix

<b>SCA Eligible</b>	<b>SCA Equivalent Code Title</b>	<b>WD</b>
Accounting Clerk I	01011 - Accounting Clerk I	05-4187 r2
Accounting Clerk II	01012 - Accounting Clerk II	05-4187 r2
Accounting Clerk III	01013 - Accounting Clerk III	05-4187 r2
Administration Assistant	01020 - Administrative Assistant	05-4187 r2
Carpenter	23130 - Carpenter, Maintenance	05-4187 r2
Computer Operator I	14041 - Computer Operator I	05-4187 r2
Computer Operator II	14042 - Computer Operator II	05-4187 r2
Computer Operator III	14043 - Computer Operator III	05-4187 r2
Computer Operator IV	14044 - Computer Operator IV	05-4187 r2
Computer Operator V	14045 - Computer Operator V	05-4187 r2
Drafter/CAD Operator I	30061 - Drafter/CAD Operator I	05-4187 r2
Drafter/CAD Operator II	30062 - Drafter/CAD Operator II	05-4187 r2
Drafter/CAD Operator III	30063 - Drafter/CAD Operator III	05-4187 r2
Drafter/CAD Operator IV	30064 - Drafter/CAD Operator IV	05-4187 r2
Electrician Maintenance	23160- Electrician, Maintenance	05-4187 r2
Electronics Technician Maintenance I	23181 - Electronics Technician Maintenance I	05-4187 r2
Electronics Technician Maintenance II	23182 - Electronics Technician Maintenance II	05-4187 r2
Electronics Technician Maintenance III	23183 - Electronics Technician Maintenance III	05-4187 r2
Engineering Tech I	30081 - Engineering Technician I	05-4187 r2
Engineering Tech II	30082 - Engineering Technician II	05-4187 r2
Engineering Tech III	30083 - Engineering Technician III	05-4187 r2
Food Service Worker	07130 - Food Service Worker	05-4187 r2
Forklift Operator	21020 - Forklift Operator	05-4187 r2
General Clerk I	01111 - General Clerk I	05-4187 r2
General Clerk II	01112 - General Clerk II	05-4187 r2
General Clerk III	01113 - General Clerk III	05-4187 r2
General Maintenance	23370 - General Maintenance Worker	05-4187 r2
Heavy Equipment Mechanic	23430 - Heavy Equipment Mechanic	05-4187 r2
Heavy Equipment Operator	23440 - Heavy Equipment Operator	05-4187 r2
Housekeeping	11122 - Housekeeping Aide	05-4187 r2
HVAC Mechanic	23410 - Heating, Ventilation And Air-Conditioning	05-4187 r2
Janitor	11150 - Janitor	05-4187 r2
Laborer	23470 - Laborer	05-4187 r2
Laborer Grounds Maintenance	11210 - Laborer, Grounds Maintenance	05-4187 r2
Machinist Maintenance	23530 - Machinery Maintenance Mechanic	05-4187 r2
Maintenance Trades Helper	23580 - Maintenance Trades Helper	05-4187 r2
Material Coordinator	21030 - Material Coordinator	05-4187 r2
Material Expeditor	21040 - Material Expediter	05-4187 r2
Material Handling Laborer	21050 - Material Handling Laborer	05-4187 r2
Medical Records Clerk	12160 - Medical Record Clerk	05-4187 r2
Medical Records Technician	12190 - Medical Record Technician	05-4187 r2
Motor Vehicle Mechanic	05190 - Motor Vehicle Mechanic	05-4187 r2
Painter	23760 - Painter, Maintenance	05-4187 r2
Personnel Assistant I	01261 - Personnel Assistant (Employment) I	05-4187 r2
Personnel Assistant II	01262 - Personnel Assistant (Employment) II	05-4187 r2
Personnel Assistant III	01263 - Personnel Assistant (Employment) III	05-4187 r2
Pipefitter	23790 - Pipefitter, Maintenance	05-4187 r2
Plumber	23810 - Plumber, Maintenance	05-4187 r2
Production Control Clerk	01270 - Production Control Clerk	05-4187 r2
Secretary I	01311 - Secretary I	05-4187 r2
Secretary II	01312 - Secretary II	05-4187 r2
Secretary III	01313 - Secretary III	05-4187 r2
Shipping/Receiving Clerk	21130 - Shipping/Receiving Clerk	05-4187 r2
Stock Clerk	21150 - Stock Clerk	05-4187 r2
Supply Technician	01410 - Supply Technician	05-4187 r2
Technical Writer I	30461 - Technical Writer I	05-4187 r2
Travel Clerk I	01531 - Travel Clerk I	05-4187 r2
Travel Clerk II	01532 - Travel Clerk II	05-4187 r2
Truck Driver, Light	31361 - Truck driver, Light	05-4187 r2
Truck Driver, Medium	31362 - Truck driver, Medium	05-4187 r2
Warehouse Specialist	21410 - Warehouse Specialist	05-4187 r2
Word Processor I	01611 - Word Processor I	05-4187 r2
Word Processor II	01612 - Word Processor II	05-4187 r2
Word Processor III	01613 - Word Processor III	05-4187 r2

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

## Labor Category Descriptions

*\*Note\*\* Years of experience may be substituted for education*

### Exempt Labor Categories

#### ADMINISTRATIVE ASSISTANT II

- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Monitor and assist with maintenance of the organization's website.
- Interact with clients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.
- Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- Set up and coordinate meetings and conferences.
- Prepare agendas and make arrangements for committee, Board or other meetings.
- Interact with the organization's Board of Directors.
- Attend Board, committee meetings or other meetings as requested in order to record minutes.
- Compile, transcribe and distribute minutes of meetings.
- Make travel arrangements for staff, board and volunteers.
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office furniture, equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Support staff in assigned project-based work.
- May supervise volunteers and other support personnel.
- Assists in special events, such as fundraising activities and the annual meeting.

- Assist with overall maintenance of the organization and its offices.
- Other duties as assigned by Executive Director.

Minimum Education: High School Diploma

Minimum Experience: Two years of experience.

### **ADMINISTRATIVE ASSISTANT III**

- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Monitor and assist with maintenance of the organization's website.
- Interact with clients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.
- Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- Set up and coordinate meetings and conferences.
- Prepare agendas and make arrangements for committee, Board or other meetings.
- Interact with the organization's Board of Directors.
- Attend Board, committee meetings or other meetings as requested in order to record minutes.
- Compile, transcribe and distribute minutes of meetings.
- Make travel arrangements for staff, board and volunteers.
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office furniture, equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Support staff in assigned project-based work.
- May supervise volunteers and other support personnel.
- Assists in special events, such as fundraising activities and the annual meeting.
- Assist with overall maintenance of the organization and its offices.

- Other duties as assigned by Executive Director.

Minimum Education: High School Diploma

Minimum Experience: Three years of experience.

#### **ADMINISTRATIVE ASSISTANT IV**

- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Monitor and assist with maintenance of the organization's website.
- Interact with clients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.
- Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- Set up and coordinate meetings and conferences.
- Prepare agendas and make arrangements for committee, Board or other meetings.
- Interact with the organization's Board of Directors.
- Attend Board, committee meetings or other meetings as requested in order to record minutes.
- Compile, transcribe and distribute minutes of meetings.
- Make travel arrangements for staff, board and volunteers.
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office furniture, equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Support staff in assigned project-based work.
- May supervise volunteers and other support personnel.
- Assists in special events, such as fundraising activities and the annual meeting.
- Assist with overall maintenance of the organization and its offices.
- Other duties as assigned by Executive Director.

Minimum Education: High School Diploma

Minimum Experience: Four years of experience.

### **ASSISTANT FOOD SERVICE MANAGER**

- Performs a variety of tasks concerned with the preparation and serving of foods and beverages.
- Washes, peels, scrape, and cut vegetables and fruits. Prepares menus and shops for food needed to make meals. Makes coffee, tea, and other beverages.
- Dishes out portions of foods on trays or plates, and pours beverages. Prepares dining and serving areas by setting up counters, stands, and tables. Places food containers in serving order, fills salt and peppershakers, and places linen and silverware. Cleans kitchen equipment, pots and pan, counters, and tables. Sweeps and mops floors.

Minimum Education: High School Diploma.

Minimum Experience: Three years of experience.

### **BUDGET ANALYST I**

- Work with program and project managers to develop the organization's budget. Review managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations.
- Combine all the program and department budgets together into a consolidated organizational budget and review all funding requests for merit.
- Explain their recommendations for funding requests to others in the organization, legislators, and the public.
- Assist upper management in analyzing proposed plans and find alternatives if the projected results are unsatisfactory.
- Monitor organizational spending to ensure that it is within budget. Inform program managers of the status and availability of funds. Estimate future financial needs.

Minimum Education: Bachelor's degree in Finance, Accounting or Business. Five years of experience may be substituted.

Minimum Experience: Three years of experience.

### **BUDGET ANALYST III**

- Work with program and project managers to develop the organization's budget. Review managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations.
- Combine all the program and department budgets together into a consolidated organizational budget and review all funding requests for merit.
- Explain their recommendations for funding requests to others in the organization, legislators, and the public.
- Assist upper management in analyzing proposed plans and find alternatives if the projected results are unsatisfactory. Monitor organizational spending to ensure that it is within budget. Inform program managers of the status and availability of funds. Estimate future financial needs.

Minimum Education: Bachelor's degree in Finance, Accounting or Business. Six years of experience may be substituted.

Minimum Experience: Five years of experience.

### **BUDGET ANALYST IV**

- Work with program and project managers to develop the organization's budget. Review managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations.
- Combine all the program and department budgets together into a consolidated organizational budget and review all funding requests for merit.
- Explain their recommendations for funding requests to others in the organization, legislators, and the public.
- Assist upper management in analyzing proposed plans and find alternatives if the projected results are unsatisfactory. Monitor organizational spending to ensure that it is within budget. Inform program managers of the status and availability of funds. Estimate future financial needs.

Minimum Education: Bachelor's degree in Finance, Accounting or Business. Eight years of experience may be substituted.

Minimum Experience: Seven years of experience.

## **SR. BUDGET ANALYST**

- Work with program and project managers to develop the organization's budget. Review managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations.
- Combine all the program and department budgets together into a consolidated organizational budget and review all funding requests for merit.
- Explain their recommendations for funding requests to others in the organization, legislators, and the public.
- Assist upper management in analyzing proposed plans and find alternatives if the projected results are unsatisfactory. Monitor organizational spending to ensure that it is within budget. Inform program managers of the status and availability of funds. Estimate future financial needs.

Minimum Education: Bachelor's degree in Finance, Accounting or Business. Ten years of experience may be substituted.

Minimum Experience: Nine years of experience.

## **BUSINESS ANALYST III**

- Consulting with management and users to determine the needs of the system
- Designing a system to meet the business goals
- Specifying inputs and formatting outputs to meet users' needs
- Using techniques such as sampling, model building and structured analysis, along with accounting principles, to ensure the solution is efficient, cost-effective and financially feasible
- Developing specifications, diagrams and flowcharts for programmers to follow
- Overseeing implementation, coordinating tests and observing initiation of the system to validate performance.

Minimum Education: Bachelor's degree in Finance, Accounting or Business. Five years of experience may be substituted.

Minimum Experience: Four years of experience.

### **COMMUNICATION STRATEGIST**

- Support the deployment manager in all aspects of deployment logistics.
- Position will included conducting studies, developing strategies, and applying practical experience to model efficient communications schemes for the simulation process.

Minimum Education: Bachelor's degree. No substitute.

Minimum Experience: Five (5) years of experience planning and strategizing for the communications support of a large logistics operations.

### **COMPUTER SUPPORT TECH I**

- Provide technical assistance necessary to support IT growth needs and maintain and modify, as necessary, an assigned group of programs within the total number of utility routines, execution routines, input/output control programs.
- Evaluation various brands of IT equipment and software.
- Development of detailed logic, test, debug and program documentation for system applications. Provide computer training on an as-needed basis and be competent with at least Windows Nine8 or later and software productivity packages. Report progress and financial status of assigned project to project supervisor.

Minimum Education: High School Diploma.

Minimum Experience: Three years of experience planning and strategizing IT systems growth and maintenance.

### **COMPUTER SUPPORT TECH II**

- Provide technical assistance necessary to support IT growth needs and maintain and modify, as necessary, an assigned group of programs within the total number of utility routines, execution routines, input/output control programs.
- Evaluate various brands of IT equipment and software and development of detailed logic, test, debug and program documentation for system applications and LAN requirements.
- Providing computer training on an as-needed basis and be competent with at least Windows Nine8 or later and software productivity packages.
- Understand hardware requirements and be able to reconfigure/configure associated PC and LAN hardware. Report progress and financial status of assigned project to project supervisor.

Minimum Education: High School Diploma.

Minimum Experience: Five experience planning and strategizing IT systems growth and maintenance.

### **COMPUTER SUPPORT TECH III**

- Provide technical assistance necessary to support IT growth needs and maintain and modify, as necessary, an assigned group of programs within the total number of utility routines, execution routines, input/output control programs.
- Evaluate various brands of IT equipment and software and development of detailed logic, test, debug and program documentation for system applications and LAN requirements.
- Providing computer training on an as-needed basis and be competent with at least Windows Nine8 or later and software productivity packages.
- Understand hardware requirements and be able to reconfigure/configure associated PC and LAN hardware. Report progress and financial status of assigned project to project supervisor.

Minimum Education: High School Diploma.

Minimum Experience: Seven years of experience planning and strategizing IT systems growth and maintenance.

### **JR. COMPUTER SYSTEM ANALYST**

- Consult with managers to determine the role of the IT system in an organization
- Research emerging technologies to decide if installing them can increase the organization's efficiency and effectiveness
- Prepare an analysis of costs and benefits so that management can decide if computer upgrades are financially worthwhile
- Devise ways to make existing computer systems meet new needs
- Design and develop new systems by choosing and configuring hardware and software
- Oversee installing and configuring the new system to customize it for the organization
- Do tests to ensure that the systems work as expected
- Train the system's end users and write instruction manuals, when required

Minimum Education: Bachelor's Degree in related field or Four years of experience.

Minimum Experience: Three years of experience.

### **SR. COMPUTER SYSTEM ANALYST**

- Consult with managers to determine the role of the IT system in an organization
- Research emerging technologies to decide if installing them can increase the organization's efficiency and effectiveness

- Prepare an analysis of costs and benefits so that management can decide if computer upgrades are financially worthwhile
- Devise ways to make existing computer systems meet new needs
- Design and develop new systems by choosing and configuring hardware and software
- Oversee installing and configuring the new system to customize it for the organization
- Do tests to ensure that the systems work as expected
- Train the system's end users and write instruction manuals, when required

Minimum Education: Bachelor's Degree in related field or Six years of experience.

Minimum Experience: Five years of experience.

### **CONFIGURATION MANAGER**

- Establishes and enforces procedures to ensure that software products are reviewed, approved, and baselined at appropriate points in their lifecycles.
- Ensures that the proper documentation is available to deploy and maintain each version of a software product.
- Responsible for overall data integrity of tool set data within helpdesk ticket tracking system and software inventory.
- Also responsible for the data integrity of System Change Request (SCR) system for new s/w requirements, modified or defects contained in software configuration management system. May serve as a task leader on one or more task orders.

Minimum Education: Bachelor's degree. Six years of experience in related field may be substituted.

Minimum Experience: Five years of related experience.

### **CONTRACT SPECIALIST I**

- Responsible for overseeing activities related to the development, procurement, compliance, evaluation, and renewal of network service provider contracts to ensure a sufficient pool of contractors are available to maintain quality and provide consumer choice.
- Responsible for managing administrative services contracts including lease agreements, request for proposals (RFP s) and contract renewal administration.

- Identify, negotiate, and implement contracts and agreements which promote system goals and objectives with respect to cost, quality, and service indicators.
- Evaluation and reporting of contract performance and maintenance of contract records/files.
- Oversees reviews of contractors to determine compliance with applicable statutes, rules, and contractual requirements. Prepares administrative reports to executive management regarding contract action.
- Provides consultation and technical assistance to contractors on contract issues.
- Consults and communicates, individually and collectively, with contractors, community stakeholders, and state and local agencies involved in the service delivery system to identify needs, resolve problems, and monitor and discuss effectiveness of programs and services.
- Participates in meetings with staff, contractors and stakeholders as indicated.

Minimum Education: High School Diploma.

Minimum Experience: Three years of related experience.

## **CONTRACT SPECIALIST II**

- Responsible for overseeing activities related to the development, procurement, compliance, evaluation, and renewal of network service provider contracts to ensure a sufficient pool of contractors are available to maintain quality and provide consumer choice.
- Responsible for managing administrative services contracts including lease agreements, request for proposals (RFP s) and contract renewal administration.
- Identify, negotiate, and implement contracts and agreements which promote system goals and objectives with respect to cost, quality, and service indicators.
- Evaluation and reporting of contract performance and maintenance of contract records/files.
- Oversees reviews of contractors to determine compliance with applicable statutes, rules, and contractual requirements. Prepares administrative reports to executive management regarding contract action.
- Provides consultation and technical assistance to contractors on contract issues.
- Consults and communicates, individually and collectively, with contractors, community stakeholders, and state and local agencies involved in the service delivery system to

identify needs, resolve problems, and monitor and discuss effectiveness of programs and services.

- Participates in meetings with staff, contractors and stakeholders as indicated.

Minimum Education: High School Diploma.

Minimum Experience: Five years of related experience.

### **CONTRACT SPECIALIST III**

- Responsible for overseeing activities related to the development, procurement, compliance, evaluation, and renewal of network service provider contracts to ensure a sufficient pool of contractors are available to maintain quality and provide consumer choice.
- Responsible for managing administrative services contracts including lease agreements, request for proposals (RFP s) and contract renewal administration.
- Identify, negotiate, and implement contracts and agreements which promote system goals and objectives with respect to cost, quality, and service indicators.
- Evaluation and reporting of contract performance and maintenance of contract records/files.
- Oversees reviews of contractors to determine compliance with applicable statutes, rules, and contractual requirements. Prepares administrative reports to executive management regarding contract action.
- Provides consultation and technical assistance to contractors on contract issues.
- Consults and communicates, individually and collectively, with contractors, community stakeholders, and state and local agencies involved in the service delivery system to identify needs, resolve problems, and monitor and discuss effectiveness of programs and services.
- Participates in meetings with staff, contractors and stakeholders as indicated.

Minimum Education: High School Diploma.

Minimum Experience: Nine years of related experience.

### **CONTRACT SPECIALIST IV**

- Responsible for overseeing activities related to the development, procurement, compliance, evaluation, and renewal of network service provider contracts to ensure a sufficient pool of contractors are available to maintain quality and provide consumer choice.

- Responsible for managing administrative services contracts including lease agreements, request for proposals (RFP s) and contract renewal administration.
- Identify, negotiate, and implement contracts and agreements which promote system goals and objectives with respect to cost, quality, and service indicators.
- Evaluation and reporting of contract performance and maintenance of contract records/files.
- Oversees reviews of contractors to determine compliance with applicable statutes, rules, and contractual requirements. Prepares administrative reports to executive management regarding contract action.
- Provides consultation and technical assistance to contractors on contract issues.
- Consults and communicates, individually and collectively, with contractors, community stakeholders, and state and local agencies involved in the service delivery system to identify needs, resolve problems, and monitor and discuss effectiveness of programs and services.
- Participates in meetings with staff, contractors and stakeholders as indicated.

Minimum Education: High School Diploma.

Minimum Experience: Ten years of related experience.

### **CONTROLS TECHNICIAN**

- Provide technical support for control system administrative functions including patches, upgrades, and troubleshooting of distributive control systems (DCS), PLC control systems and electronic control instruments
- Assist in performing tuning of complex DCS systems to improve heat rate, emission reductions, and other plant performance parameters
- Provide technical direction for troubleshooting, calibrating and maintaining plant control systems and equipment
- Diagnose distributed control system issues and implement enhancements or solutions
- Provide technical support for the planning, design and construction of project additions or maintenance of control systems
- Assist in control equipment maintenance, calibration and control logic diagnosis
- Perform additional responsibilities as requested or assigned.

Minimum Education: High School Diploma.

Minimum Experience: Five years of experience in related field.

## **DATA ANALYST TECH I**

- Confirms project requirements by studying user requirements; conferring with others on project team.
- Maintains data dictionary by revising and entering definitions.
- Maintains client confidence and protects operations by keeping information confidential.
- Maintains technical knowledge by attending educational workshops; reviewing publications; establishing personal networks; participating in technical societies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.
- Determines changes in physical database by studying project requirements; identifying database characteristics, such as location, amount of space, and access method.
- Changes database system by coding database descriptions.
- Protects database by developing access system; specifying user level of access.
- Maintains user reference by writing and rewriting database descriptions.

Minimum Education: High School Diploma.

Minimum Experience: Three years of experience in related field.

## **DATA ANALYST TECH II**

- Confirms project requirements by studying user requirements; conferring with others on project team.
- Maintains data dictionary by revising and entering definitions.
- Maintains client confidence and protects operations by keeping information confidential.

- Maintains technical knowledge by attending educational workshops; reviewing publications; establishing personal networks; participating in technical societies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.
- Determines changes in physical database by studying project requirements; identifying database characteristics, such as location, amount of space, and access method.
- Changes database system by coding database descriptions.
- Protects database by developing access system; specifying user level of access.
- Maintains user reference by writing and rewriting database descriptions.

Minimum Education: High School Diploma.

Minimum Experience: Five years of experience in related field.

### **DATA ANALYST TECH III**

- Confirms project requirements by studying user requirements; conferring with others on project team.
- Maintains data dictionary by revising and entering definitions.
- Maintains client confidence and protects operations by keeping information confidential.
- Maintains technical knowledge by attending educational workshops; reviewing publications; establishing personal networks; participating in technical societies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.
- Determines changes in physical database by studying project requirements; identifying database characteristics, such as location, amount of space, and access method.

- Changes database system by coding database descriptions.
- Protects database by developing access system; specifying user level of access.
- Maintains user reference by writing and rewriting database descriptions.

Minimum Education: High School Diploma.

Minimum Experience: Seven years of experience in related field.

### **DATABASE ADMINISTRATION III**

- Assists with the technical design, implementation and support for designated database hardware and software technologies
- Speed and sense of urgency when troubleshooting critical outages with a focus on restoring services
- Seeks additional responsibility, shows initiative to learn every aspect of the job, and strives to become a mentor to others in area of expertise.
- Works closely with the technical teams in order to develop cost effective, operationally supportable solutions that meet complex requirements
- Works to identify opportunities for improvement within the environment, both technical and operational, along with plans to capture those benefits
- Plan and execute proactive measures to achieve stability and availability of the database environments
- Apply knowledge and experience of industry best practices within database administration
- Perform database capacity planning to ensure operational stability and availability of all databases

Minimum Education: Bachelor's degree or Five years of experience may be substituted.

Minimum Experience: Four years of related experience

### **DATABASE MANAGEMENT SPECIALIST**

- The Database Specialist will be responsible for managing changes in network folder.
- The ideal candidate must be very comfortable with Computer Programs and computer navigation, as they will be working in multiple applications with dual monitors.
- Database Specialist will be working from a queue and processing agent changes i.e. customers want to work with new agent.
- This position is very transactional and employee must be comfortable with repetitive tasks and sitting and/or standing for long periods of time.
- The Database Specialist may need to reach out to agent for clarification on documents.

Minimum Education: High School Diploma.

Minimum Experience: Three years of related experience.

### **ELECTRICIAN**

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Connect wires to circuit breakers, transformers, or other components.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous.
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.

Minimum Education: High School Diploma.

Minimum Experience: Three years of related experience

## **ENGINEER IV**

- Perform engineering assignments characterized by many combinations of complex features due to the breadth, diversity, or intensity typically with complex features causing conflicts between engineering and management requirements.
- Duties and responsibilities include, but are not limited to providing substantial analysis and evaluation of alternative solutions to problem solving; solves the problem without a discussion of background and approach and without the solution being reviewed for technical accuracy and conformance to policy applying a thorough knowledge of engineering principles, methods, and practices standard guides, precedents, methods, and techniques.
- Applying difficult or unusual planning, scheduling, and negotiating, or coordination as the problem solving process dictates and participates in meeting and conferences to plan cooperative activities to devise converted approach to problems. Maintaining and coordinating liaison with organizations have related assignments, with other agency contractors, State and local government.

Minimum Education: Bachelor's degree or Eight years of experience may be substituted.

Minimum Experience: Six (6) years general engineering experience and Six (6) years experience engineering problem solving.

## **FINANCIAL MANAGER**

- Performs specific tasks related to rate development, including identifying cost centers and their related expenses, and calculating recovery rates (e.g., recharge, indirect cost); prepares related reports.
- Provides technical assistance in the design of cost accounting or reporting systems and related forms and documents.
- Assists with the provision of advisory services to departments with respect to updating billing rates and interpreting cost accounting data; recommends alternative solutions to cost accounting problems.
- Performs specialized financial or cost analyses (e.g., cash-flow analysis, "what-if" analysis); prepares related reports (e.g., pro-forma financial statements).
- Assists in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommends and implements security and system control procedures.

- Interviews employees at all levels to analyze policies, work procedures and operational methods.
- Performs specific tasks related to reviews of management practices and policies; recommends changes to enhance operating efficiencies.

Minimum Education: Bachelor's degree in Finance, Accounting or Business. Six years of experience may be substituted.

Minimum Experience: Five years of experience with experience managing specific work described under Functional Responsibility.

### **FINANCIAL SPECIALIST**

- Performs specific tasks related to rate development, including identifying cost centers and their related expenses, and calculating recovery rates (e.g., recharge, indirect cost); prepares related reports.
- Provides technical assistance in the design of cost accounting or reporting systems and related forms and documents.
- Assists with the provision of advisory services to departments with respect to updating billing rates and interpreting cost accounting data; recommends alternative solutions to cost accounting problems.
- Performs specialized financial or cost analyses (e.g., cash-flow analysis, "what-if" analysis); prepares related reports (e.g., pro-forma financial statements).
- Assists in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommends and implements security and system control procedures.
- Interviews employees at all levels to analyze policies, work procedures and operational methods.
- Performs specific tasks related to reviews of management practices and policies; recommends changes to enhance operating efficiencies.

Minimum Education: Bachelor's degree in Finance, Accounting or Business. Six years of experience may be substituted.

Minimum Experience: Five years of experience with experience managing specific work described under Functional Responsibility.

## **FIRE ALARM SYSTEM MECHANIC**

- This position is responsible for the alarm system and installing and certifying life safety systems and related components according to local & national codes and standards.
- Familiarity with Edwards, FCI, Notifier and Simplex fire alarm systems and related components is expected.
- Position would include pulling wire, mounting panels, power supplies, devices and related components for the fire alarm system being installed with a strong focus on exceptional quality and workmanship.

Minimum Education: High School Diploma with related certificate.

Minimum Experience: Two years of experience.

## **FIRE SPRINKLER SPECIALIST**

- Knowledge of Fire Sprinklers, Fire Pumps, Backflows and Standpipes are required. Knowledge of NFPA code handbooks.
- Able to work unsupervised and highly self-motivated and detail oriented.
- Maintain knowledge of current industry standards and new technologies

Minimum Education: High School Diploma with related certificate.

Minimum Experience: Two years of experience.

## **FIRE SPRINKLER TECHNICIAN**

- Knowledge of Fire Sprinklers, Fire Pumps, Backflows and Standpipes are required.
- Knowledge of NFPA code handbooks.
- Able to work unsupervised and highly self-motivated and detail oriented. Maintain knowledge of current industry standards and new technologies

Minimum Education: High School Diploma with related certificate.

Minimum Experience: Two years of experience.

## **FIRE SYSTEMS SPECIALIST**

- This position is responsible for maintaining, updating, installing and certifying life safety systems and related components according to local & national codes and standards.

- Familiarity with Edwards, FCI, Notifier and Simplex fire alarm systems and related components is expected.
- Position would include pulling wire, mounting panels, power supplies, devices and related components for the fire alarm system being installed with a strong focus on exceptional quality and workmanship.
- This position will ensure that the building is up to code and that all safety measures are in place for employees.

Minimum Education: High School Diploma with related certificate.

Minimum Experience: Two years of experience

### **FOOD SERVICE MANAGER**

- Performs a variety of tasks concerned with the preparation and serving of foods and beverages.
- Washes, peels, scrape, and cut vegetables and fruits. Prepares simple salads and toast. Cuts butter and slices cakes and pies.
- Makes coffee, tea, and other beverages.
- Dishes out portions of foods on trays or plates, and pours beverages. Prepares dining and serving areas by setting up counters, stands, and tables. Places food containers in serving order, fills salt and peppershakers, and places linen and silverware.
- Cleans kitchen equipment, pots and pan, counters, and tables. Sweeps and mops floors.

Minimum Education: High School Diploma.

Minimum Experience: Five years of Experience.

### **GENERATOR ELECTRICAL TECHNICIAN**

- Technician will design, develop, test, and supervise the installation and maintenance of electrical equipment.
- Additional responsibilities include:
  - Assist in the developing of programs for new equipment and major repairs
  - Maintain electrical equipment
  - Research and test vendors' and competitors' products
  - Prepare and study technical drawings and specifications of electrical systems to ensure that installations and operations conform to standards
  - Assist in the purchase of materials and production equipment
  - Obtain quotes on costs of new electrical projects
  - Supervise and train team members

Minimum Education: High School Diploma with related certificate.

Minimum Experience: Two years of experience

### **GENERATOR ENGINE TECHNICIAN**

- Small engine mechanics inspect, service, and repair motorized power equipment.
- Mechanics often specialize in one type of equipment, such as motorcycles, motorboats, or outdoor power equipment.

Minimum Education: High School Diploma with related certificate.

Minimum Experience: Two years of experience

### **HEAVY EQUIPMENT MECHANIC – INSPECTOR**

- Analyzes malfunctions and repairs, rebuilds and, maintains power equipment such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors, and pneumatic tools.
- Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools.
- Examines parts for damage or excessive wear/ using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions.
- Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

Minimum Education: High School Diploma, plus coursework/trade school in related field.

Minimum Experience: Two years of related experience.

### **HELP DESK TECHNICIAN I**

- Provides remote technical assistance over the phone during and beyond regular business hours
- Supports end-user operating systems, enterprise business applications, and miscellaneous software applications
- Supports end-user computing platforms, mobile devices, printing and miscellaneous hardware
- Researches and troubleshoots end-user issues and provides documented solutions to those issues

- Serves as the primary technical contact for a respective business site and acts as the IT liaison to other departments (or vendors)
- Responds promptly to alerts and end-user issues, is courteous and knowledgeable, and adheres to departmental standards
- Responds to Help Desk tickets and telephone call requests for technical support
- Handles and resolves basic issues via phone support
- Attempts to answer all questions (e.g., common problems and general how to)

Minimum Education: High School Diploma

Minimum Experience: One year of experience.

## **HELP DESK TECHNICIAN II**

- Provides remote technical assistance over the phone during and beyond regular business hours
- Supports end-user operating systems, enterprise business applications, and miscellaneous software applications
- Supports end-user computing platforms, mobile devices, printing and miscellaneous hardware
- Researches and troubleshoots end-user issues and provides documented solutions to those issues
- Serves as the primary technical contact for a respective business site and acts as the IT liaison to other departments (or vendors)
- Responds promptly to alerts and end-user issues, is courteous and knowledgeable, and adheres to departmental standards
- Responds to Help Desk tickets and telephone call requests for technical support
- Handles and resolves basic issues via phone support
- Attempts to answer all questions (e.g., common problems and general how to)

Minimum Education: High School Diploma

Minimum Experience: Two years of experience.

### **HELP DESK TECHNICIAN III**

- Provides remote technical assistance over the phone during and beyond regular business hours
- Supports end-user operating systems, enterprise business applications, and miscellaneous software applications
- Supports end-user computing platforms, mobile devices, printing and miscellaneous hardware
- Researches and troubleshoots end-user issues and provides documented solutions to those issues
- Serves as the primary technical contact for a respective business site and acts as the IT liaison to other departments (or vendors)
- Responds promptly to alerts and end-user issues, is courteous and knowledgeable, and adheres to departmental standards
- Responds to Help Desk tickets and telephone call requests for technical support
- Handles and resolves basic issues via phone support
- Attempts to answer all questions (e.g., common problems and general how to)

Minimum Education: High School Diploma

Minimum Experience: Three years of experience.

### **HELP DESK TECHNICIAN IV**

- Provides remote technical assistance over the phone during and beyond regular business hours
- Supports end-user operating systems, enterprise business applications, and miscellaneous software applications
- Supports end-user computing platforms, mobile devices, printing and miscellaneous hardware
- Researches and troubleshoots end-user issues and provides documented solutions to those issues
- Serves as the primary technical contact for a respective business site and acts as the IT liaison to other departments (or vendors)
- Responds promptly to alerts and end-user issues, is courteous and knowledgeable, and adheres to departmental standards
- Responds to Help Desk tickets and telephone call requests for technical support
- Handles and resolves basic issues via phone support
- Attempts to answer all questions (e.g., common problems and general how to)

Minimum Education: High School Diploma

Minimum Experience: Four years of experience.

### **HUMAN RESOURCES SPECIALIST I**

- Develop and generate a variety of reports; maintain accuracy as well as all data clean up. Helps administer benefit plans to include health, dental, life insurance, and 401k plan policies and practices.
- Supports recruitment and reimbursement functions in the Medical Staff Office.
- Demonstrated computer skills, effective communication and report preparation skills required.

Minimum Education: High School Diploma

Minimum Experience: Three years of experience.

### **HUMAN RESOURCES SPECIALIST II**

- Develop and generate a variety of reports; maintain accuracy as well as all data clean up. Helps administer benefit plans to include health, dental, life insurance, and 401k plan policies and practices.
- Supports recruitment and reimbursement functions in the Medical Staff Office.
- Demonstrated computer skills, effective communication and report preparation skills required.

Minimum Education: High School Diploma

Minimum Experience: Seven years of experience.

### **HUMAN RESOURCES SPECIALIST III**

- Develop and generate a variety of reports; maintain accuracy as well as all data clean up. Helps administer benefit plans to include health, dental, life insurance, and 401k plan policies and practices.

- Supports recruitment and reimbursement functions in the Medical Staff Office.
- Demonstrated computer skills, effective communication and report preparation skills required.

Minimum Education: High School Diploma

Minimum Experience: Nine years of experience.

### **INFORMATION TECH ANALYST**

- Assist in preparing, maintaining, and administering procedures for logging and reporting customer call tracking system
- Accurately document instances of hardware failure, repair, installation, and removal
- Support development and implementation of new system projects and new hardware/software installations
- Maintain up-to-date knowledge of hardware/software and equipment contracts
- Research/evaluate computer products in support of procurement and development efforts
- Recommend, schedule, and perform system, hardware, software, and peripheral equipment improvements, upgrades, and repairs
- Optimize routine preventive maintenance procedures, client site audits, and reviews
- Work with internal Client Account Reps and Customer Site Users to identify and deliver required system service levels

Minimum Education: Bachelor's degree or Five years of experience may be substituted.

Minimum Experience: Four years of related experience

### **INFRARED TECHNICIAN**

- Infrared, corona, and motor testing data collection utilizing current technology (Flir, CSIR, and Baker)
- Utilization of the current software to load, dump, and analyze ultrasonic route data, as well as, build and update the associated data sets and databases (alarms, trends, etc)
- Report building/giving presentations utilizing various software programs, daily planning.
- Learn various related technologies, primarily ultrasonic analysis and the associated software with future development into additional technologies

- Administer the collection and analysis of real-time data using various predictive technologies, develop advanced diagnostic tools, make recommendations to maintenance, complete and submit work orders as necessary.
- Communicate effectively to provide, receive, and implement constructive feedback to support the mentoring program
- Data collection, analysis and reporting utilizing the following technologies:

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **INFRARED THERMOGRAPHER**

- Infrared, corona, and motor testing data collection utilizing current technology (Flir, CSIR, and Baker)
- Utilization of the current software to load, dump, and analyze ultrasonic route data, as well as, build and update the associated data sets and databases (alarms, trends, etc)
- Report building/giving presentations utilizing various software programs, daily planning.
- Learn various related technologies, primarily ultrasonic analysis and the associated software with future development into additional technologies
- Administer the collection and analysis of real-time data using various predictive technologies, develop advanced diagnostic tools, make recommendations to maintenance, complete and submit work orders as necessary.
- Communicate effectively to provide, receive, and implement constructive feedback to support the mentoring program
- Data collection, analysis and reporting utilizing the following technologies:

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **INSTRUCTIONAL COORDINATOR III**

- Instructional coordinators will be responsible for developing curricula, training teachers, selecting textbooks, and assessing the quality and relevance of educational programs.
- They may also have to work to implement new technologies at the classroom level.

Minimum Education: Bachelor's Degree in related field.

Minimum Experience: Three years of experience.

### **INSTRUCTIONAL TECHNOLOGIST**

- Create and update course properties, install/administer course activities, resources, and blocks, work with faculty to manage appropriate settings in order to ensure the courses function as intended by the course faculty.
- Develop standardized operating procedures and maintain documentation for all web-based course maintenance processes.
- Provide technical support for LMS users, trouble shooting and resolving problems in a timely manner
- Develop and implement a basic training program for faculties.
- Provide consulting to faculty to assist with the design, development, and delivery of the College's new student-centered learning curriculum.
- Identify and consult on content design decisions that have implications related to browser and platform compatibility.

Minimum Education: Bachelor's Degree in related field.

Minimum Experience: Three years of experience.

### **INSTRUCTOR II**

- Conducts, teaches, and develops curricula for adult's studies in various classroom settings.
- Trains teachers, selects textbooks, and assess the quality and relevance of educational programs.
- They may also have to work to implement new technologies at the classroom level.

Minimum Education: Bachelor's Degree in related field.

Minimum Experience: Two years of experience.

### **INSTRUCTOR III**

- Conducts, teaches, and develops curricula for adult's studies in various classroom settings.
- Trains teachers, selects textbooks, and assess the quality and relevance of educational programs.
- They may also have to work to implement new technologies at the classroom level.

Minimum Education: Bachelor's Degree in related field.

Minimum Experience: Three years of experience.

### **INSTRUCTOR IV**

- Conducts, teaches, and develops curricula for adult's studies in various classroom settings.
- Trains teachers, selects textbooks, and assess the quality and relevance of educational programs.
- They may also have to work to implement new technologies at the classroom level.

Minimum Education: Bachelor's Degree in related field.

Minimum Experience: Four years of experience.

### **INTELLIGENCE ANALYST IV**

- Building up intelligence pictures, identifying potential agents and targets;
- Collating and validating intelligence, evaluating the reliability of sources and credibility of information;
- Developing relationships with customers to understand their intelligence requirements;
- Delivering information in formal reports or as presentations and desk-level briefings to customers in government.

- Liaising and collaborating with colleagues in Intelligence and security agencies to get further information which may help to piece together the whole picture.
- Minimum Education: Bachelor's Degree in related field.
- Minimum Experience: Five years of experience.

### **LOGISTICS SPECIALIST II**

- Responsible for ensuring that customer support requirements and objectives are achieved within budgets and schedules.
- Continuous improvement of standard logistics processes and other necessary processes such as database development, and preventative maintenance systems. Support product, data interchange systems, demand management and related functions.
- Integrate learning from customers, competitors, operating entities, distribution, transportation, customer service, industry groups and professional training to continuously improve competitive position.
- Plan logistics strategies, and establishes standard logistics processes and tools.
- Monitor contract logistics activities for compliance with standard processes. Identify logistics issues and participates in developing solutions such as re-allocation of resources or modifying manufacturing or supply chain processes.
- Participate in progress planning and review sessions to discuss costs, schedule, and technical performance. Contribute to contract negotiations and contract modifications

Minimum Education: High School Diploma.

Minimum/General Experience : 5 years of related experience.

### **LOGISTICS TECHNICIAN I**

- Responsible for ensuring that customer support requirements and objectives are achieved within budgets and schedules.
- Continuous improvement of standard logistics processes and other necessary processes such as database development, and preventative maintenance systems. Support product, data interchange systems, demand management and related functions.
- Integrate learning from customers, competitors, operating entities, distribution, transportation, customer service, industry groups and professional training to continuously improve competitive position.
- Plan logistics strategies, and establishes standard logistics processes and tools.
- Monitor contract logistics activities for compliance with standard processes. Identify logistics issues and participates in developing solutions such as re-allocation of resources or modifying manufacturing or supply chain processes.
- Participate in progress planning and review sessions to discuss costs, schedule, and technical performance. Contribute to contract negotiations and contract modifications

Minimum Education: High School Diploma.

Minimum Experience: Two years of related experience.

### **LOGISTICS TECHNICIAN III**

- Responsible for ensuring that customer support requirements and objectives are achieved within budgets and schedules.
- Continuous improvement of standard logistics processes and other necessary processes such as database development, and preventative maintenance systems. Support product, data interchange systems, demand management and related functions.
- Integrate learning from customers, competitors, operating entities, distribution, transportation, customer service, industry groups and professional training to continuously improve competitive position.
- Plan logistics strategies, and establishes standard logistics processes and tools.
- Monitor contract logistics activities for compliance with standard processes. Identify logistics issues and participates in developing solutions such as re-allocation of resources or modifying manufacturing or supply chain processes.
- Participate in progress planning and review sessions to discuss costs, schedule, and technical performance. Contribute to contract negotiations and contract modifications

Minimum Education: High School Diploma.

Minimum Experience: Four years of related experience.

### **MANAGEMENT ANALYST I**

- Review forms and reports, and confer with management and users about format, distribution, and purpose, and to identify problems and improvements.
- Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
- Design, evaluate, recommend, and approve changes of forms and reports.
- Recommend purchase of storage equipment, and design area layout to locate equipment in space available.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of related experience.

## **MANAGEMENT ANALYST II**

- Review forms and reports, and confer with management and users about format, distribution, and purpose, and to identify problems and improvements.
- Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
- Design, evaluate, recommend, and approve changes of forms and reports.
- Recommend purchase of storage equipment, and design area layout to locate equipment in space available.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of related experience.

## **MANAGEMENT ANALYST III**

- Review forms and reports, and confer with management and users about format, distribution, and purpose, and to identify problems and improvements.
- Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
- Design, evaluate, recommend, and approve changes of forms and reports.
- Recommend purchase of storage equipment, and design area layout to locate equipment in space available.

Minimum Education: High School Diploma.

Minimum Experience: 7 years of related experience.

## **MANAGEMENT ANALYST IV**

- Review forms and reports, and confer with management and users about format, distribution, and purpose, and to identify problems and improvements.
- Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
- Design, evaluate, recommend, and approve changes of forms and reports.
- Recommend purchase of storage equipment, and design area layout to locate equipment in space available.

Minimum Education: High School Diploma.

Minimum Experience: 9 years of related experience.

## **MOTOR VEHICLE MECHANIC-INSPECTOR**

- Inspect automotive vehicles to ensure compliance to emission standards and governmental regulations.
- Inspect accessories, air lines, and electric circuits.
- Check for damage, broken headlines, leaks, and faulty blinkers.
- Test vehicle for wear-and-tear damage.
- Inspects and assesses the condition of all of the vehicle's essential mechanical systems and components.
- Check for improper adjustment.
- Approve or deny vehicular inspection and issue inspection stickers.
- Suggest improvements to vehicle that fails inspection.
- Keep records of vehicles inspected.
- Check for illegal equipment installed on vehicle.
- Change oil.

Minimum Education: High School Diploma, plus trade school course work related to field.

Minimum Experience: Two years related experience required.

### **NETWORK ENGINEER I**

- Install all new hardware, systems, and software for networks.
- Install, configure, and maintain network services, equipment and devices.
- Supports administration of servers and server clusters.
- Manages all system back-up and restore protocol.
- Plans and supports network and computing infrastructure.
- Perform troubleshooting analysis of servers, workstations and associated systems.
- Documents network problems and resolution for future reference.
- Monitors system performance and implements performance tuning.
- Manage user accounts, permissions, email, anti-virus, anti-spam.
- Requires a thorough knowledge of networking essentials.
- Oversee software and network security.
- Strong analytical abilities and professional office experience needed.

Minimum Education: Bachelor degree in related field or Certifications related to Network Engineering. Six years of experience may be substituted.

Minimum Experience: Five years of experience.

### **NETWORK ENGINEER II**

- Install all new hardware, systems, and software for networks.
- Install, configure, and maintain network services, equipment and devices.
- Supports administration of servers and server clusters.
- Manages all system back-up and restore protocol.
- Plans and supports network and computing infrastructure.
- Perform troubleshooting analysis of servers, workstations and associated systems.
- Documents network problems and resolution for future reference.

- Monitors system performance and implements performance tuning.
- Manage user accounts, permissions, email, anti-virus, anti-spam.
- Requires a thorough knowledge of networking essentials.
- Oversee software and network security.
- Strong analytical abilities and professional office experience needed.

Minimum Education: Bachelor degree in related field or Certifications related to Network Engineering. Eight years of experience may be substituted.

Minimum Experience: Seven years of experience.

### **NETWORK ENGINEER III**

- Install all new hardware, systems, and software for networks.
- Install, configure, and maintain network services, equipment and devices.
- Supports administration of servers and server clusters.
- Manages all system back-up and restore protocol.
- Plans and supports network and computing infrastructure.
- Perform troubleshooting analysis of servers, workstations and associated systems.
- Documents network problems and resolution for future reference.
- Monitors system performance and implements performance tuning.
- Manage user accounts, permissions, email, anti-virus, anti-spam.
- Requires a thorough knowledge of networking essentials.
- Oversee software and network security.
- Strong analytical abilities and professional office experience needed.

Minimum Education: Bachelor degree in related field or Certifications related to Network Engineering. Ten years of experience may be substituted.

Minimum Experience: Nine years of experience.

### **OFFICE MANAGER I**

- Using a range of office software, including email, spreadsheets and databases;

- Managing filing systems; developing and implementing new administrative systems, such as record management;
- Recording office expenditure and managing the budget;
- Organizing the office layout and maintaining supplies of stationery and equipment;
- Maintaining the condition of the office and arranging for necessary repairs;
- Organizing and chairing meetings with staff - in lower paid roles this may include typing the agenda and taking minutes, but senior managers usually have an administrative assistant to do this;
- Overseeing the recruitment of new staff, sometimes including training and induction;
- Ensuring adequate staff levels to cover for absences and peaks in workload, often by using temping agencies;
- Carrying out staff appraisals, managing performance and disciplining staff;
- Delegating work to staff and managing their workload and output;
- Promoting staff development and training; Balancing office budgets
- Arranging travel, meetings and appointments
- Ordering stationery and equipment (depending on how often staff nick it, this could be a regular thing)
- Supervising and monitoring the work staff
- Discussing problems with staff
- Reporting to management
- Reviewing and implementing the company's health and safety policy
- Arranging training for staff

Minimum Education: High School Diploma

Minimum Experience: Two years of experience.

## **OFFICE MANAGER II**

- Using a range of office software, including email, spreadsheets and databases;
- Managing filing systems; developing and implementing new administrative systems, such as record management;

- Recording office expenditure and managing the budget;
- Organizing the office layout and maintaining supplies of stationery and equipment;
- Maintaining the condition of the office and arranging for necessary repairs;
- Organizing and chairing meetings with staff - in lower paid roles this may include typing the agenda and taking minutes, but senior managers usually have an administrative assistant to do this;
- Overseeing the recruitment of new staff, sometimes including training and induction;
- Ensuring adequate staff levels to cover for absences and peaks in workload, often by using temping agencies;
- Carrying out staff appraisals, managing performance and disciplining staff;
- Delegating work to staff and managing their workload and output;
- Promoting staff development and training; Balancing office budgets
- Arranging travel, meetings and appointments
- Ordering stationery and equipment (depending on how often staff nick it, this could be a regular thing)
- Supervising and monitoring the work staff
- Discussing problems with staff
- Reporting to management
- Reviewing and implementing the company's health and safety policy
- Arranging training for staff

Minimum Education: High School Diploma

Minimum Experience: Three years of experience.

## **PRINCIPAL CONSULTANT**

- Develop market estimates and guide team and analysts through quarterly project cycle.
- Provide thought leadership and guidance in developing creative and practical approaches to support changing client requirements.
- Be the front person, and acknowledged subject matter expert, for their respective team in meetings with the client.

- Represent teams at client internal meetings, relaying messages as to timings and big picture, speaking about market dynamics and estimates, and supporting the viewpoints of the team.
- Minimum Education: Bachelor's degree or Six years of related experience
- Minimum Experience: Five years of experience.

### **PRINCIPAL ENGINEER**

- Provides heavy engineering, working autonomously or as lead engineer on a project team with minimal guidance to deliver innovative, best-in-class products.
- Reviews project proposals cross-functionally to drive technical project specifications.
- Develops and maintains timing and action plans for projects of large scope with guidance from senior Project Managers (PMs) to deliver projects on time, cost, and quality.
- Leads technical design reviews to ensure engineering tasks are complete. Investigates program success requirements and drives the path forward to achieve success in the most timely and cost effective manner.
- Influences department budget development to ensure appropriate balance of resources across projects.

Minimum Education: Bachelor's degree or Eight years of related experience

Minimum Experience: Seven years of experience.

### **SR. ENGINEER**

- Provides heavy engineering, working autonomously or as lead engineer on a project team with minimal guidance to deliver innovative, best-in-class products.
- Reviews project proposals cross-functionally to drive technical project specifications.
- Develops and maintains timing and action plans for projects of large scope with guidance from senior Project Managers (PMs) to deliver projects on time, cost, and quality.
- Leads technical design reviews to ensure engineering tasks are complete. Investigates program success requirements and drives the path forward to achieve success in the most timely and cost effective manner.
- Influences department budget development to ensure appropriate balance of resources across projects.

Minimum Education: Bachelor's degree or seven years of related experience

Minimum Experience: Five years of experience.

### **PROCUREMENT ANALYST I**

- Provide financial and contract accountability for the acquisition program phases.
- Provide for acquisition program continuity between government acquisition program representatives, supporting service contractors, commercial vendors, and suppliers.

Minimum Education: High School Diploma

Minimum Experience: Three years of Experience related to the procurement process.

### **PROCUREMENT MANAGER I**

- Provide financial and contract accountability for the acquisition program phases.
- Provide for acquisition program continuity between government acquisition program representatives, supporting service contractors, commercial vendors, and suppliers.

Minimum Education: High School Diploma

Minimum Experience: Five years of Experience related to the procurement process.

### **PROGRAM ANALYST I**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, developing key timelines and schedules, and develop program cost estimate.

Minimum Education: High School Diploma

Minimum Experience: Two years of experience in related field.

### **PROGRAM ANALYST II**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, developing key timelines and schedules, and develop program cost estimate.

Minimum Education: High School Diploma

Minimum Experience: Three years of experience in related field.

### **PROGRAM ANALYST III**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance

and objectives, developing key timelines and schedules, and develop program cost estimate.

Minimum Education: High School Diploma

Minimum Experience: Six years of experience.

### **PROGRAM ANALYST IV**

- Provide program support functions to include attending meetings with potential and existing customers; analyzing customer program needs; accessing program performance and objectives; developing key timelines and schedules; develop program cost estimate; serving as the primary point of contact for all program planning.

Minimum Education: High School Diploma

Minimum Experience: Eight years of experience.

### **PROGRAM CONTROL ANALYST**

- Develops plans, including budgets and schedule, to meet contractual requirements for assigned program(s).
- Coordinates interdepartmental development of program plans and interfaces with vendors and customers as required.
- Cost proposal experience will be a plus to assist PM/s with cost proposals i.e. building labor rates.
- Ensure timely government customer reporting.
- Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met. Reports, analyzes, and interprets financial and operating data. Prepare, compile and review program reports.
- Support financial management, planning, and program integration.

Minimum Education: High School Diploma.

Minimum Experience: Three years of experience.

### **PROGRAM MANAGER**

- Provide technical support in conjunction with ongoing Government agency programs to manage facilities, including operating systems and equipment.
- Develop program management plans, and adhere to established policies and procedures approved and used by the Government to execute system management functions.
- Provide technical support to the Government via programming in support of various projects.
- Review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and

system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training.

- Apply task management skills, principles, and methods to optimize the Government's investment in ongoing projects.
- Conduct or provide technical support to project assessments.
- Develop plans for correction/improvement: Short-term (1 year), medium-range (Two - Five years), and long-range (more than Five years).
- Provide plans to customers and staff to effectively manage program assets. Develop a program information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods.
- Assess adequacy of internal communication by contacting customers and getting their input concerning their needs.
- Develop strategies to optimize the task organizational performance, ensure efficiency, and achieve a high level of customer satisfaction. Shall be responsible for the management and administration; interfacing with Government or other contractor employees.

Minimum Education: High School Diploma. Nine years of experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum Experience: Eight years of experience in related field.

## **PROGRAM OFFICER II**

- Work with the senior leaders to draft ongoing grant agenda for the customers.
- Review proposals submitted for consideration with potential customers; make site visits as appropriate; prepare written summaries and analysis documents of grant applications to aid trustees in evaluating and making awards;
- Arrange for technical assistance for grants as needed;
- Present to the Board, upper management regarding result findings
- Make presentations to the senior management regarding appropriate grant applications and other topics;
- Designs protocols for programs assigned, convene oversight and/or planning committees of community leaders and experts, as appropriate;
- Pursue opportunities to further the customer objectives and goals. Monitor grants and/or proposals in progress and ensure accurateness and completeness.
- Help administer special purpose funds, which occasionally require writing guidelines,
- Convening advisory committees, and marketing grant opportunities
- Prepare written and other necessary materials for customers
- Summarize issues and decisions for their consideration

Minimum Education: High School Diploma.

Minimum Experience: Three years of experience.

### **PROGRAM OFFICER IV**

- Work with the senior leaders to draft ongoing grant agenda for the customers.
- Review proposals submitted for consideration with potential customers; make site visits as appropriate; prepare written summaries and analysis documents of grant applications to aid trustees in evaluating and making awards;
- Arrange for technical assistance for grants as needed;
- Present to the Board, upper management regarding result findings
- Make presentations to the senior management regarding appropriate grant applications and other topics;
- Designs protocols for programs assigned, convene oversight and/or planning committees of community leaders and experts, as appropriate;
- Pursue opportunities to further the customer objectives and goals. Monitor grants and/or proposals in progress and ensure accurateness and completeness.
- Help administer special purpose funds, which occasionally require writing guidelines,
- Convening advisory committees, and marketing grant opportunities
- Prepare written and other necessary materials for customers
- Summarize issues and decisions for their consideration

Minimum Education: High School Diploma.

Minimum Experience: Seven years of experience.

### **PROGRAM SPECIALIST I**

- Coordinates and/or completes initial and on-going assessments of individuals.
- Coordinates and/or develops, reviews, and ensures implementation of individual support plans.
- Develops, and ensures implementation of planned program activities.
- Coordinates and participates in multidisciplinary team meetings

- Collaborates and cooperates with individuals, family members, other provider agencies, and advocates.
- Utilizes local resources to promote involvement in community activities, including volunteer opportunities.
- Accompanies individuals into the community providing support and assistance in interactions in the community while maintaining sensitivity to the rights and dignity of the individual.
- Provides training and supervises Direct Support Professional staff as directed.
- Maintains work environment, equipment, and materials for cleanliness and safety.
- Completes all assigned administrative tasks relative to the program.
- Provides coverage in emergency situations.
- Performs other duties as assigned.

Minimum Education: High School Diploma.

Minimum Experience: Five years of experience.

## **PROGRAM SPECIALIST II**

- Coordinates and/or completes initial and on-going assessments of individuals.
- Coordinates and/or develops, reviews, and ensures implementation of individual support plans.
- Develops, and ensures implementation of planned program activities.
- Coordinates and participates in multidisciplinary team meetings
- Collaborates and cooperates with individuals, family members, other provider agencies, and advocates.
- Utilizes local resources to promote involvement in community activities, including volunteer opportunities.
- Accompanies individuals into the community providing support and assistance in interactions in the community while maintaining sensitivity to the rights and dignity of the individual.
- Provides training and supervises Direct Support Professional staff as directed.
- Maintains work environment, equipment, and materials for cleanliness and safety.
- Completes all assigned administrative tasks relative to the program.

- Provides coverage in emergency situations.
- Performs other duties as assigned.

Minimum Education: High School Diploma.

Minimum Experience: Seven years of experience.

### **PROGRAM SPECIALIST III**

- Coordinates and/or completes initial and on-going assessments of individuals.
- Coordinates and/or develops, reviews, and ensures implementation of individual support plans.
- Develops, and ensures implementation of planned program activities.
- Coordinates and participates in multidisciplinary team meetings
- Collaborates and cooperates with individuals, family members, other provider agencies, and advocates.
- Utilizes local resources to promote involvement in community activities, including volunteer opportunities.
- Accompanies individuals into the community providing support and assistance in interactions in the community while maintaining sensitivity to the rights and dignity of the individual.
- Provides training and supervises Direct Support Professional staff as directed.
- Maintains work environment, equipment, and materials for cleanliness and safety.
- Completes all assigned administrative tasks relative to the program.
- Provides coverage in emergency situations.
- Performs other duties as assigned.

Minimum Education: High School Diploma.

Minimum Experience: Nine years of experience.

## **PROJECT LEAD I**

- Maintaining an environment that fosters teamwork, accountability and superior customer service
- Provide leadership, direction and allocates tasks to PM resources
- Implement and document formal policies and procedures for problem management
- Track tickets for timely and meaningful resolution
- Manage customer perceptions and build strong relationships
- Report to management the status, performance metrics, resource allocation, and solutions for improvement
- Serve as coach and mentor for staff and provide continued development of provisioning across all product lines
- Manage all project activities, action items and overall function of the project.

Minimum Education: High School Diploma.

Minimum Experience: Five years of experience.

## **PROJECT MANAGER**

- Provide technical support in conjunction with ongoing Government agency programs to manage facilities, including operating systems and equipment.
- Develop program management plans, and adhere to established policies and procedures approved and used by the Government to execute system management functions.
- Provide technical support to the Government via programming in support of various projects.
- Review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training.
- Apply task management skills, principles, and methods to optimize the Government's investment in ongoing projects.
- Conduct or provide technical support to project assessments.
- Develop plans for correction/improvement: Short-term (1 year), medium-range (Two - Five years), and long-range (more than Five years).
- Provide plans to customers and staff to effectively manage program assets.

- Develop a program information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods.
- Assess adequacy of internal communication by contacting customers and getting their input concerning their needs.

Minimum Education: High School Diploma. Six years of experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum Experience: Five years of experience with experience managing specific work described under Functional Responsibility.

### **PROJECT MANAGER LV II**

- Provide technical support in conjunction with ongoing Government agency programs to manage facilities, including operating systems and equipment.
- Develop program management plans, and adhere to established policies and procedures approved and used by the Government to execute system management functions.
- Provide technical support to the Government via programming in support of various projects.
- Review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training.
- Apply task management skills, principles, and methods to optimize the Government's investment in ongoing projects.
- Conduct or provide technical support to project assessments.
- Develop plans for correction/improvement: Short-term (1 year), medium-range (Two - Five years), and long-range (more than Five years).
- Provide plans to customers and staff to effectively manage program assets.
- Develop a program information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods.
- Assess adequacy of internal communication by contacting customers and getting their input concerning their needs.

Minimum Education: High School Diploma. Eight years of experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum Experience: Seven years of experience with experience managing specific work described under Functional Responsibility.

## **SR. PROJECT MANAGEMENT ANALYST**

- Develops plans, including budgets and schedule, to meet contractual requirements for assigned program(s). Coordinates interdepartmental development of program plans and interfaces with vendors and customers as required.
- Cost proposal experience will be a plus to assist PM/s with cost proposals i.e. building labor rates. Ensure timely government customer reporting.
- Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met.
- Reports, analyzes, and interprets financial and operating data. Prepare, compile and review program reports. Support financial management, planning, and program integration.

Minimum Education: High School Diploma.

Minimum Experience: Five years of experience.

## **REGISTRAR I**

- Manage student files - maintain compliance.
- Record attendance and grades into the Campus System and maintain paper attendance records.
- Issues transcripts to students.
- Maintains accuracy of student records/data in accordance with all regulatory requirements.
- Manages the front desk and library position functions.
- Manages student statuses and process status changes timely.
- Audits records to insure that all requirements have been met for student to be eligible for graduation.
- Conduct transcript audits for transferability of credits into the Institution.
- Enroll students into system.
- Manage student Satisfactory Academic Progress.
- Create and manage Academic Calendar.
- Create and disburse student schedules.
- Register student's classes.
- Send students report cards each term.

- Produces and maintains statistical reports for administration and the various regulatory agencies.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience

## **REGISTRAR II**

- Manage student files - maintain compliance.
- Record attendance and grades into the Campus System and maintain paper attendance records.
- Issues transcripts to students.
- Maintains accuracy of student records/data in accordance with all regulatory requirements.
- Manages the front desk and library position functions.
- Manages student statuses and process status changes timely.
- Audits records to insure that all requirements have been met for student to be eligible for graduation.
- Conduct transcript audits for transferability of credits into the Institution.
- Enroll students into system.
- Manage student Satisfactory Academic Progress.
- Create and manage Academic Calendar.
- Create and disburse student schedules.
- Register student's classes.
- Send students report cards each term.
- Produces and maintains statistical reports for administration and the various regulatory agencies.

Minimum Education: High School Diploma.

Minimum Experience: Three years of experience

## **REGISTRAR III**

- Manage student files - maintain compliance.

- Record attendance and grades into the Campus System and maintain paper attendance records.
- Issues transcripts to students.
- Maintains accuracy of student records/data in accordance with all regulatory requirements.
- Manages the front desk and library position functions.
- Manages student statuses and process status changes timely.
- Audits records to insure that all requirements have been met for student to be eligible for graduation.
- Conduct transcript audits for transferability of credits into the Institution.
- Enroll students into system.
- Manage student Satisfactory Academic Progress.
- Create and manage Academic Calendar.
- Create and disburse student schedules.
- Register student's classes.
- Send students report cards each term.
- Produces and maintains statistical reports for administration and the various regulatory agencies.

Minimum Education: High School Diploma.

Minimum Experience: Five years of experience

## **SOFTWARE SPECIALIST**

- Troubleshoot internal support tickets related to production systems and work with development and operations to resolve.
- Bring issue resolution and prevention by providing guidance and subject matter expertise to internal teams.
- Ensure that all internal and external service levels are met in a timely manner while meeting quality standards.
- Use deductive problem solving skills to investigate and solve a broad range of problems.
- Leverage technical skills to analyze system configuration, logs, database contents, and source code to aid in defect resolution.

- Identify defects in software and escalate appropriate to ensure that defects are eliminated and effected data is corrected.
- Additional duties as deemed necessary by management.

Minimum Education: Bachelor degree in related field or Certifications related to computer software.

Minimum Experience: Three years of experience.

### **SUBJECT MATTER EXPERT I**

- Expertise in a discipline such as, but not limited to, Engineering, Logistics, Project Management, Accounting, Computers, and Training.
- Systems Operations
- Health Care
- Warehousing
- Material Planning and Handling
- Transportation Management
- Inventory Management
- Special Materials
- Acquisition Logistics
- Deployment Logistics
- Readiness Based Sparing (RBS) Concepts
- Reliability, Maintainability and availability (RMA) Concepts
- Forecast and Prediction Concepts
- Other areas not mentioned
- Simulation/Modeling Concepts

Minimum Education: Bachelor's degree. Six years of experience in related field may be substituted.

Minimum Experience: Five years of experience.

### **SUBJECT MATTER EXPERT III**

- Expertise in a discipline such as, but not limited to, Engineering, Logistics, Project Management, Accounting, Computers, and Training.
- Systems Operations
- Health Care
- Warehousing
- Material Planning and Handling
- Transportation Management

- Inventory Management
- Special Materials
- Acquisition Logistics
- Deployment Logistics
- Readiness Based Sparing (RBS) Concepts
- Reliability, Maintainability and availability (RMA) Concepts
- Forecast and Prediction Concepts
- Other areas not mentioned
- Simulation/Modeling Concepts

Minimum Education: Bachelor's degree. Ten years of experience in related field may be substituted.

Minimum Experience: Nine years of experience.

#### **SUBJECT MATTER EXPERT IV**

- Expertise in a discipline such as, but not limited to, Engineering, Logistics, Project Management, Accounting, Computers, and Training.
- Systems Operations
- Health Care
- Warehousing
- Material Planning and Handling
- Transportation Management
- Inventory Management
- Special Materials
- Acquisition Logistics
- Deployment Logistics
- Readiness Based Sparing (RBS) Concepts
- Reliability, Maintainability and availability (RMA) Concepts
- Forecast and Prediction Concepts
- Other areas not mentioned
- Simulation/Modeling Concepts

Minimum Education: Bachelor's degree. Twelve years of experience in related field may be substituted.

Minimum Experience: Eleven years of experience.

## **SYSTEM ADMINISTRATOR I**

- Proactively monitor, modify, manage and maintain the network infrastructure and production and test servers and services. Evaluate and tune network performance. Troubleshoot issues to resolution when necessary.
- Manage daily and project work. Multitask and lead project teams when appropriate.
- Maintain data integrity and security. Routinely audit and resolve issues.
- Manage ISP, network and telecom support vendors.
- Provide off-hours coverage.
- Research, evaluate, recommend, plan and implement solutions to enhance services.
- Enforce existing policies. Help develop others as needed.
- Create/maintain documentation of services and components.
- Assist with budget and strategic planning.
- Participate in professional development and training opportunities as appropriate

Minimum Education: Bachelor's degree. Four years of experience in related field may be substituted.

Minimum Experience: Three years of experience working one or more of the following disciplines:

## **SYSTEM ADMINISTRATOR II**

- Proactively monitor, modify, manage and maintain the network infrastructure and production and test servers and services. Evaluate and tune network performance. Troubleshoot issues to resolution when necessary.
- Manage daily and project work. Multitask and lead project teams when appropriate.
- Maintain data integrity and security. Routinely audit and resolve issues.
- Manage ISP, network and telecom support vendors.
- Provide off-hours coverage.
- Research, evaluate, recommend, plan and implement solutions to enhance services.
- Enforce existing policies. Help develop others as needed.
- Create/maintain documentation of services and components.
- Assist with budget and strategic planning.
- Participate in professional development and training opportunities as appropriate

Minimum Education: Bachelor's degree. Five years of experience in related field may be substituted.

Minimum Experience: Four years of experience working one or more of the following disciplines:

### **SYSTEM ADMINISTRATOR III**

- Proactively monitor, modify, manage and maintain the network infrastructure and production and test servers and services. Evaluate and tune network performance. Troubleshoot issues to resolution when necessary.
- Manage daily and project work. Multitask and lead project teams when appropriate.
- Maintain data integrity and security. Routinely audit and resolve issues.
- Manage ISP, network and telecom support vendors.
- Provide off-hours coverage.
- Research, evaluate, recommend, plan and implement solutions to enhance services.
- Enforce existing policies. Help develop others as needed.
- Create/maintain documentation of services and components.
- Assist with budget and strategic planning.
- Participate in professional development and training opportunities as appropriate

Minimum Education: Bachelor's degree. Six years of experience in related field may be substituted.

Minimum Experience: Five years of experience working one or more of the following disciplines:

### **SYSTEM ADMINISTRATOR IV**

- Proactively monitor, modify, manage and maintain the network infrastructure and production and test servers and services. Evaluate and tune network performance. Troubleshoot issues to resolution when necessary.
- Manage daily and project work. Multitask and lead project teams when appropriate.
- Maintain data integrity and security. Routinely audit and resolve issues.
- Manage ISP, network and telecom support vendors.
- Provide off-hours coverage.

- Research, evaluate, recommend, plan and implement solutions to enhance services.
  - Enforce existing policies. Help develop others as needed.
  - Create/maintain documentation of services and components.
  - Assist with budget and strategic planning.
  - Participate in professional development and training opportunities as appropriate
- Minimum Education: Bachelor's degree. Seven years of experience in related field may be substituted.
- Minimum Experience: Six years of experience.

### **SYSTEM PROGRAMMER**

- Prepares system software installation by studying software capabilities and operations, including task scheduling, memory management, file system, and input and output requirements.
- Installs system software by loading software into computer.
- Detects work stoppage or errors by conducting tests; monitoring output.
- Corrects work stoppages or errors by entering cod changes.
- Optimizes system efficiency by analyzing performance indicators; changing software.
- Maintains historical records by documenting system software changes and revisions.
- Prepares reference for users by writing operating instructions.
- Maintains client confidence and protects operations by keeping information confidential.
- Controls access to system by monitoring program usage.
- Ensures operation of equipment by following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed

- Minimum Education: Bachelor's degree. Six years of experience in related field may be substituted.
- Minimum Experience: Five years of experience.

### **TASK ORDER PROJECT LEADER**

- Task Manager has the overall responsibility for coordination of all technical activities on assigned projects. The Task Manager performs the following basic functions:
- Plans, schedules, conducts, and coordinates assigned engineering work in accordance with the project schedules and milestones as assigned.
- Monitors work for compliance with codes, accepted engineering practices, and Merrick standards
- Ensures effective communication and coordination between all managers and all other project participants including contractors, subcontractors, procurement services, etc.
- The Task Manager is responsible and accountable to ensure that all assigned personnel are coordinating their activities with other project participants, and the requirements of the Contract are being satisfied.
- The Task Manager shall have sufficient technical knowledge and awareness of details to be able to recognize when technical problems are developing in the various disciplines and to initiate corrective actions.

Minimum Education: High School Diploma.

Minimum Experience: Six years of related experience.

### **TECHNICAL WRITER/RESEARCHER I**

- Will develop, write, and edit material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment.
- Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods.
- Will review manufacturers and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.
- Will study blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and

production sequence and detail. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style and terminology.

- Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding.
- May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material.
- May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations' releases.
- May edit, standardize or make changes to material prepared by other writers or plant personnel. May specialize in writing material and technical proposals regarding work methods and procedures.

Minimum Education: Bachelor's degree in related field.

Minimum Experience: Four years of experience

### **TECHNICAL WRITER/RESEARCHER II**

- Will develop, write, and edit material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment.
- Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods.
- Will review manufacturers and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.
- Will study blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style and terminology.
- Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding.
- May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material.
- May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations' releases.
- May edit, standardize or make changes to material prepared by other writers or plant personnel. May specialize in writing material and technical proposals regarding work methods and procedures.

Minimum Education: Bachelors degree in related field.

Minimum Experience: Five years of experience

### **TECHNICAL WRITER/EDITOR IV**

- Will develop, write, and edit material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment.
- Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods.
- Will review manufacturers and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.
- Will study blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style and terminology.
- Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding.
- May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material.
- May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations' releases.
- May edit, standardize or make changes to material prepared by other writers or plant personnel. May specialize in writing material and technical proposals regarding work methods and procedures.

Minimum Education: Bachelors degree in related field.

Minimum Experience: Nine Six years of experience

### **TRAINING DEVELOPER III**

- Analyze jobs, performance and target audiences using group or individual interview process, consistent with the project plan and within the defined scope of work and project timelines, as required by the project
- Design training using analysis data to produce applications based training design, as required by the project

- Develop applications based (action learning) training materials using analysis data and design document(s) in cooperation with subject matter experts, and in the media indicated by the training design
- Conduct subject matter expert, master performer and customer interviews required to develop materials, and to review materials throughout the life of the project
- Deliver instruction as required, including leading all levels of the class using demonstrations, lectures, Q & A and class mentoring
- Remain current with technical area of project, and with the media in which training is to be delivered

Minimum Education: High School Diploma.

Minimum Experience: Eight years of experience.

### **TRAINING SCHEDULE COORDINATOR**

- Analyze jobs, performance and target audiences using group or individual interview process, consistent with the project plan and within the defined scope of work and project timelines, as required by the project
- Design training using analysis data to produce applications based training design, as required by the project
- Develop applications based (action learning) training materials using analysis data and design document(s) in cooperation with subject matter experts, and in the media indicated by the training design
- Conduct subject matter expert, master performer and customer interviews required to develop materials, and to review materials throughout the life of the project
- Deliver instruction as required, including leading all levels of the class using demonstrations, lectures, Q & A and class mentoring
- Remain current with technical area of project, and with the media in which training is to be delivered

Minimum Education: High School Diploma.

Minimum Experience: Eight years of experience

### **TRAVEL OPERATIONS SPECIALIST II**

- Under close supervision or following specific procedures and detailed instructions.
- Travel operations specialist will arrange travel on one or two modes of transportation.

- Will coordinate all related travel, hospitality, and assist customers with other needs to help during any transition. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities.
- When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

Minimum Education: High School Diploma.

Minimum Experience: Three years of experience required.

### **TRAVEL OPERATIONS SPECIALIST IV**

- Under close supervision or following specific procedures and detailed instructions.
- Travel operations specialist will arrange travel on one or two modes of transportation.
- Will coordinate all related travel, hospitality, and assist customers with other needs to help during any transition. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities.
- When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

Minimum Education: High School Diploma.

Minimum Experience: Seven years of experience required.

### **VIDEO TELECOMMUNICATIONS TECH I**

- Plans network installations by studying customer orders, plans, manuals, and technical specifications; ordering and gathering equipment, supplies, materials, and tools, assessing installation site; preparing an installation diagram.
- Establishes voice and data networks by running, pulling, terminating, and splicing cables; installing telecommunications equipment, routers, switches, multiplexors, cable trays, and alarm and fire-suppression systems; building ironwork and ladder racks; establishing connections; programming features; establishing connections and integrations; following industry standards; activating remote access tools; coordinating with contractors.

- Verifies service by testing circuits, equipment, and alarms; identifying, correcting, or escalating problems.
- Documents network by labeling and routing equipment and cables; recording configuration diagrams and specifications.

Minimum Education: High School Diploma with related certifications and/or classroom training.

Minimum Experience: Two years of experience.

## **VIDEO TELECOMMUNICATIONS TECH II**

- Plans network installations by studying customer orders, plans, manuals, and technical specifications; ordering and gathering equipment, supplies, materials, and tools, assessing installation site; preparing an installation diagram.
- Establishes voice and data networks by running, pulling, terminating, and splicing cables; installing telecommunications equipment, routers, switches, multiplexors, cable trays, and alarm and fire-suppression systems; building ironwork and ladder racks; establishing connections; programming features; establishing connections and integrations; following industry standards; activating remote access tools; coordinating with contractors.
- Verifies service by testing circuits, equipment, and alarms; identifying, correcting, or escalating problems.
- Documents network by labeling and routing equipment and cables; recording configuration diagrams and specifications.

Minimum Education: High School Diploma with related certifications and/or classroom training.

Minimum Experience: Four years of experience.

## **VIDEO TELECOMMUNICATIONS TECH III**

- Plans network installations by studying customer orders, plans, manuals, and technical specifications; ordering and gathering equipment, supplies, materials, and tools, assessing installation site; preparing an installation diagram.

- Establishes voice and data networks by running, pulling, terminating, and splicing cables; installing telecommunications equipment, routers, switches, multiplexors, cable trays, and alarm and fire-suppression systems; building ironwork and ladder racks; establishing connections; programming features; establishing connections and integrations; following industry standards; activating remote access tools; coordinating with contractors.
- Verifies service by testing circuits, equipment, and alarms; identifying, correcting, or escalating problems.
- Documents network by labeling and routing equipment and cables; recording configuration diagrams and specifications.

Minimum/General Experience: High School Diploma with related certifications and/or classroom training.

Minimum Experience: Six years of experience as an accounting clerk or equivalent.

## **SCA Labor Categories**

### **ACCOUNTING CLERK I-DOL CATEGORY 01011**

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

Minimum Education: High School Diploma.

Minimum Experience: One year of experience as an accounting clerk or equivalent.

### **ACCOUNTING CLERK II-DOL CATEGORY 01012**

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and

credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

Minimum Education: High School Diploma.

Minimum Experience: Two years of experience as an accounting clerk or equivalent.

### **ACCOUNTING CLERK III-DOL CATEGORY 01013**

Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices, and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system), and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work is reviewed by the supervisor or is controlled by mechanisms built into the accounting system. Excluded from Level III are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts.

Minimum Education: High School Diploma.

Minimum Experience: Three years of experience as an accounting clerk or equivalent.

### **ADMINISTRATIVE ASSISTANT DOL CATEGORY 01020**

- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Monitor and assist with maintenance of the organization's website.
- Interact with clients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.

- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- 11. File and retrieve organizational documents, records and reports.
- 12. Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.
- 13. Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
- 14. Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- 15. May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- 16. Set up and coordinate meetings and conferences.
- 17. Prepare agendas and make arrangements for committee, Board or other meetings.
- 18. Interact with the organization's Board of Directors.
- 19. Attend Board, committee meetings or other meetings as requested in order to record minutes.
- 20. Compile, transcribe and distribute minutes of meetings.
- 21. Make travel arrangements for staff, board and volunteers.
- 22. Collect and maintain inventory of office equipment and supplies.
- 23. Research, price and purchase office furniture, equipment and supplies.
- 24. Arrange for the repair and maintenance of office equipment.
- 25. Support staff in assigned project-based work.
- 26. May supervise volunteers and other support personnel.
- 27. Assists in special events, such as fundraising activities and the annual meeting.
- 28. Assist with overall maintenance of the organization and its offices.
- 29. Other duties as assigned by Executive Director.

Minimum Education: High School Diploma

Minimum Experience: One year of experience.

### **CARPENTER, MAINTENANCE-DOL CATEGORY 23130**

The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Diploma.

Minimum Experience: One year of Experience Required.

### **COMPUTER OPERATOR I (IT) - DOL CATEGORY 14041**

Processes scheduled routines, which present few difficult operating problems

(e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems, which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

Minimum Education: High School Diploma

Minimum Experience: Four years of directly related experience as a Computer Operator or equivalent.

### **COMPUTER OPERATOR II (IT) - DOL CATEGORY 14042**

Processes scheduled routines, which present few difficult operating problems

(e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems, which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

Minimum Education: High School Diploma

Minimum Experience: Five years of directly related experience as a Computer Operator or equivalent.

### **COMPUTER OPERATOR III (IT) - DOL CATEGORY 14043**

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems, which do not respond to corrective procedures.

Minimum Education: High School Diploma

Minimum Experience: Six years of directly related experience as a Computer Operator or equivalent.

### **COMPUTER OPERATOR IV (IT) - DOL CATEGORY 14044**

Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer

output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.

Minimum Education: High School Diploma

Minimum Experience: Four years of directly related experience as a Computer Operator or equivalent.

### **COMPUTER OPERATOR V (LAN) - DOL CATEGORY 14045**

Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

Minimum Education: High School Diploma

Minimum Experience: Five years of directly related experience as a Computer Operator or equivalent.

### **DRAFTER/CAD OPERATOR I-DOL CATEGORY 30061**

This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

Typical assignments include:

- a. Revisions to the original drawings of a plumbing system by increasing pipe diameters.
- b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.

Minimum Education: High School Diploma plus course work related to a Drafter.

Minimum Experience: One year of experience as a Drafter.

## **DRAFTER/CAD OPERATOR II-DOL CATEGORY 30062**

This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results.

More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.

Typical assignments include:

- a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout.
- b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards.

Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.

- c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.

Minimum Education: High School Diploma plus course work related to a Drafter.

Minimum Experience: Two years of experience as a Drafter.

## **DRAFTER/CAD OPERATOR III-DOL CATEGORY 30063**

This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. .

Typical assignments include:

a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches.

Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.

b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.

c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.

d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.

Minimum Education: High School Diploma plus course work related to a Drafter.

Minimum Experience: Three years of experience as a Drafter.

#### **DRAFTER/CAD OPERATOR IV -DOL CATEGORY 30064**

This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Minimum Education: High School Diploma plus course work related to a Drafter.

Minimum Experience: Four years of experience as a Drafter.

#### **ELECTRICIAN, MAINTENANCE -DOL CATEGORY 23160**

An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric

energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Diploma.

Minimum Experience: Three years of experience required.

### **ELECTRONIC TECHNICIAN MAINTENANCE I –DOL CATEGORY 23181**

Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks.

Minimum Education: High School Diploma plus course work related to Electronics Technician Maintenance.

Minimum Experience: One year of related experience.

### **ELECTRONIC TECHNICIAN MAINTENANCE II –DOL CATEGORY 23182**

Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks.

Minimum Education: High School Diploma plus course work related to Electronics Technician Maintenance.

Minimum Experience: Five years of related experience.

### **ELECTRONIC TECHNICIAN MAINTENANCE III –DOL CATEGORY 23183**

Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks.

Minimum Education: High School Diploma plus course work related to Electronics Technician Maintenance.

Minimum Experience: Three years of related experience.

### **ENGINEERING TECHNICIAN I-DOL CATEGORY -30081**

This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:

- a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting.
- b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data.
- c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.

Minimum Education: High School Diploma plus course work related to an Engineering Technician.

Minimum/General Experience: Seven years of experience as an Engineering Technician.

### **ENGINEERING TECHNICIAN II-DOL CATEGORY-30082**

Shall perform assignments that are not completely standardized or prescribed. Shall select or adapt standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Shall perform at this level one or a combination of such typical duties as:

- Constructs components, sub-units, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- Shall conduct various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.
- Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.
- Shall assists in design modification by compiling data related to design, specifications, and materials,
- Shall develop information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Which are pertinent to specific items of equipment or component parts.

Minimum Education: High School Diploma plus course work related to an Engineering Technician.

Minimum/General Experience: Seven years of experience as an Engineering Technician.

### **ENGINEERING TECHNICIAN III-DOL CATEGORY-30083**

Shall perform assignments that are not completely standardized or prescribed. Shall select or adapt standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Shall perform at this level one or a combination of such typical duties as:

- Constructs components, sub-units, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- Shall conduct various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.
- Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.
- Shall assists in design modification by compiling data related to design, specifications, and materials,

- Shall develop information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Which are pertinent to specific items of equipment or component parts.

Minimum Education: High School Diploma plus course work related to an Engineering Technician.

Minimum/General Experience: Nine years of experience as an Engineering Technician.

### **FOOD SERVICE WORKER - DOL CATEGORY -07130**

Performs a variety of tasks concerned with the preparation and serving of foods and beverages. Washes, peels, scrape, and cut vegetables and fruits. Prepares simple salads and toast. Cuts butter and slices cakes and pies. Makes coffee, tea, and other beverages. Dishes out portions of foods on trays or plates, and pours beverages. Prepares dining and serving areas by setting up counters, stands, and tables. Places food containers in serving order, fills salt and peppershakers, and places linen and silverware. Cleans kitchen equipment, pots and pan, counters, and tables. Sweeps and mops floors. Minimum Education: High School Diploma. Minimum Experience: One year of Experience.

### **FORKLIFT OPERATOR - DOL CATEGORY -21020**

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **GENERAL CLERK I DOL CATEGORY 01111**

Shall follow detailed procedures in performing, simple repetitive tasks in the same sequence, such as filing recorded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, address-o-graph or mailing machine.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **GENERAL CLERK II - DOL CATEGORY 01112**

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little

or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Minimum Education: High School Diploma.

Minimum Experience: Two year of related experience.

### **GENERAL CLERK III - DOL CATEGORY 01113**

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Minimum Education: High School Diploma.

Minimum Experience: Three years of related experience

### **GENERAL MAINTENANCE WORKER-DOL CATEGORY 23370**

Must be a qualified journeyman and possess thorough understanding and knowledge of the skills required to plan, program and execute Maintenance, Inspection and Repair of building and structure, to include, but not limited to: foundations, partitions, trusses, beams, walls, doors, windows, floors, floor coverings, decks, stairs, hardware, paint and roofing. Must possess the knowledge and skills to incorporate energy conservation practices and procedures.

Minimum Education: High School Diploma.

Minimum Experience: Two years of related experience.

### **HEATING, REFRIGERATION AND AC MECHANIC (HVAC) - DOL CATEGORY 23410**

Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor, and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using

torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipe in insulation batting and secure them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Minimum Education: High School Diploma, plus coursework/trade school in related field.

Minimum Experience: One year of related experience.

### **HEAVY EQUIPMENT MECHANIC - DOL CATEGORY 23430**

Analyzes malfunctions and repairs, rebuilds and, maintains power equipment such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors, and pneumatic tools.

Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear/ using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

Minimum Education: High School Diploma, plus coursework/trade school in related field.

Minimum Experience: Two years of related experience.

### **HEAVY EQUIPMENT OPERATOR-DOL CATEGORY 23440**

Operates heavy equipment such as cranes/ clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and tractors. Equipment is used to excavate, load to move dirt, gravel or other material. Operator may read and interpret grade and slope stakes and simple plans. May grease, adjust and make emergency repairs to equipment. Operates cranes to move material, merchandise or equipment and load/unload material, merchandise to or from transportation devices.

Minimum Education: High School Diploma, plus coursework/trade school in related field.

Minimum Experience: Operators shall be licensed in accordance with local, state or federal laws and have three years related experience.

### **HOUSEKEEPING AIDE –DOL CATEGORY 11122**

Performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the Housekeeping Department and with hospital objectives. Uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. Dry- and wet-mops floors. Scrubs and buffs floors with roto and other machines. Vacuums carpets to clean and control bacteria. Transports trash from utility rooms and other collection points to incinerator, compactor, or pick-up area. Performs special cleaning of induction units, walls, lighting fixtures, and windows both inside and outside. Moves furniture and sets up meeting rooms. Collects soiled linen. Assists in cleaning emergency spills that are observed or as requested. Maintains assigned equipment for cleanliness and requests repairs when needed. Reports need for repairs to hospital equipment, furniture, building and fixtures. Assists in moving patients in case of fire, disaster or emergency evacuation. Assists security personnel in restraining disturbed patients in psychiatric wards.

Minimum Education: High School Diploma.

Minimum Experience: One year of Experience .

### **JANITOR - DOL CATEGORY 11150**

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

- Workers who specialize in window washing.
- Housekeeping staff who make beds and change linens as a primary responsibility.
- Workers required to assemble/disassemble equipment in order to clean machinery.
- Workers who receive additional compensation to maintain sterile facilities or equipment.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **LABORER-GENERAL-DOL CATEGORY 23470**

Performs tasks, which require mainly physical abilities and effort: involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand - trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches; cuts tree and

brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **LABORER, GROUNDS MAINTENANCE-DOL CATEGORY 11210**

Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **MACHINERY MAINTENANCE MECHANIC -DOL CATEGORY 23530**

Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience in related field.

## **MAINTENANCE TRADE HELPER DOL CATEGORY 23580**

Maintenance Helpers will assist maintenance technicians with preventive and corrective maintenance work. Some mechanical knowledge is preferred. A good work ethic and a willingness to learn are required. Some duties may include:

- Maintains/Repairs; small appliances, plumbing and carpentry
- Ensures the physical structure and equipment are in safe operating condition as per regulations issued by local-state-federal health and safety authorities
- Operates common tools/equipment
- Cleans floors using heavy equipment
- Performs landscaping and snow removal where applicable
- Other duties as assigned
- Requires knowledge of the following trades: landscaping (where applicable), small appliance repair, electrical, plumbing and carpentry
- Requires the ability to stand for long periods of time
- Requires the ability to bend, and twist to perform normal job functions
- Requires the ability to lift and maneuver items weighing 80lbs
- Requires the ability to perform tasks while on a ladder
- Requires the ability to be exposed to various climates from extreme heat to extreme cold
- Requires the ability to operate equipment that requires continual and repetitive hand and arm motions

Minimum Education: High School Diploma.

Minimum Experience: One year of Experience

## **MATERIAL COORDINATOR-DOL CATEGORY 21030**

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments- Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control 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.

Minimum Experience: One year of experience in related field.

### **MATERIAL EXPEDITER - DOL CATEGORY 21040**

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials.

Locates and moves materials to specified production areas, using cart or hand truck.

Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at workstations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience in related field.

### **MATERIAL HANDLING LABORER-DOL CATEGORY 21050**

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.

Excluded from this definition are workers whose primary function involves:

1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process)
2. Stocking merchandise for sale
3. Counting or routing merchandise
4. Operating a crane or heavy-duty motorized vehicle such as forklift
5. Loading and unloading ships (long shore workers)
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **MEDICAL RECORD CLERK-DOL CATEGORY 12160**

Compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys. Prepares folders and maintains records of newly admitted patients. Reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure. Reviews inpatient and emergency room records to insure presence of required reports and physician's signatures, and routes incomplete records to appropriate personnel for completion of prepares reports of incomplete records to notify administration. Checks list of discharged patients to insure receipt of all current records. Compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. Records diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms. May maintain death log. May make copies of medical records, using duplicating equipment. May schedule/post results of laboratory tests to records.

Minimum Education: High School Diploma, plus course work related to field. Minimum Experience: One year related experience required.

### **MEDICAL RECORD TECHNICIAN -DOL CATEGORY 12190**

Compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys. Prepares folders and maintains records of newly admitted patients. Reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure. Reviews inpatient and emergency room records to insure presence of required reports and physician's signatures, and routes incomplete records to appropriate personnel for completion of prepares reports of incomplete records to notify administration. Checks list of discharged patients to insure receipt of all current records. Compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. Records diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms. May maintain death log. May make copies of medical records, using duplicating equipment. May schedule/post results of laboratory tests to records.

Minimum Education: High School Diploma, plus course work related to field. Minimum Experience: Two year related experience required.

### **MOTOR VEHICLE MECHANIC-DOL CATEGORY- 05190**

Opens, closes, and updates work orders. Ensures that repairs are performed to specifications. Performs service calls in the field. Changes and repairs tires. Diagnoses and repairs electrical systems. Performs air conditioning repairs. Repairs hydraulic systems. Repairs engines. Repairs transmissions. Cleans vehicles and equipment. Adheres to safety guidelines. Performs other related duties as assigned.

Minimum Education: High School Diploma, plus trade school course work related to field. Minimum Experience: Two years related experience required.

### **PAINTER (MAINTENANCE) - DOL CATEGORY 23760**

Paints and redecorates walls, woodwork and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training experiences.

Minimum Education: High School Diploma.

Minimum Experience: One year of related experience.

### **PERSONNEL ASSISTANT I - DOL CATEGORY 01261**

Shall examine and/or process personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Shall complete routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **PERSONNEL ASSISTANT II - DOL CATEGORY 01262**

Shall examine and/or process personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May

provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Shall complete routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

Minimum Education: High School Diploma.

Minimum Experience: Five years of experience required.

### **PERSONNEL ASSISTANT III - DOL CATEGORY 01263**

Shall examine and/or process personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Shall complete routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

Minimum Education: High School Diploma.

Minimum Experience: Nine years of experience required.

### **PIPEFITTER, MAINTENANCE -DOL CATEGORY 23790**

The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **PLUMBER, MAINTENANCE - DOL CATEGORY 23810**

The Plumber, Maintenance assembles installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand.

The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **PRODUCTION CONTROL CLERK-DOL 01270**

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following

prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **SECRETARY I, II, III, —DOL CATEGORY (01311-01313)**

Secretary I (admin and clerical), Secretary II, Secretary III (admin and clerical), - SEE DOL CATEGORIES LISTED FOR EACH LEVEL

01311 THRU 01315 SECRETARY I through III (Occupational Base)

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

#### **Classification by Level**

Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

#### **Level of Secretary's Supervisor (LS)**

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

#### Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

- a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
- b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
- c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
- d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

LR-2 handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
- b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;
- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;
- e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisors approval;
- b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
- d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to

accommodate workload needs.

**Excludes secretaries performing any of the following duties:**

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization.

Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

**CRITERIA FOR MATCHING SECRETARIES BY LEVEL**

Secretary I (01311), Secretary II (01312), Secretary III (01313),

Intentionally blank	LR-1	LR-2	LR-3
LS-1	I 01311	II 01312	III 01313
LS-2	I 01311	III 01313	See Note
LS-3	I 01311	See Note	See Note

**NOTE: Employees whose duties meet this level of responsibility and supervision may be properly classified under the Administrative Assistant category or the class may need to be conformed.**

Secretary I ---Minimum Education: High School Diploma. Minimum Experience: 1 year of experience required.

Secretary II ---Minimum Education: High School Diploma. Minimum Experience: 2 years of experience required.

Secretary III ---Minimum Education: High School Diploma. Minimum Experience: 4 years of experience required.

**SHIPPING/RECEIVING CLERK - DOL CATEGORY 21130**

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.

Minimum Experience: One year of experience required.

### **STOCK CLERK- DOL CATEGORY-21150**

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.

Experience: One year of Experience.

### **SUPPLY TECHNICIAN-DOL CATEGORY 01410**

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. Illustrative Assignments:

1. **Inventory management:** Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Items managed typically are of low unit or annual demand value, involve short procurement lead time (less than 9 months), are obtained from standard or other readily available sources of supply, and reflect relatively stable patterns of demand. Items usually are of a general, common-use type, nonreparable and seldom require intensive investigation of atypical variations in their supply and demand patterns. Positions are located in local, regional, or headquarters offices for which the military supply management organization has overall inventory management responsibility. The work includes requirements determination and forecasting, distribution or redistribution of material, procurement authorization, limited funds management, or other related work.
2. **Material coordination:** Performs material coordination duties for special programs, maintenance, or production shops. Duties are performed on the basis of practical experience in processing and expediting supply transactions related to the particular organizations serviced.
3. **Cataloging:** Writes item descriptions for a range of new items entering the supply channels of a particular agency or field establishment. Applies requirements selecting the appropriate description pattern and answering the requirements contained in the pattern. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

**Level of Responsibility:** Works within a framework of established supply regulations, policies, and procedures, or other governing supply management 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.

**Minimum Experience:** One year of experience required.

### **TECHNICAL WRITER I DOL CATEGORY 30461**

The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This worker organizes material and completes writing

assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

Minimum Education: High School Diploma.

Minimum Experience: Four years of related experience.

### **TRAVEL CLERK I-DOL CATEGORY 01531**

Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

Minimum Education: High School Diploma.

Minimum Experience: Four years of experience required.

### **TRAVEL CLERK II-DOL CATEGORY 01532**

Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

Minimum Education: High School Diploma.

Minimum Experience: Five years of experience required.

### **TRUCK DRIVER, "LIGHT" - DOL CATEGORY 31361**

Straight truck, under 1 ½ tons, usually 4 wheels.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required

### **TRUCK DRIVER, "MEDIUM" - DOL CATEGORY 31362**

Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **WAREHOUSE SPECIALIST-DOL CATEGORY 21410**

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift operator).

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **WORD PROCESSOR I - DOL CATEGORY 01611**

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience required.

### **WORD PROCESSOR III - DOL CATEGORY 01612**

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

Minimum Education: High School Diploma.

Minimum Experience: Two years of experience required.

### **WORD PROCESSOR III - DOL CATEGORY 01613**

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

Minimum Education: High School Diploma.

Minimum Experience: Three years of experience required.

