

Alutiiq Diversified Services, LLC

737 Volvo Parkway
Chesapeake, VA 23320

GSA FACILITIES MAINTENANCE SCHEDULE (GS-21F-0017Y) Schedule 03 FAC

Period of Performance: November 15th, 2011 to November 14th, 2021
(Current as of Mod PO-0008 dated October 12, 2016)

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Exceptional Service
Proven Results



Alutiiq

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ABOUT US

Alutiiq Diversified Services, 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 Diversified Services, 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 Diversified Services, LLC possesses the technical expertise, managerial experience, and human resources organization to excel as a GSA Facilities Maintenance Services professional.

Alutiiq Diversified Services, 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 Diversified Services, LLC's is pleased to announce the expanded range of services through our new Federal Supply Schedule for Facilities Maintenance Services. Alutiiq Diversified Services, 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): Pest Control 371-003, 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.

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

*If the “best value” selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Worldwide

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

6. BASIC DISCOUNT: 2%

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 1%-Net 15, Net 30 Day. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. GOVERNMENT PURCHASE CARD ACCEPTED: Yes (excludes prompt payment discounts)

10. FOREIGN ITEMS: None

11. TIME OF DELIVERY AFTER RECEIPT OF ORDER (ARO):

Normal: Varies per service performed

Emergency: Shipment within ____ days ARO for in stock at time of order

Expedited: Items available for expedited delivery are noted in this price list.

Overnight and 2-day Delivery:

Urgent Requirement: Clause I-FSS-140-B of the contract applies. Agencies can contact contractor’s representative to possibly affect a faster delivery.

12. FOB POINT: Destination

13. ORDERING ADDRESS: Same as Contractor

14. PAYMENT ADDRESS: Same as Contractor

15. WARRANTY PROVISION: Standard Commercial Warranty

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GCCC ACCEPTANCE: (any thresholds above the micropurchase 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:
24. ENVIRONMENTAL ATTRIBUTES, e.g., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS: CONTRACTOR MUST COMPLETE
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 784737723
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: CAGE CODE 4JLC9

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 *ALUTHQ DIVERSIFIED SERVICES, 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 *ALUTHQ DIVERSIFIED SERVICES, 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

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 DIVERSIFIED SERVICES, 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]

811 005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance - Services related to providing heating and ventilation services. Service could include, but are not limited to, cleaning; air balancing; restoration and de-contamination of HVAC systems or any combination of providing plant equipment; materials; tools; transportation; supervision; labor to perform all repairs; periodic preventative maintenance (PPM); and emergency service work calls to ensure continual operations of refrigeration; heating; ventilation; air conditioner; boiler; Geothermal heat pump systems; renewable energy systems; and boiler and chiller systems.

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.

GSA Schedule Price List

	<i>Year 6</i>	<i>Year 7</i>	<i>Year 8</i>	<i>Year 9</i>	<i>Year 10</i>
<i>Labor Category</i>	<i>11/15/2016</i>	<i>11/15/2017</i>	<i>11/15/2018</i>	<i>11/15/2019</i>	<i>11/15/2020</i>
<i>Exempt</i>	<i>11/14/2017</i>	<i>11/14/2018</i>	<i>11/14/2019</i>	<i>11/14/2020</i>	<i>11/14/2021</i>
Administrative Procurement Analyst	\$52.58	\$54.42	\$56.33	\$58.30	\$60.34
Administrative Coordinator	\$66.51	\$68.84	\$71.25	\$73.74	\$76.32
Budget Specialist II	\$69.28	\$71.70	\$74.21	\$76.81	\$79.50
Budget Specialist III	\$86.37	\$89.39	\$92.52	\$95.76	\$99.11
Budget Analyst III	\$92.74	\$95.99	\$99.35	\$102.82	\$106.42
Computer Specialist I	\$41.50	\$42.95	\$44.45	\$46.01	\$47.62
Computer Specialist II	\$55.08	\$57.01	\$59.00	\$61.07	\$63.21
Engineer I	\$63.40	\$65.62	\$67.92	\$70.29	\$72.75
Engineer II	\$83.12	\$86.03	\$89.04	\$92.16	\$95.38
Engineer III	\$90.15	\$93.30	\$96.57	\$99.95	\$103.45
Environmental Specialist III	\$53.13	\$54.99	\$56.92	\$58.91	\$60.97
Equipment Specialist	\$38.06	\$39.39	\$40.77	\$42.20	\$43.67
Financial Manager I	\$44.68	\$46.24	\$47.86	\$49.53	\$51.27
Financial Manager II	\$53.70	\$55.58	\$57.52	\$59.54	\$61.62
Financial Manager III	\$80.18	\$82.98	\$85.89	\$88.89	\$92.00
Hazard Material Handling Specialist	\$81.44	\$84.29	\$87.24	\$90.30	\$93.46
Integrated Logistics Specialist	\$59.65	\$61.73	\$63.89	\$66.13	\$68.44
Instructional Coordinator	\$86.57	\$89.60	\$92.74	\$95.98	\$99.34
Info Communication Specialist	\$53.35	\$55.21	\$57.14	\$59.14	\$61.21
Mailroom Support	\$45.46	\$47.05	\$48.70	\$50.40	\$52.17
Medical Specialist	\$66.31	\$68.63	\$71.03	\$73.52	\$76.09
Multi-Media Specialist	\$71.45	\$73.95	\$76.54	\$79.22	\$81.99
Personnel Specialist I	\$23.83	\$24.66	\$25.52	\$26.42	\$27.34
Personnel Specialist II	\$45.30	\$46.88	\$48.52	\$50.22	\$51.98
Logistics Technician I	\$59.32	\$61.39	\$63.54	\$65.77	\$68.07
Logistics Technician II	\$64.51	\$66.77	\$69.11	\$71.53	\$74.03
Logistics Technician III	\$65.50	\$67.79	\$70.16	\$72.62	\$75.16
Network Engineer II	\$85.60	\$88.59	\$91.69	\$94.90	\$98.22
Network Engineer III	\$102.36	\$105.94	\$109.65	\$113.49	\$117.46
Procurement Technician	\$33.14	\$34.30	\$35.50	\$36.75	\$38.03
Procurement Specialist	\$41.93	\$43.40	\$44.92	\$46.49	\$48.12
Procurement Analyst	\$94.56	\$97.87	\$101.29	\$104.84	\$108.51
Program Analyst III	\$79.65	\$82.44	\$85.32	\$88.31	\$91.40

Labor Category	11/15/2016	11/15/2017	11/15/2018	11/15/2019	11/15/2020
Exempt	11/14/2017	11/14/2018	11/14/2019	11/14/2020	11/14/2021
Program Manager	\$109.22	\$113.05	\$117.00	\$121.10	\$125.34
Project Supervisor	\$62.24	\$64.42	\$66.67	\$69.00	\$71.42
Project Manager	\$89.07	\$92.19	\$95.41	\$98.75	\$102.21
Project Manager II	\$125.63	\$130.02	\$134.57	\$139.28	\$144.16
Project Control Analyst	\$52.65	\$54.50	\$56.40	\$58.38	\$60.42
Project Coordinator	\$77.14	\$79.84	\$82.63	\$85.52	\$88.52
Subject Matter Expert I	\$108.32	\$112.11	\$116.04	\$120.10	\$124.30
Subject Matter Expert II	\$117.84	\$121.96	\$126.23	\$130.65	\$135.22
Subject Matter Expert III	\$178.84	\$185.10	\$191.58	\$198.29	\$205.23
Task Manager	\$129.60	\$134.14	\$138.83	\$143.69	\$148.72
Technical Illustrator	\$46.74	\$48.38	\$50.07	\$51.82	\$53.64
Labor Category					
SCA					
01012 - Accounting Clerk II	\$32.27	\$33.40	\$34.57	\$35.78	\$37.04
01013 - Accounting Clerk III	\$40.77	\$42.20	\$43.67	\$45.20	\$46.78
01020 - Administrative Assistant	\$81.60	\$84.45	\$87.41	\$90.47	\$93.63
23130 - Carpenter, Maintenance	\$41.79	\$43.25	\$44.77	\$46.33	\$47.95
14041 - Computer Operator I	\$31.47	\$32.57	\$33.71	\$34.89	\$36.11
14042 - Computer Operator II	\$42.48	\$43.97	\$45.51	\$47.10	\$48.75
14043 - Computer Operator III	\$45.07	\$46.65	\$48.28	\$49.97	\$51.72
14044 - Computer Operator IV	\$55.86	\$57.81	\$59.83	\$61.93	\$64.10
14045 - Computer Operator V	\$58.64	\$60.69	\$62.81	\$65.01	\$67.29
01060 - Dispatcher, Motor Vehicle	\$39.04	\$40.41	\$41.82	\$43.29	\$44.80
31043- Driver Courier	\$26.46	\$27.38	\$28.34	\$29.33	\$30.36
30064 - Drafter IV	\$56.55	\$58.53	\$60.58	\$62.70	\$64.89
01090 - Duplicating Machine Operator	\$33.67	\$34.85	\$36.07	\$37.33	\$38.64
23181- Electronics Technician Maintenance I	\$48.49	\$50.19	\$51.94	\$53.76	\$55.64
23182 - Electronics Technician Maintenance II	\$55.80	\$57.75	\$59.77	\$61.86	\$64.03
23183 - Electronics Technician Maintenance III	\$61.76	\$63.92	\$66.16	\$68.47	\$70.87
30081 - Engineering Technician I	\$33.26	\$34.42	\$35.63	\$36.88	\$38.17
30082 - Engineering Technician II	\$47.98	\$49.66	\$51.40	\$53.20	\$55.06
30083 - Engineering Technician III	\$64.08	\$66.32	\$68.64	\$71.05	\$73.53
21020 - Forklift Operator	\$37.98	\$39.31	\$40.68	\$42.11	\$43.58
23312 - Fuel Distribution System Operator	\$39.02	\$40.39	\$41.80	\$43.26	\$44.78
01111 - General Clerk I	\$30.87	\$31.95	\$33.07	\$34.22	\$35.42
01112 - General Clerk II	\$34.63	\$35.84	\$37.10	\$38.40	\$39.74
01113 - General Clerk III	\$40.73	\$42.16	\$43.63	\$45.16	\$46.74

	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
<i>Labor Category</i>	<i>11/15/2016</i>	<i>11/15/2017</i>	<i>11/15/2018</i>	<i>11/15/2019</i>	<i>11/15/2020</i>
<i>SCA</i>	<i>11/14/2017</i>	<i>11/14/2018</i>	<i>11/14/2019</i>	<i>11/14/2020</i>	<i>11/14/2021</i>
23370 - General Maintenance Worker	\$47.49	\$49.15	\$50.87	\$52.65	\$54.50
23410 - Heating, Ventilation And Air-Conditioning Mechanic	\$52.69	\$54.53	\$56.44	\$58.42	\$60.46
23430 - Heavy Equipment Mechanic	\$45.92	\$47.53	\$49.19	\$50.91	\$52.69
23440 - Heavy Equipment Operator	\$53.18	\$55.04	\$56.97	\$58.96	\$61.03
01120 - Housing Referral Assistant	\$43.64	\$45.17	\$46.75	\$48.39	\$50.08
13043 - Illustrator III	\$59.80	\$61.89	\$64.06	\$66.30	\$68.62
11150 - Janitor	\$29.18	\$30.20	\$31.26	\$32.35	\$33.48
23470 - Laborer	\$41.91	\$43.37	\$44.89	\$46.46	\$48.09
11210 - Laborer, Grounds Maintenance	\$27.16	\$28.11	\$29.09	\$30.11	\$31.17
29030 - Line Handler	\$33.03	\$34.18	\$35.38	\$36.62	\$37.90
23530 - Machinery Maintenance Mechanic	\$43.70	\$45.23	\$46.81	\$48.45	\$50.15
21030 - Material Coordinator	\$48.27	\$49.95	\$51.70	\$53.51	\$55.39
21040 - Material Expediter	\$44.28	\$45.83	\$47.43	\$49.09	\$50.81
21050 - Material Handling Laborer	\$27.29	\$28.24	\$29.23	\$30.26	\$31.31
12160 - Medical Record Clerk	\$35.44	\$36.68	\$37.97	\$39.30	\$40.67
05190 - Motor Vehicle Mechanic	\$47.16	\$48.81	\$50.52	\$52.29	\$54.12
23760 - Painter, Maintenance	\$45.33	\$46.92	\$48.56	\$50.26	\$52.02
01261 - Personnel Assistant (Employment) I	\$28.57	\$29.57	\$30.60	\$31.67	\$32.78
01262 - Personnel Assistant (Employment) II	\$37.35	\$38.66	\$40.02	\$41.42	\$42.87
01263 - Personnel Assistant (Employment) III	\$42.25	\$43.73	\$45.26	\$46.84	\$48.48
23790 - Pipefitter, Maintenance	\$60.34	\$62.45	\$64.64	\$66.90	\$69.24
23810 - Plumber, Maintenance	\$41.82	\$43.29	\$44.80	\$46.37	\$47.99
23850 - Rigger	\$41.16	\$42.60	\$44.09	\$45.63	\$47.23
01311 - Secretary I	\$35.21	\$36.44	\$37.72	\$39.04	\$40.40
01312 - Secretary II	\$40.63	\$42.05	\$43.52	\$45.04	\$46.62
01313 - Secretary III	\$49.54	\$51.28	\$53.07	\$54.93	\$56.85
23890 - Sheet-Metal Worker, Maintenance	\$50.72	\$52.49	\$54.33	\$56.23	\$58.20
21130 - Shipping/Receiving Clerk	\$32.86	\$34.01	\$35.20	\$36.43	\$37.71
21110 - Shipping Packer	\$36.05	\$37.31	\$38.62	\$39.97	\$41.37
23910 - Small Engine Mechanic	\$39.96	\$41.36	\$42.81	\$44.30	\$45.85
21150 - Stock Clerk	\$41.06	\$42.50	\$43.99	\$45.53	\$47.12
01410 - Supply Technician	\$57.17	\$59.17	\$61.24	\$63.39	\$65.60
30463 - Technical Writer III	\$74.46	\$77.07	\$79.77	\$82.56	\$85.45
01532 - Travel Clerk II	\$28.64	\$29.64	\$30.68	\$31.75	\$32.86
31361 - Truck driver, Light	\$36.01	\$37.27	\$38.57	\$39.92	\$41.32
31362 - Truck driver, Medium	\$40.49	\$41.90	\$43.37	\$44.89	\$46.46
31363 - Truck driver, Heavy	\$41.13	\$42.57	\$44.06	\$45.60	\$47.20
31364 - Truck driver, Tractor-Trailer	\$44.51	\$46.07	\$47.68	\$49.35	\$51.08

<i>Labor Category</i>	<i>11/15/2016</i>	<i>11/15/2017</i>	<i>11/15/2018</i>	<i>11/15/2019</i>	<i>11/15/2020</i>
<i>SCA</i>	<i>11/14/2017</i>	<i>11/14/2018</i>	<i>11/14/2019</i>	<i>11/14/2020</i>	<i>11/14/2021</i>
21410 - Warehouse Specialist	\$44.16	\$45.70	\$47.30	\$48.96	\$50.67
23960 - Welder, Combination, Maintenance	\$44.90	\$46.47	\$48.10	\$49.78	\$51.52
23980 - Woodworker	\$48.93	\$50.65	\$52.42	\$54.25	\$56.15
01612 - Word Processor II	\$40.10	\$41.50	\$42.96	\$44.46	\$46.02

Labor Category Descriptions

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

Exempt Labor Categories

ADMINISTRATIVE PROCUREMENT ANALYST

Functional Responsibility: Review and prepare solicitation documents, files, reports, charts, vendor documents etc. Arranges for the purchasing of all materials, equipment, materials, property and services that the organization needs to functions. This Analyst will work closely with Program Managers, the finance department and any other department to effectively complete the task.

Minimum Education: High School diploma.

Minimum/Experience: Three years' experience.

ADMINISTRATIVE COORDINATOR

Functional Responsibility: The Administrative Coordinator will act as a link between varying departments and vendors, supervise and train support staff, and facilitate an assortment of clerical functions. These functions can include, scheduling meeting, processing reports, ordering supplies, reviewing documents for accuracy.

Minimum Education: High School diploma.

Minimum/Experience: Three years' experience.

BUDGET SPECIALIST II

Functional Responsibility: Prepare and maintain budgets in support of logistics, supply, material distribution, and transactional systems directly related to a program and/or project.

Minimum Education: Bachelor's degree. Five years' experience may be substituted for a degree.

Minimum/General Experience: Four years' experience.

BUDGET SPECIALIST III

Functional Responsibility: Prepare and maintain budgets in support of logistics, supply, material distribution, and transactional systems directly related to a program and/or project.

Minimum Education: Bachelor's degree. Six years' experience may be substituted for a degree.

Minimum/General Experience: Five years' experience.

BUDGET ANALYST III

Functional Responsibility: Prepare and maintain budgets in support of logistics, supply, material distribution, and transactional systems directly related to a program and/or project.

Minimum Education: Bachelor's degree. Ten years' experience may be substituted for a degree.

Minimum/General Experience: Eight years' experience.

COMPUTER SPECIALIST I

Functional Responsibility: 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 98 or later and software productivity packages.

Minimum Education: Bachelor's degree. Seven years' experience in computer operations may be substituted.

Minimum/General Experience: Six years' experience operating computer systems and software. Five (5) years' experience planning and strategizing IT systems growth and maintenance.

COMPUTER SPECIALIST II

Functional Responsibility: 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 98 or later and software productivity packages. *Minimum*

Education: Bachelor's degree. Eight (8) years' experience in computer operations may be substituted.

Minimum Education: Bachelor's degree. Eight years' experience in computer operations may be substituted.

Minimum/General Experience: Eight years' experience operating computer systems and software. Five (5) years' experience planning and strategizing IT systems and LAN growth and maintenance.

ENGINEER I

Functional Responsibility: Use standard engineering principles, methods and practices to perform specific, and somewhat limited, work assignments that are normally minor phases of a broader assignment of a higher-grade engineer or projects screened to eliminate complex features. Adapt practices and techniques to specific situations, adjust and correlate data, recognizes discrepancies and deviations in results, and follow operations through a series of related detailed steps or processes and after approval by supervisor, carries out the sequence of details.

Minimum Education: Bachelor's degree. Eight years' experience in a specific discipline may be substituted.

Minimum/General Experience: Five years' experience general engineering experience.

ENGINEER II

Functional Responsibility: Perform engineering assignments in which complex features occur infrequently or in isolated instances. Duties and responsibilities include, but are not limited to providing substantial analysis and evaluation of alternative solutions to problem solving; solves the problem although it may be subject to preliminary discussion of background and approach and the solution may be 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.

Minimum Education: Bachelor's degree. Eight years' experience in the specific engineer discipline may be substituted.

Minimum/General Experience: Eight years' experience. Four years general engineering experience and Four years' experience engineering problem solving.

ENGINEER III

Functional Responsibility: Perform engineering assignments in which complex features occur. 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. Participates in meeting and conferences to plan cooperative activities and to devise converted approach to problems.

Minimum Education: Bachelor's degree.

Minimum/General Experience: Ten years' experience. Five years general engineering experience and Five years' experience engineering problem solving.

ENVIRONMENTAL SPECIALIST III

Duties of this position include but are not limited to:

1. Developing and maintaining management information systems which Identify the location of hazardous materials in all facilities.
2. Updating and delivering employee training programs related to hazardous Materials and waste.
3. Supervising work of outside contractors involved in removing or testing Hazardous materials.
4. Investigating employee complaints concerning exposure to hazardous materials or air pollutants.
5. Maintaining accurate records related to chemical inventories, complaint investigations and shipments of hazardous wastes.
6. Keeping informed of current and proposed regulations related to program areas assigned.
7. Performing related field work as required.
8. Sampling hazardous and/or industrial waste and bulk sampling of material suspected of containing asbestos.
9. Maintaining operation and inspection logs.
10. Submitting clear and concise written reports based on field inspections.
11. Recommending and coordinating the development of programs needed by the district to comply with hazardous materials regulations.
12. Providing coordination with regulatory agencies in regard to hazardous materials.
13. Disseminating Right-to-Know inform

Minimum Education: Bachelor's degree from an accredited university or college. No substitutes.

Minimum/General Experience: Five years' experience.

EQUIPMENT SPECIALIST

Functional Responsibility: Receives, identifies and catalogs various types of material. Applies technical knowledge in the areas of electrical, electronics, pipefitting and/or mechanics to identify unique characteristics of material, condition codes serviceability and end use. Applies

technical knowledge to update material to current National Stock Numbers (NSN) where possible.

Minimum Education: Bachelor's degree from an accredited university or college. Five years' experience in a logistics, supply, and/or material distribution position may be substituted.

Minimum/General Experience: Five years' experience.

FINANCIAL MANAGER I

- 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. Five years of experience may be substituted.

Minimum/General Experience: Four years' experience with experience managing specific work described under Functional Responsibility.

FINANCIAL MANAGER II

- 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/General Experience: Five years' experience with experience managing specific work described under Functional Responsibility.

FINANCIAL MANAGER III

- 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.

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- 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. Seven years of experience may be substituted.

Minimum/General Experience: Six years' experience with experience managing specific work described under Functional Responsibility.

HAZARD MATERIAL HANDLING SPECIALIST

- Responsible for the receiving, issuing, and processing of hazardous material in accordance with all applicable guidelines and procedures
- Responsible for managing Hazard Reporting Program, reports incidents on HAZMAT accordingly.
- Reports and reviews Accident Review Board (ARB) Matters.
- Ensures employees are trained in HAZMAT handling practices, spill response and provide Material Safety Data Sheets (MSDS) for all HAZMAT handled.
- Provides information on spill prevention.
- Maintains records of information describing hazardous substance sources, migration pathways, and human and environmental receptors; Reports data related to the varieties and quantities of any hazardous substances which may have been stored, used, or released.
- Monitors and deters fines, penalties, and costs associated with improper classification, description, packaging, marking, or labeling of HAZMAT.

- Provides regulatory oversight of hazardous waste generators; conducts inspections to ensure regulatory compliance in storage, treatment, handling, minimization, transportation, disposal, and record keeping related to the generation of hazardous waste.
- Conducts routine periodic inspections within assigned district to evaluate ongoing compliance; conducts compliance investigations within district at both permitted and unpermitted sites; conducts investigations, gathers evidence, samples hazardous and other suspect materials, and analyzes data to properly assess regulatory compliance.

Minimum Education: High School Diploma.

Minimum/General Experience: Must have a minimum of one year experience processing and certifying hazardous material.

INTEGRATED LOGISTIC SPECIALIST

- Ensures that inventories and location surveys are performed in accordance with established procedures.
- Instructs warehouse personnel in loading, unloading, segregation, dunnage, pelletizing, and selection of stock and storage areas. Performs property disposal storage functions.
- Ensures application of special procedures for handling, storing, packaging and shipping retrograde material.
- Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommends additions and deletions to authorized stockage list.
- Maintains accounting records of property disposal activity. Reviews requests for major and controlled items. Reconciles activity records for monthly and quarterly reporting and status reviews.
- Processes data inquiry and manager referred listings and cards. Manages controlled, critical and reserve stocks and operational readiness floats. Performs financial management functions.
- Process output from catalog inquiry program, document modifiers and special cancellation requests.
- Performs functions to include stock replenishment, price changes, inventories, security, stock receipt, and oversees the constructions of displays.
- Prepares data input and utilizes ADP output to assist in material management.

- Prepares reports on labor and equipment, available storage space, relocation of material, warehouse refusals, and stock requirements. Directs correction of location survey discrepancies.
- Plans and coordinates subsistence supply activity. Directs corrective action to minimize spoilage, flavor contamination, and improper warehouse practices.
- Reports all problems with warehouse functions related to equipment and personnel.

Minimum Education: Bachelors degree.

Minimum/General Experience: Four years of experience in related field.

INSTRUCTIONAL COORDINATOR

Functional Responsibility:

1. 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' experience.

INFO COMMUNITCATION SPECIALIST

Functional Responsibility: Meets with appropriate sales or marketing representative to discuss communication needs or participates as a member of the sales and marketing team. Reviews literature in the assigned marketing project, previous marketing materials used in the assignment area, and gathers materials of competitive companies in the field. Researches, writes, develops sketches of supporting graphics, and consults with printing firm representatives on the needs of the particular project. Presents recommendations.

Minimum Education: Bachelor's Degree in related field.

Minimum/Experience: Three years' experience.

MAIL ROOM SUPPORT

Functional Responsibility: This position will include any positions related to the support and successful processing of mail. Positions may include Mailroom clerk, Mail sorter, Mail deliverer, etc.

Minimum Education: High School Diploma.

Minimum/Experience: One year of experience.

MEDICAL SPECIALIST

Functional Responsibility: This position will include any positions related to the support and successful processing of medical files, reports, data entry, intake, etc.

Minimum Education: High School Diploma.

Minimum/Experience: One year of experience.

MULTI-MEDIA SPECIALIST

Functional Responsibility: The Multi-Media Specialist must be aware of media trends and frequently browse through publications, blogs, channels, surveys, statistics etc. Must be able to plan, supervise and design media documents and select which media tool would be most suitable for a particular campaign. Must also build cordial relations with the client and media and provide information through press releases, and organize press conferences. Must be familiar with equipment that supports media functions and be able to operate them.

Minimum Education: High School Diploma.

Minimum/Experience: Two years of experience.

PERSONNEL SPECIALIST I

- Assisting in supervising a variety of programs and policies regarding employees such as advertising job positions, recruitment, processing applications, verifying employment, separation, contracts, and compensation schedule in compliance with organization's policies, contracts, laws, and agreements.
- Interpreting various written materials such as transcripts, employment records, references, employment regulations, and education codes.
- Communicating with other departments, employees, applicants, administrators, and staff provide information and assistance regarding recruitment, transfers, employment, personnel records and legislation.
- Assisting in scheduling various meetings and employee programs and events in compliance with department needs.
- Conducting employee orientation programs like introducing personnel, employment benefits, payroll, assisting in filling of enrollment forms.

- Providing written references, conveying information through developed written materials such as forms, brochures, procedures, and pamphlets required for documentation activities.
- Ensuring the accurate information reflects in payroll database, verifying, and providing inputs regarding data and pay changes.
- Informing applicants and employees regarding various programs and procedure requirements such as tenure, hours of work, benefits, general work expectations, and time off.
- Supporting new employee orientation programs, notifies employees on health, dental, medical, and compensation benefits.
- Maintaining confidentiality concerning personnel actions, legal actions, termination and non-renewal documents, and organizational plans.
- Collecting information on benefits, salaries, and issues regarding contract negotiations.
- Providing recommendations to the Director of Human Resources on training programs, trouble areas, and many other opportunities.
- Providing overall assistance and research support to HR and Finance teams on benefit policies, programs, and procedures.

Minimum Education: High school or high school equivalent.

Minimum/General Experience: One year of experience.

PERSONNEL SPECIALIST II

- Assisting in supervising a variety of programs and policies regarding employees such as advertising job positions, recruitment, processing applications, verifying employment, separation, contracts, and compensation schedule in compliance with organization's policies, contracts, laws, and agreements.
- Interpreting various written materials such as transcripts, employment records, references, employment regulations, and education codes.
- Communicating with other departments, employees, applicants, administrators, and staff provide information and assistance regarding recruitment, transfers, employment, personnel records and legislation.
- Assisting in scheduling various meetings and employee programs and events in compliance with department needs.
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- Maintaining confidentiality concerning personnel actions, legal actions, termination and non-renewal documents, and organizational plans.
- Collecting information on benefits, salaries, and issues regarding contract negotiations.
- Providing recommendations to the Director of Human Resources on training programs, trouble areas, and many other opportunities.
- Providing overall assistance and research support to HR and Finance teams on benefit policies, programs, and procedures.

Minimum Education: High school or high school equivalent.

Minimum/General Experience: Two years of experience.

LOGISTICS TECHNICIAN I

Functional Responsibility: Provide for the operation, utilization, troubleshooting, problem solving and hands-on training of 2 or more logistics functions.

Minimum Education: High School Diploma.

Minimum/General Experience: Three years' experience in the day to day operation and utilization of a government major logistics may be substituted.

LOGISTICS TECHNICIAN II

Functional Responsibility: Provide for the operation, utilization, troubleshooting, problem solving and hands-on training of 2 or more logistics functions.

Minimum Education: High School Diploma.

Minimum/General Experience: Four years' experience in the day to day operation and utilization of a government major logistics may be substituted.

LOGISTICS TECHNICIAN III

Functional Responsibility: Provide for the operation, utilization, troubleshooting, problem solving and hands-on training of 2 or more logistics functions.

Minimum Education: High School Diploma.

Minimum/General Experience: Five years' experience in the day to day operation and utilization of a government major logistics may be substituted.

NETWORK ENGINEER II

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

Minimum Education: Bachelor degree in related field or Certifications related to Network Engineering.

Minimum/General Experience: Two years' experience.

NETWORK ENGINEER III

1. Install all new hardware, systems, and software for networks.
2. Install, configure, and maintain network services, equipment and devices.
3. Supports administration of servers and server clusters.
4. Manages all system back-up and restore protocol.

5. Plans and supports network and computing infrastructure.
6. Perform troubleshooting analysis of servers, workstations and associated systems.
7. Documents network problems and resolution for future reference.
8. Monitors system performance and implements performance tuning.
9. Manage user accounts, permissions, email, anti-virus, anti-spam.
10. Requires a thorough knowledge of networking essentials.
11. Oversee software and network security.
12. Strong analytical abilities and professional office experience needed.

Minimum Education: Bachelor degree in related field or Certifications related to Network Engineering.

Minimum/General Experience: Four years' experience.

PROCUREMENT TECHNICIAN

Functional Responsibility: 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: Bachelor's degree.

Minimum/General Experience: Two Years of Experience related to the procurement process.

PROCUREMENT SPECIALIST

Functional Responsibility: 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: Bachelor's degree.

Minimum/General Experience: Four Years of Experience related to the procurement process.

PROCUREMENT ANALYST

Functional Responsibility: 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: Bachelor's degree.

Minimum/General Experience: Six Years of Experience related to the procurement process.

PROGRAM ANALYST III

Functional Responsibility: 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: Bachelor's degree.

Minimum/General Experience: Six years business management experience as supervisor or project manager in a related field.

PROGRAM ANALYST IV

Functional Responsibility: 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: Bachelor's degree.

Minimum/General Experience: Eight years business management experience as supervisor or project manager in a related field.

PROGRAM ANALYST V

Functional Responsibility: 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; and providing technical contact for program planning and scheduling.

Minimum Education: Bachelor's degree.

Minimum/General Experience: Ten years business management experience as supervisor or project manager in a related field.

PROGRAM MANAGER

Functional Responsibility: 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. Shall attend meetings; provide task status briefings and reports. In support of the above task, specific work shall include but is not limited to the following: 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 (2-5 years), and long-range (more than 5 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. Six years' experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum/General Experience: Eight years' experience with managing specific work described under Functional Responsibility.

PROJECT SUPERVISOR

Functional Responsibility: Provide technical support in conjunction with ongoing Government agency projects to manage operating systems and equipment; develop project 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 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. Shall attend technical meetings; provide task status briefings and reports. Conduct or provide technical support to project assessments. Develop plans for correction/improvement: Short-term (1 year), medium-range (2-5 years), and long-range (more than 5 years). Provide plans to customers and staff to effectively manage facility assets. Develop a project 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. Three years' experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum/General Experience: Four years' experience with experience managing specific work described under Functional Responsibility.

PROJECT MANAGER

Functional Responsibility: Provide technical support in conjunction with ongoing Government agency projects to manage operating systems and equipment; develop project 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 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. Shall attend technical meetings; provide task status briefings and reports. Conduct or provide technical support to project assessments. Develop plans for correction/improvement: Short-term (1 year), medium-range (2-5 years), and long-range (more than 5 years). Provide plans to customers and staff to effectively manage facility assets. Develop a project 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. Five years' experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum/General Experience: Five years' experience with experience managing specific work described under Functional Responsibility.

PROJECT MANAGER II

Functional Responsibility: Provide technical support in conjunction with ongoing Government agency projects to manage operating systems and equipment; develop project 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 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. Shall attend technical meetings; provide task status briefings and reports. Conduct or provide technical support to project assessments. Develop plans for correction/improvement: Short-term (1 year), medium-range (2-5 years), and long-range (more than 5 years). Provide plans to customers and staff to effectively manage facility assets. Develop a project 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. Eight years' experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum/General Experience: Seven years' experience with experience managing specific work described under Functional Responsibility.

PROJECT CONTROL ANALYST

Functional Responsibility: 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/General Experience: Three years' experience.

PROJECT COORDINATOR

Functional Responsibility:

- Develops and maintains a detailed project schedule which includes administrative tasks and all sites involved in the project.
- Participation in R&D Team Meetings.
- Coordinate meetings, including travel arrangements and expense reports.
- Maintain Project Managers calendars.
- Sites include all coverage, control locations including central and secondary dispatch locations, backhaul locations, and generation plants and associated facilities.
 - Prepare and/or edit meeting minutes, presentations and tables.
- Also included is the scheduled deployment of mobile and portable radios to meet district roll-out.
- Members, ensure adherence to deadlines.
- File all project documents (hard and soft copies)
- Ensure coordination of the interfaces of all disciplines within R&D.

Minimum Education: High School Diploma.

Minimum/General Experience: Three years' experience.

SUBJECT MATTER EXPERT I

Functional Responsibility: Expertise in a discipline such as, but not limited to, Engineering, Logistics, Project Management, Accounting, Computers, and Training.

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

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

- Systems Operations
- 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
- Simulation/Modeling Concepts

SUBJECT MATTER EXPERT II

Functional Responsibility: Expertise in a discipline such as, but not limited to, Engineering, Logistics, Project Management, Accounting, Computers, and Training.

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

Minimum/General Experience: Six years' experience working one or more of the following disciplines:

- Systems Operations
- 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
- Simulation/Modeling Concepts

SUBJECT MATTER EXPERT III

Functional Responsibility: Expertise in a discipline such as, but not limited to, Engineering, Logistics, Project Management, Accounting, Computers, and Training.

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

Minimum/General Experience: Eight years' experience working one or more of the following disciplines:

- Systems Operations
- 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
- Simulation/Modeling Concepts

TASK MANAGER

Functional Responsibility: 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/General Experience: Six years of related experience.

TECHNICAL ILLUSTRATOR

Functional Responsibility: Lies out and draws illustrations for reproduction in reference works, brochures, and technical manuals dealing with assembly, installation, operation, maintenance, and repair of machines, tools, and equipment. Prepares drawings from blueprints, designs, mockups, and photo prints by methods and techniques suited to specified reproduction process or final use, such as blueprint photo-offset, and projection transparencies, using drafting and optical

equipment. Lays out and draws schematic, perspective, orthographic, or oblique-angle views to depict function, relationship, and assembly-sequence of parts and assemblies, such as gears, engines, and instruments, and other logistics.

Minimum Education: Bachelors degree in related field.

Minimum/General Experience: Four years of related experience.

SCA Labor Categories

ACCOUNTING CLERK II-DOL CATEGORY 01012

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documentation accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Education requirements: High School Diploma. Experience: One year 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.

Education requirements: High School Diploma. Experience: Three years of experience as an accounting clerk or equivalent.

ADMINISTRATIVE ASSISTANT_DOL CATEGORY 01020

Functional Responsibility:

1. Oversee all aspects of general office coordination.
2. Maintain office calendar to coordinate work flow and meetings.
3. Maintain confidentiality in all aspects of client, staff and agency information.
4. Monitor and assist with maintenance of the organization's website.
5. Interact with clients, vendors and visitors.
6. Answer telephones and transfer to appropriate staff member.
7. Open, sort and distribute incoming correspondence, including faxes and email.
8. Sign for and distribute UPS/FedEx or similarly delivered packages.
9. Prepare responses to correspondence containing routine inquiries.
10. 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/General Experience: Three years 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.

Education requirements: High School Diploma. Experience: One year of Experience Required.

COMPUTER OPERATOR I (IT) - DOL CATEGORY 14041

This is an entry level position in the centralized operation of mainframe and micro-processing units. Sets up and operates computer peripheral devices, such as printers. Monitors the system for error messages and ensures efficiency. Performs routine preventative maintenance on equipment according to user manuals and installation standards. Submits job requests based on appropriate computer schedule. Observes operation of the computer to detect errors, machine stoppage or faulty output. Makes necessary adjustments or notifies supervisor of unusual or difficult problems with computer operations. May perform the role of Data Entry Operator, keying data and basic maintenance. Develops and implements new processes and procedures when necessary.

Education requirements: High School Diploma along with computer science coursework.
Experience: Six months to One year of 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.

Education requirements: High School Diploma along with computer science coursework.
Experience: Two 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.

Education requirements: High School Diploma along with computer science coursework.
Experience: Three years of 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.

Education requirements: High School Diploma along with computer science coursework.
Experience: Four years of 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.

Education requirements: High School Diploma along with computer science coursework.
Experience: Five years of experience as a Computer Operator or equivalent.

DISPATCHER MOTOR VEHICLE-DOL CATEGORY 01060

Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs

made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

Education requirements: High School Diploma. Experience: One year of experience required.

DRAFTER IV-DOL CATEGORY 30064

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

Education requirements: High School Diploma plus course work related to a Drafter. Experience required: Three years of experience as a Drafter.

DRIVER COURIER-DOL CATEGORY 31043

Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.

Education requirements: High School Diploma. Experience: One year of experience required.

DUPLICATING MACHINE OPERATOR-DOL CATEGORY 01090

Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.

Education requirements: High School Diploma. Experience: One year 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.

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

Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: Two 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.

Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: Three years of related experience.

ENGINEERING TECHNICIAN I - DOL CATEGORY 29081

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

- a. Shall assemble or install equipment or parts requiring simple wiring, soldering, or connecting.
- b. Shall perform simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.
- c. Shall gather and maintain specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Education requirements: High School Diploma plus course work related to an Engineering Technician. Experience required: One year of experience as an Engineering Technician.

ENGINEERING TECHNICIAN II - DOL CATEGORY 29082

Shall perform standardized or prescribed assignments involving a sequence of related operations. Shall follow standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non-routine work may also be reviewed in progress. Performs at this level one, or a combination of such typical duties as:

- a. Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment.
- b. Shall conduct a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.
- c. Shall extract engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

Education requirements: High School Diploma plus course work related to an Engineering Technician. Experience required: Two years of experience as an Engineering Technician.

ENGINEERING TECHNICIAN III-DOL CATEGORY 29083

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:

- a. Constructs components, sub-units, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- b. Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- c. 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.
- d. 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.
- e. Shall assists in design modification by compiling data related to design, specifications, and materials,
- f. 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.

Education requirements: High School Diploma plus course work related to an Engineering Technician. Experience required: Three years of experience as an Engineering Technician.

FORKLIFT OPERATOR - DOL CATEGORY 21071

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.

Education requirements: High School Diploma. Experience: One year of experience required.

FUEL DISTRIBUTION SYSTEM OPERATOR-DOL CATEGORY 21010

Receives, stores, transfers, and issues fuel through pipelines at a main-line or terminal stations. Receives fuel by tanker. Ships fuel by pipeline, tank car, tank truck, and barge. Prepares and checks receiving or ship's documents. Connects lines, grounding wires, and loading and off loading arms or hoses to pipelines. Visually inspects samples of fuel, and checks gravity and flashpoint. Gauges tanks for water, temperature, and fuel levels.

Checks pumping systems for correct operating pressure or unusual noises. Performs preventive maintenance and repairs on terminal systems. Assists in maintenance of government-owned railroad loading and switch area. Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

Education requirements: High School Diploma. Experience: Two years related experience required.

GENERAL CLERK I DOL CATEGORY 01115

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.

Education requirements: High School Diploma. Experience: One year of experience required.

GENERAL CLERK II - DOL CATEGORY 01116

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.

Education requirements: High School Diploma. Experience: One year of related experience.

GENERAL CLERK III (ADMIN AND CLERICAL)-DOL CATEGORY 01117

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.

Education requirements: High School Diploma. 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.

Education requirements: High School Diploma. Experience: Two years of related experience.

HEATING, REFRIGERATION AND AC MECHANIC - DOL CATEGORY 23400

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.

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

Education requirements: High School Diploma, plus coursework/trade school in related field.
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 simples plans. May grease, adjust and make emergency repairs to equipment. Operates cranes to move material, merchandize or equipment and load/unload material, merchandise to or from transportation devices.

Education requirements: High School Diploma, plus coursework/trade school in related field.
Experience: Operators shall be licensed in accordance with local, state or federal laws and have three years related experience.

HOUSING REFERRAL ASSISTANT-DOL CATEGORY 01120

Provides housing information to an organization's employees moving to a new location. Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone and correspondence to obtain listings of rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service. Compiles listings of houses, apartments and mobile homes which may be rented and properties which may be purchased. Periodically, communicates with contacts to update listings. Ensures that property owners are in compliance with nondiscrimination policy. Counsel's applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicant's needs. Provides information regarding community service, i.e., schools, churches, transportation, hospitals, motels and job information centers. Searches files, places telephone calls and makes referrals. Furnishes information to inquirer interested in home purchase regarding locations, owners, agents.

Education requirements: High School Diploma. Experience: One year of related experience.

ILLUSTRATOR III

Shall work on projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oil, and airbrush over a period of time. These projects require the illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. The Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. Shall not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustration. Shall acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. The kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

Education requirements: High School Diploma. Experience: Two years of related 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:

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

Education requirements: High School Diploma. 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.

Education requirements: High School Diploma. 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.

Education requirements: High School Diploma. Experience: One year of experience required.

LINE HANDLER-DOL CATEGORY 29030

The Line Handler secures and removes ship's docking lines to and from dock, catches lines heaved from ship attempting to dock, drags lines to bits on dock and slips eye of mooring lines

over bits, removes lines from bits when ships depart, and may drive vehicle to pull in docking lines.

Education requirements: High School Diploma. 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.

Education requirements: High School Diploma. Experience: One year of experience in related field.

MATERIAL COORDINATOR-DOL CATEGORY 21020

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.

Education requirements: High School Diploma. Experience: One year of experience in related field.

MATERIAL EXPEDITER - DOL CATEGORY 2130

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.

Education requirements: High School Diploma. Experience: Two years of experience in related field.

MATERIAL HANDLING LABORER-DOL CATEGORY 21040

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.

Education requirements: High School Diploma. 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.

Education requirements: High School Diploma, plus course work related to field. Experience: One 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.

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

PAINTER (MAINTENANCE) - DOL CATEGORY 23760

2. 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.

3. Education requirements: High School Diploma. Experience: One year of related experience.

PERSONNEL ASSISTANT I - DOL CATEGORY 01261:

4. Shall perform routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some

receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

5. Education requirements: High School Diploma. Experience: One year of experience required.

PERSONNEL ASSISTANT II - DOL CATEGORY 01262

6. 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.

7. Education requirements: High School Diploma. Experience: One year of experience required.

8. PERSONNEL ASSISTANT III -DOL CATEGORY 01263

9. Shall serve as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number of sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information, in addition to dates and places of past work, is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower-level clerks. Supervisory review is similar to Level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher-level personnel office employees. Other work may be checked occasionally.

10. Education requirements: High School Diploma. Experience: Two years of experience required.

11. 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.

Education requirements: High School Diploma. 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.

Education requirements: High School Diploma. Experience: One year of experience required.

RIGGER-DOL CATEGORY 23850

Assemble rigging to lift and move equipment or material in manufacturing plant, industrial activity, staging area, or shipyard. Select cables, ropes, pulleys, winches, blocks and sheaves according to weight and size of load to be moved. Attaches pulley and blocks to fixed overhead structures such as beams, ceilings, and gin pole booms with bolts and clamps. Attaches load with grappling device such as loops, wires, ropes, chains to crane hook. Gives directions to Bridge-or-Gantry Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled using hand signals, loudspeaker or telephone. Sets up, braces and rigs hoisting equipment using hand tools and power wrenches. Splices rope and wire cables to make or repair slings and tackle. May direct workers engaged in hoisting machinery, supplies and equipment into ships.

Education requirements: High School Diploma. 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 ---Education requirements: High School Diploma. Experience: 1 year of experience required.

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

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

23890 SHEET-METAL WORKER, MAINTENANCE

The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the

following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Education requirements: High School Diploma. Experience: One year of experience required.

SHIPPING/RECEIVING CLERK - DOL CATEGORY 21100

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.

Education requirements: High School Diploma. Experience: One year of experience required.

SHIPPING PACKER-DOL CATEGORY 21130

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.

Exclude packers who also make wooden boxes or crates.

Education requirements: High School Diploma. Experience: One year of experience required.

SMALL ENGINE MECHANIC DOL CATEGORY 23910

Repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools. Locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects. Replaces or repairs parts, such as rings and bearings, using hand tools. Cleans and adjusts carburetor and magneto. Starts repaired engines and listens to sounds to test performance.

Education Requirements: High School Diploma. Experience level: 1 year of experience or related experience.

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.

Education requirements: High School Diploma. Experience: One year of experience required.

SUPPLY TECHNICIAN-DOL CATEGORY 01400

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.

Education requirements: High School Diploma. Experience: One year of experience required.

TECHNICAL WRITER III-DOL CATEGORY 30463

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.

Education requirements: Bachelors degree in related field. 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. Education requirements: High School Diploma. Experience: One year of experience required.

TRUCK DRIVER, "LIGHT" - DOL CATEGORY 31361

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

Education requirements: High School Diploma. Experience: One year of experience required

TRUCK DRIVER, "HEAVY" - DOL CATEGORY 31363

Straight truck, over 4 tons, usually 10 wheels. Education requirements: High School Diploma. Experience: One year of experience required.

TRUCK DRIVER, "TRACTOR TRAILER" -DOL CATEGORY 31364

Rated capacity is the gross vehicle weight minus the empty weight of the vehicle.

Education requirements: High School Diploma. Experience: One year of experience required.

TRUCK DRIVER, "MEDIUM" - DOL CATEGORY 31362

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

Education requirements: High School Diploma. Experience: One year of experience required.

WAREHOUSE SPECIALIST-DOL CATEGORY 21400

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).

Education requirements: High School Diploma. Experience: One year of experience required.

WELDER, COMBINATION, MAINTENANCE- DOL CATERGORY 23960

Must perform conventional welding, brazing and soldering with electric, heli-arc and oxyacetylene equipment. Must clean and prepare metals to be welded to insure proper joining of the metals. Make jigs.

Education requirements: High School Diploma. Experience: Three years of experience required.

WOODWORKER-DOL CATEGORY 23980

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

Education requirements: High School Diploma. Experience: Two years of experience required.