

Worldwide Federal Supply Schedule Contract for:
PSS (Professional Services Schedule)



**Federal Supply Schedule
Contract No.** **GS-10F-0152P**

Period of Performance: 9 January 2004 – 8 January 2019

Revised as of PA-0018 dated 01/07/2015



LeTasha Stinnett, Corporate GSA and CPAR's Manager
3909 Arctic Blvd STE 400
Anchorage, AK 99503
Tel: 757-277-9966 Fax: 757-277-9449
Toll Free: 888-377-2588

Web Site: www.alutiig.com/gsa/PSS (Professional Services Schedule)

E-mail: lstinnett@alutiig.com





Preface

Government Managers face ever-changing challenges on a daily basis. Having the quality LOGISTICS personnel ready to support mission requirements and respond to the public agenda can lessen management stress.

ALUTHQ GLOBAL SOLUTIONS now has a schedule which allows Managers to cut through the acquisition process, get the quality Logistics personnel they need and proceed with accomplishing their goals.

The advantages of using the ***ALUTHQ GLOBAL SOLUTIONS*** PSS (PROFESSIONAL SERVICES SCHEDULE) is that GSA has already done the hard part, that is, they have set up a contract with all the terms and conditions defined. This enables you and your agency to keep paperwork to a minimum.

ALUTHQ GLOBAL SOLUTIONS PSS (PROFESSIONAL SERVICES SCHEDULE) Advantages:

- ✓ No need to synopsise requirements in CBD.
- ✓ No need to search out vendors to fill needs.
- ✓ Fast response (usually within 10 –15 days); faster if required.
- ✓ Able to place an order and invoice electronically (EDI).
- ✓ Able to use government credit card.
- ✓ No dollar limitation. Each order can be up to \$1 million dollars or more.
- ✓ Can set up a Blanket Purchase Agreement (BPA) for recurring requirements with minimal paperwork and effort.

Thank you
LeTasha Stinnett

Corporate GSA and CPAR's Manager, ***ALUTHQ GLOBAL SOLUTIONS***



TABLE of CONTENTS

| | |
|--|-----------|
| CUSTOMER INFORMATION | 4 |
| GSA ADVANTAGE! | 6 |
| PURCHASE OF INCIDENTAL, NON SCHEDULE ITEMS | 6 |
| CONTRACTOR TEAM ARRANGEMENTS | 6 |
| ORDERING PROCEDURES | 6 |
| SCHEDULE ITEMS (SPECIAL ITEM NUMBERS SINS) | 6 |
| GSA APPROVED WORLDWIDE LABOR PRICES – ALL SINS, YEAR 5-10 | 8 |
| SCA MATRIX | 13 |
| EXEMPT LABOR CATEGORIES LABOR DESCRIPTIONS | 16 |
| SCA LABOR CATEGORIES | 37 |
| CONTRACTOR TEAM ARRANGEMENT GUIDELINES | 79 |



CUSTOMER INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN's): 874-501, 874-501RC, 874-503, 874-503RC, 874-504, 874-504RC, 874-505, 874-505RC, 874-507 and 874-507RC

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

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Worldwide

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

6. BASIC DISCOUNT: 2% and up depending on work location and level of effort

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 1%-Net 15

9. GOVERNMENT PURCHASE CARD ACCEPTED: Yes

10. FOREIGN ITEMS: None

11. TIME OF DELIVERY AFTER RECEIPT OF ORDER (ARO):
Specified on the Task Order

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

11.b Expedited Delivery:
Contact Contractor

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

11.d Urgent Requirements:
Contact Contractor

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: N/A
- 24. ENVIRONMENTAL ATTRIBUTES, e.g., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS: N/A
- 25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 126925267
- 26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE

PRICE REDUCTIONS

There may be instances when ordering offices will find it advantageous to request a price schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

DOCUMENTATION

Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to **ALUTHQ GLOBAL SOLUTION**'s 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 GLOBAL SOLUTIONS** 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! by accessing the Internet World Wide Web utilizing a browser (example: Netscape). The Internet address is: <http://www.fss.gsa.gov/>.

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" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractors Teaming Arrangements in this Schedule Pricelist.

ORDERING PROCEDURES

Procedures for services priced on GSA schedule at hourly rates. FAR 8.402 contemplates that GSA may occasionally find it **necessary** to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on schedule at hourly rates. The GSA has determined that the rates for Logistics Services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

SCHEDULE ITEMS (SPECIAL ITEM NUMBERS SINs)

Provided are descriptions of each type of Special Item Number offered under this PSS (PROFESSIONAL SERVICES SCHEDULE)

SIN 874-501 SUPPLY AND VALUE CHAIN MANAGEMENT SERVICES





Planning, development, management, operation and maintenance of logistics systems for the movement and maintenance of resources:

- System assessment and consultation
- Material requirements planning
- Inventory management and operation
- Asset or property visibility and management
- Operation of warehouses, stockrooms or storage facilities
- Fulfillment systems and operations
- Configuration management
- Platform management
- Vendor/acquisition management
- Information processing systems analysis, design, implementation
- Staging, shipping and receiving
- Packing and crating
- Packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance
- Operation and maintenance of distribution and or material handling equipment
- Design and installation of material handling systems
- System modernization consultation
- Expansion and consolidation studies
- Moving and storage (excluding household goods)
- Consultation on hazardous material storage and handling
- Warehouse and location management systems
- Recycling program management of warehousing materials
- Preservation and protection of specialized inventory or documents
- Maintenance, Repair and Overhaul (MRO) support
- Maintenance, Repair and Overhaul (MRO) process management
- Property disposal management
- Logistics Strategic Planning services
- Logistics Systems Engineering services
- Global Integrated Supply Chain Solutions – planning and implementation
- Logistics Program Management services and support
- Supply Chain Logistics services, solutions and support
- Logistics Business Process Re-engineering
- Logistics Decision support solutions
- Logistics Performance Measures

Other supply and value chain management or transportation and distribution functions, as described in other SINs under this Schedule, may be ordered and provided under this SIN or in conjunction with other SINs.

SIN 874-503 DISTRIBUTION AND TRANSPORTATION LOGISTICS SERVICES

- Distribution system analysis, development and management
- Location modeling and distribution network analysis
- Fleet planning, operation and maintenance
- Carrier management and routing
- Freight forwarding, consolidation and management
- Tracking system analysis, design, operations and management

SIN 874-504 DEPLOYMENT LOGISTICS

- Contingency planning
- Material and property requirements planning, movement, storage and accountability systems
- Asset management and visibility
- Regional and global resource capability identification and integration
- Public and private sector resource management
- Communication and logistics systems design, planning and operation
- Medical and emergency unit storage and restocking management



SIN 874-505 LOGISTICS TRAINING SERVICES

Training in systems operations, warehousing, material planning and handling, transportation management, inventory management and the tools utilized in supply and value chain management.

SIN 874-507 OPERATIONS & MAINTENANCE LOGISTICS MANAGEMENT AND SUPPORT SERVICES

Planning, designing, managing, operating and maintaining logistics systems, equipment, facilities and logistics infrastructures, specifically including services inherent to the performance of operations and maintenance for the support of logistics/support systems. Typical services include, but are not limited to:

- Logistical Support Services
- Supply Services
- Equipment Asset Management and Maintenance
- Fleet Management and Maintenance
- Preventative Maintenance Planning
- Property Management and Maintenance
- Strategic and Tactical Planning
- Strategic Account Management
- Mobile Utility Support Equipment Operation, Maintenance And Repair
- Project Management, Integrated Facility Management and Operations Management Support.

Logistics Worldwide (PSS (PROFESSIONAL SERVICES SCHEDULE) contractors providing turnkey O&M support services are encouraged to team with component service providers who hold Federal Supply Schedule awards.

GSA Approved Worldwide Labor Prices – All SINS, Year 5-10

| <i>Labor Category</i> | <i>Year 10</i> | <i>Year 11</i> | <i>Year 12</i> | <i>Year 13</i> | <i>Year 14</i> | <i>Year 15</i> |
|-----------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| | <i>1/9/2013</i> <i>1/8/2014</i> | <i>1/9/2014</i> <i>1/8/2015</i> | <i>1/9/2015</i> <i>1/8/2016</i> | <i>1/9/2016</i> <i>1/8/2017</i> | <i>1/9/2017</i> <i>1/8/2018</i> | <i>1/9/2018</i> <i>1/8/2019</i> |
| Acquisition Manager | \$ 117.43 | \$ 119.78 | \$ 122.17 | \$ 124.61 | \$ 127.11 | \$ 129.65 |
| Budget Analyst | \$ 53.46 | \$ 54.53 | \$ 55.62 | \$ 56.73 | \$ 57.86 | \$ 59.02 |
| C4I Systems Analyst | \$ 164.98 | \$ 168.28 | \$ 171.65 | \$ 175.08 | \$ 178.58 | \$ 182.15 |
| Claims Clerk | \$ 53.46 | \$ 54.53 | \$ 55.62 | \$ 56.73 | \$ 57.86 | \$ 59.02 |
| Claims Examiner | \$ 66.17 | \$ 67.49 | \$ 68.84 | \$ 70.22 | \$ 71.62 | \$ 73.05 |
| Claims Examiner Sr. | \$ 80.99 | \$ 82.61 | \$ 84.26 | \$ 85.95 | \$ 87.66 | \$ 89.42 |
| Communications Specialist | \$ 47.77 | \$ 48.72 | \$ 49.70 | \$ 50.69 | \$ 51.71 | \$ 52.74 |
| Computer Specialist I | \$ 73.34 | \$ 74.81 | \$ 76.30 | \$ 77.83 | \$ 79.39 | \$ 80.97 |
| Computer Specialist II | \$ 89.18 | \$ 90.97 | \$ 92.79 | \$ 94.64 | \$ 96.53 | \$ 98.47 |
| Cosis Specialist | \$ 59.57 | \$ 60.77 | \$ 61.98 | \$ 63.22 | \$ 64.49 | \$ 65.77 |
| Crating Specialist | \$ 53.46 | \$ 54.53 | \$ 55.62 | \$ 56.73 | \$ 57.86 | \$ 59.02 |
| Deployment Manager | \$ 117.43 | \$ 119.78 | \$ 122.17 | \$ 124.61 | \$ 127.11 | \$ 129.65 |
| Distribution Manager | \$ 98.00 | \$ 99.96 | \$ 101.96 | \$ 103.99 | \$ 106.07 | \$ 108.20 |
| Engineer I | \$ 53.46 | \$ 54.53 | \$ 55.62 | \$ 56.73 | \$ 57.86 | \$ 59.02 |
| Engineer II | \$ 66.17 | \$ 67.49 | \$ 68.84 | \$ 70.22 | \$ 71.62 | \$ 73.05 |
| Engineer III | \$ 89.18 | \$ 90.97 | \$ 92.79 | \$ 94.64 | \$ 96.53 | \$ 98.47 |
| Engineer IV | \$ 117.43 | \$ 119.78 | \$ 122.17 | \$ 124.61 | \$ 127.11 | \$ 129.65 |
| Engineering Systems Analyst | \$ 89.18 | \$ 90.97 | \$ 92.79 | \$ 94.64 | \$ 96.53 | \$ 98.47 |
| Equipment Specialist | \$ 80.99 | \$ 82.61 | \$ 84.26 | \$ 85.95 | \$ 87.66 | \$ 89.42 |
| Facility Manager I | \$ 66.17 | \$ 67.49 | \$ 68.84 | \$ 70.22 | \$ 71.62 | \$ 73.05 |



| | Year 10 | Year 11 | Year 12 | Year 13 | Year 14 | Year 15 |
|--------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Labor Category</i> | <i>1/9/2013</i> | <i>1/9/2014</i> | <i>1/9/2015</i> | <i>1/9/2016</i> | <i>1/9/2017</i> | <i>1/9/2018</i> |
| | <i>1/8/2014</i> | <i>1/8/2015</i> | <i>1/8/2016</i> | <i>1/8/2017</i> | <i>1/8/2018</i> | <i>1/8/2019</i> |
| Facility Manager II | \$ 80.99 | \$ 82.61 | \$ 84.26 | \$ 85.95 | \$ 87.66 | \$ 89.42 |
| Facility Manager III | \$ 98.00 | \$ 99.96 | \$ 101.96 | \$ 103.99 | \$ 106.07 | \$ 108.20 |
| Fleet Manager | \$ 139.62 | \$ 142.42 | \$ 145.27 | \$ 148.17 | \$ 151.13 | \$ 154.16 |
| Industrial Facility Engineer | \$ 139.62 | \$ 142.42 | \$ 145.27 | \$ 148.17 | \$ 151.13 | \$ 154.16 |
| Information Systems Analyst | \$ 98.00 | \$ 99.96 | \$ 101.96 | \$ 103.99 | \$ 106.07 | \$ 108.20 |
| Instructional Technologist | \$ 66.17 | \$ 67.49 | \$ 68.84 | \$ 70.22 | \$ 71.62 | \$ 73.05 |
| Inventory Management Analyst | \$ 89.18 | \$ 90.97 | \$ 92.79 | \$ 94.64 | \$ 96.53 | \$ 98.47 |
| Logistics Administrative Specialist | \$ 42.59 | \$ 43.44 | \$ 44.31 | \$ 45.20 | \$ 46.10 | \$ 47.02 |
| Logistics Forms Specialist | \$ 42.59 | \$ 43.44 | \$ 44.31 | \$ 45.20 | \$ 46.10 | \$ 47.02 |
| Logistics Manager | \$ 89.18 | \$ 90.97 | \$ 92.79 | \$ 94.64 | \$ 96.53 | \$ 98.47 |
| Logistics Specialist I | \$ 37.76 | \$ 38.51 | \$ 39.28 | \$ 40.07 | \$ 40.87 | \$ 41.69 |
| Logistics Specialist II | \$ 42.59 | \$ 43.44 | \$ 44.31 | \$ 45.20 | \$ 46.10 | \$ 47.02 |
| Logistics Specialist III | \$ 53.46 | \$ 54.53 | \$ 55.62 | \$ 56.73 | \$ 57.86 | \$ 59.02 |
| Logistics Specialist IV | \$ 66.17 | \$ 67.49 | \$ 68.84 | \$ 70.22 | \$ 71.62 | \$ 73.05 |
| Logistics Systems Specialist I | \$ 37.76 | \$ 38.51 | \$ 39.28 | \$ 40.07 | \$ 40.87 | \$ 41.69 |
| Logistics Systems Specialist II | \$ 53.46 | \$ 54.53 | \$ 55.62 | \$ 56.73 | \$ 57.86 | \$ 59.02 |
| Logistics Systems Specialist III | \$ 59.57 | \$ 60.77 | \$ 61.98 | \$ 63.22 | \$ 64.49 | \$ 65.77 |
| Logistics Systems Specialist IV | \$ 73.34 | \$ 74.81 | \$ 76.30 | \$ 77.83 | \$ 79.39 | \$ 80.97 |
| Logistics Training Manager | \$ 98.00 | \$ 99.96 | \$ 101.96 | \$ 103.99 | \$ 106.07 | \$ 108.20 |
| Manager Inventory Control | \$ 117.43 | \$ 119.78 | \$ 122.17 | \$ 124.61 | \$ 127.11 | \$ 129.65 |
| Material Requirements Analyst | \$ 80.99 | \$ 82.61 | \$ 84.26 | \$ 85.95 | \$ 87.66 | \$ 89.42 |
| Motor Vehicle Operator I | \$ 47.77 | \$ 48.72 | \$ 49.70 | \$ 50.69 | \$ 51.71 | \$ 52.74 |
| Motor Vehicle Operator II | \$ 47.77 | \$ 48.72 | \$ 49.70 | \$ 50.69 | \$ 51.71 | \$ 52.74 |
| Motor Vehicle Operator III | \$ 59.57 | \$ 60.77 | \$ 61.98 | \$ 63.22 | \$ 64.49 | \$ 65.77 |
| Network Administrator | \$ 139.62 | \$ 142.42 | \$ 145.27 | \$ 148.17 | \$ 151.13 | \$ 154.16 |
| Operational Strategist | \$ 139.62 | \$ 142.42 | \$ 145.27 | \$ 148.17 | \$ 151.13 | \$ 154.16 |
| Planning Strategist | \$ 139.62 | \$ 142.42 | \$ 145.27 | \$ 148.17 | \$ 151.13 | \$ 154.16 |
| Preservation Specialist I | \$ 37.76 | \$ 38.51 | \$ 39.28 | \$ 40.07 | \$ 40.87 | \$ 41.69 |
| Preservation Specialist II | \$ 47.77 | \$ 48.72 | \$ 49.70 | \$ 50.69 | \$ 51.71 | \$ 52.74 |
| Procurement Analyst | \$ 89.18 | \$ 90.97 | \$ 92.79 | \$ 94.64 | \$ 96.53 | \$ 98.47 |
| Program Analyst I | \$ 42.59 | \$ 43.44 | \$ 44.31 | \$ 45.20 | \$ 46.10 | \$ 47.02 |
| Program Analyst II | \$ 53.46 | \$ 54.53 | \$ 55.62 | \$ 56.73 | \$ 57.86 | \$ 59.02 |
| Program Analyst III | \$ 66.17 | \$ 67.49 | \$ 68.84 | \$ 70.22 | \$ 71.62 | \$ 73.05 |
| Program Analyst IV | \$ 73.34 | \$ 74.81 | \$ 76.30 | \$ 77.83 | \$ 79.39 | \$ 80.97 |
| Program Analyst V | \$ 117.43 | \$ 119.78 | \$ 122.17 | \$ 124.61 | \$ 127.11 | \$ 129.65 |
| Program Manager III | \$ 66.17 | \$ 67.49 | \$ 68.84 | \$ 70.22 | \$ 71.62 | \$ 73.05 |
| Program Manager V | \$ 117.43 | \$ 119.78 | \$ 122.17 | \$ 124.61 | \$ 127.11 | \$ 129.65 |
| Project Supervisor | \$ 89.18 | \$ 90.97 | \$ 92.79 | \$ 94.64 | \$ 96.53 | \$ 98.47 |
| Sr. Heavy Mobile Equipment Inspector | \$ 59.75 | \$ 60.95 | \$ 62.16 | \$ 63.41 | \$ 64.68 | \$ 65.97 |
| Simulation Specialist | \$ 80.99 | \$ 82.61 | \$ 84.26 | \$ 85.95 | \$ 87.66 | \$ 89.42 |
| Subject Matter Experts | \$ 164.98 | \$ 168.28 | \$ 171.65 | \$ 175.08 | \$ 178.58 | \$ 182.15 |



| | <i>Year 10</i> | <i>Year 11</i> | <i>Year 12</i> | <i>Year 13</i> | <i>Year 14</i> | <i>Year 15</i> |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Labor Category</i> | <i>1/9/2013</i> | <i>1/9/2014</i> | <i>1/9/2015</i> | <i>1/9/2016</i> | <i>1/9/2017</i> | <i>1/9/2018</i> |
| | <i>1/8/2014</i> | <i>1/8/2015</i> | <i>1/8/2016</i> | <i>1/8/2017</i> | <i>1/8/2018</i> | <i>1/8/2019</i> |
| Supply Systems Analyst | \$ 73.34 | \$ 74.81 | \$ 76.30 | \$ 77.83 | \$ 79.39 | \$ 80.97 |
| Technical Documentation Manager | \$ 98.00 | \$ 99.96 | \$ 101.96 | \$ 103.99 | \$ 106.07 | \$ 108.20 |
| Technical Documentation Specialist | \$ 80.99 | \$ 82.61 | \$ 84.26 | \$ 85.95 | \$ 87.66 | \$ 89.42 |
| Training Database Specialist | \$ 73.34 | \$ 74.81 | \$ 76.30 | \$ 77.83 | \$ 79.39 | \$ 80.97 |
| Transportation Analyst | \$ 66.17 | \$ 67.49 | \$ 68.84 | \$ 70.22 | \$ 71.62 | \$ 73.05 |
| Transportation System Technologist | \$ 73.34 | \$ 74.81 | \$ 76.30 | \$ 77.83 | \$ 79.39 | \$ 80.97 |
| Weapons Systems Analyst | \$ 98.00 | \$ 99.96 | \$ 101.96 | \$ 103.99 | \$ 106.07 | \$ 108.20 |
| SCA | | | | | | |
| Administrative Assistant | \$ 60.20 | \$ 61.40 | \$ 62.63 | \$ 63.88 | \$ 65.16 | \$ 66.47 |
| Accounting Clerk I | \$ 31.49 | \$ 32.12 | \$ 32.76 | \$ 33.41 | \$ 34.08 | \$ 34.76 |
| Accounting Clerk II | \$ 35.90 | \$ 36.62 | \$ 37.35 | \$ 38.10 | \$ 38.86 | \$ 39.64 |
| Accounting Clerk III | \$ 41.55 | \$ 42.38 | \$ 43.22 | \$ 44.09 | \$ 44.97 | \$ 45.87 |
| Accounting Clerk IV | \$ 46.57 | \$ 47.50 | \$ 48.45 | \$ 49.42 | \$ 50.41 | \$ 51.42 |
| Audio Visual Librarian | \$ 58.39 | \$ 59.55 | \$ 60.75 | \$ 61.96 | \$ 63.20 | \$ 64.46 |
| Blocker and Bracer | \$ 51.91 | \$ 52.95 | \$ 54.01 | \$ 55.09 | \$ 56.19 | \$ 57.32 |
| Boiler Tender | \$ 72.88 | \$ 74.33 | \$ 75.82 | \$ 77.34 | \$ 78.88 | \$ 80.46 |
| Bus Driver | \$ 46.64 | \$ 47.57 | \$ 48.52 | \$ 49.50 | \$ 50.49 | \$ 51.49 |
| Carpenter, Maintenance | \$ 63.08 | \$ 64.34 | \$ 65.63 | \$ 66.94 | \$ 68.28 | \$ 69.64 |
| Cashier | \$ 28.72 | \$ 29.29 | \$ 29.88 | \$ 30.48 | \$ 31.09 | \$ 31.71 |
| Computer Operator I | \$ 39.40 | \$ 40.18 | \$ 40.99 | \$ 41.81 | \$ 42.64 | \$ 43.50 |
| Computer Operator II | \$ 45.06 | \$ 45.96 | \$ 46.88 | \$ 47.82 | \$ 48.78 | \$ 49.75 |
| Computer Operator III | \$ 59.79 | \$ 60.98 | \$ 62.20 | \$ 63.45 | \$ 64.72 | \$ 66.01 |
| Computer Operator IV | \$ 65.95 | \$ 67.27 | \$ 68.62 | \$ 69.99 | \$ 71.39 | \$ 72.82 |
| Computer Operator V | \$ 67.64 | \$ 68.99 | \$ 70.37 | \$ 71.78 | \$ 73.21 | \$ 74.68 |
| Computer Programmer I | \$ 63.85 | \$ 65.13 | \$ 66.43 | \$ 67.76 | \$ 69.11 | \$ 70.50 |
| Computer Programmer II | \$ 67.64 | \$ 68.99 | \$ 70.37 | \$ 71.78 | \$ 73.21 | \$ 74.68 |
| Computer Programmer III | \$ 67.64 | \$ 68.99 | \$ 70.37 | \$ 71.78 | \$ 73.21 | \$ 74.68 |
| Computer Programmer IV | \$ 67.64 | \$ 68.99 | \$ 70.37 | \$ 71.78 | \$ 73.21 | \$ 74.68 |
| Computer Systems Analyst I | \$ 67.64 | \$ 68.99 | \$ 70.37 | \$ 71.78 | \$ 73.21 | \$ 74.68 |
| Computer Systems Analyst II | \$ 67.64 | \$ 68.99 | \$ 70.37 | \$ 71.78 | \$ 73.21 | \$ 74.68 |
| Cook II | \$ 47.86 | \$ 48.82 | \$ 49.80 | \$ 50.79 | \$ 51.81 | \$ 52.85 |
| Dispatcher, Motor Vehicle | \$ 49.79 | \$ 50.78 | \$ 51.80 | \$ 52.84 | \$ 53.89 | \$ 54.97 |
| Documentation Preparation Clerk | \$ 37.69 | \$ 38.44 | \$ 39.21 | \$ 39.99 | \$ 40.79 | \$ 41.61 |
| Drafter II | \$ 53.79 | \$ 54.87 | \$ 55.96 | \$ 57.08 | \$ 58.22 | \$ 59.39 |
| Drafter III | \$ 66.81 | \$ 68.14 | \$ 69.51 | \$ 70.90 | \$ 72.31 | \$ 73.76 |
| Drafter IV | \$ 70.41 | \$ 71.81 | \$ 73.25 | \$ 74.72 | \$ 76.21 | \$ 77.73 |
| Duplicating Machine Operator | \$ 33.71 | \$ 34.38 | \$ 35.07 | \$ 35.77 | \$ 36.49 | \$ 37.21 |
| Electrician, Maintenance | \$ 78.98 | \$ 80.56 | \$ 82.17 | \$ 83.82 | \$ 85.49 | \$ 87.20 |
| Electronics Technician, Maintenance I | \$ 53.53 | \$ 54.60 | \$ 55.69 | \$ 56.81 | \$ 57.94 | \$ 59.10 |
| Electronics Technician, Maintenance II | \$ 73.98 | \$ 75.46 | \$ 76.97 | \$ 78.51 | \$ 80.08 | \$ 81.68 |
| Electronics Technician, Maintenance III | \$ 80.24 | \$ 81.84 | \$ 83.48 | \$ 85.15 | \$ 86.85 | \$ 88.59 |
| Engineering Technician I | \$ 50.57 | \$ 51.58 | \$ 52.61 | \$ 53.67 | \$ 54.74 | \$ 55.84 |



| | Year 10 | Year 11 | Year 12 | Year 13 | Year 14 | Year 15 |
|--|----------|----------|----------|----------|----------|----------|
| <i>Labor Category</i> | 1/9/2013 | 1/9/2014 | 1/9/2015 | 1/9/2016 | 1/9/2017 | 1/9/2018 |
| | 1/8/2014 | 1/8/2015 | 1/8/2016 | 1/8/2017 | 1/8/2018 | 1/8/2019 |
| Engineering Technician II | \$ 62.58 | \$ 63.83 | \$ 65.11 | \$ 66.41 | \$ 67.74 | \$ 69.09 |
| Engineering Technician III | \$ 69.16 | \$ 70.54 | \$ 71.95 | \$ 73.39 | \$ 74.86 | \$ 76.36 |
| Engineering Technician IV | \$ 72.09 | \$ 73.53 | \$ 75.01 | \$ 76.51 | \$ 78.04 | \$ 79.60 |
| Environmental Technician | \$ 60.61 | \$ 61.82 | \$ 63.06 | \$ 64.32 | \$ 65.60 | \$ 66.92 |
| Food Service Worker | \$ 35.93 | \$ 36.65 | \$ 37.38 | \$ 38.13 | \$ 38.89 | \$ 39.67 |
| Forklift Operator | \$ 47.42 | \$ 48.37 | \$ 49.34 | \$ 50.33 | \$ 51.33 | \$ 52.36 |
| Fuel Distribution System Operator | \$ 59.19 | \$ 60.38 | \$ 61.59 | \$ 62.82 | \$ 64.07 | \$ 65.36 |
| General Clerk I | \$ 29.83 | \$ 30.43 | \$ 31.04 | \$ 31.66 | \$ 32.29 | \$ 32.94 |
| General Clerk II | \$ 35.86 | \$ 36.57 | \$ 37.30 | \$ 38.05 | \$ 38.81 | \$ 39.59 |
| General Clerk III | \$ 39.70 | \$ 40.50 | \$ 41.31 | \$ 42.13 | \$ 42.98 | \$ 43.84 |
| General Clerk IV | \$ 47.98 | \$ 48.94 | \$ 49.92 | \$ 50.92 | \$ 51.94 | \$ 52.98 |
| General Maintenance Worker | \$ 50.54 | \$ 51.55 | \$ 52.58 | \$ 53.63 | \$ 54.70 | \$ 55.80 |
| Guard I | \$ 31.18 | \$ 31.80 | \$ 32.44 | \$ 33.09 | \$ 33.75 | \$ 34.42 |
| Guard II | \$ 47.77 | \$ 48.72 | \$ 49.70 | \$ 50.69 | \$ 51.71 | \$ 52.74 |
| Heating, Refrigeration and Air Conditioning Mechanic | \$ 56.32 | \$ 57.45 | \$ 58.60 | \$ 59.77 | \$ 60.96 | \$ 62.18 |
| Heavy Equipment Mechanic | \$ 61.55 | \$ 62.78 | \$ 64.03 | \$ 65.31 | \$ 66.62 | \$ 67.95 |
| Heavy Equipment Operator | \$ 76.52 | \$ 78.05 | \$ 79.61 | \$ 81.21 | \$ 82.83 | \$ 84.49 |
| Housekeeping Aide | \$ 30.56 | \$ 31.17 | \$ 31.79 | \$ 32.43 | \$ 33.08 | \$ 33.74 |
| Housing Referral Assistant | \$ 48.79 | \$ 49.77 | \$ 50.76 | \$ 51.78 | \$ 52.81 | \$ 53.87 |
| Illustrator II | \$ 61.93 | \$ 63.16 | \$ 64.43 | \$ 65.72 | \$ 67.03 | \$ 68.37 |
| Illustrator III | \$ 89.75 | \$ 91.55 | \$ 93.38 | \$ 95.25 | \$ 97.15 | \$ 99.10 |
| Instructor | \$ 72.77 | \$ 74.22 | \$ 75.71 | \$ 77.22 | \$ 78.77 | \$ 80.34 |
| Janitor | \$ 35.93 | \$ 36.65 | \$ 37.38 | \$ 38.13 | \$ 38.89 | \$ 39.67 |
| Laborer, General | \$ 39.05 | \$ 39.83 | \$ 40.63 | \$ 41.44 | \$ 42.27 | \$ 43.12 |
| Laborer, Grounds Maintenance | \$ 41.72 | \$ 42.56 | \$ 43.41 | \$ 44.28 | \$ 45.16 | \$ 46.07 |
| Librarian | \$ 75.37 | \$ 76.88 | \$ 78.42 | \$ 79.98 | \$ 81.58 | \$ 83.22 |
| Librarian Technician | \$ 48.08 | \$ 49.04 | \$ 50.02 | \$ 51.02 | \$ 52.04 | \$ 53.08 |
| Line Handler | \$ 51.91 | \$ 52.95 | \$ 54.01 | \$ 55.09 | \$ 56.19 | \$ 57.32 |
| Machinery Maintenance Mechanic | \$ 61.84 | \$ 63.08 | \$ 64.34 | \$ 65.63 | \$ 66.94 | \$ 68.28 |
| Mail Clerk | \$ 35.86 | \$ 36.57 | \$ 37.30 | \$ 38.05 | \$ 38.81 | \$ 39.59 |
| Material Coordinator | \$ 57.61 | \$ 58.77 | \$ 59.94 | \$ 61.14 | \$ 62.36 | \$ 63.61 |
| Material Expediter | \$ 57.61 | \$ 58.77 | \$ 59.94 | \$ 61.14 | \$ 62.36 | \$ 63.61 |
| Material Handling Laborer | \$ 39.89 | \$ 40.69 | \$ 41.51 | \$ 42.34 | \$ 43.18 | \$ 44.05 |
| Medical Records Clerk | \$ 34.76 | \$ 35.46 | \$ 36.17 | \$ 36.89 | \$ 37.63 | \$ 38.38 |
| Messenger (courier) | \$ 32.10 | \$ 32.75 | \$ 33.40 | \$ 34.07 | \$ 34.75 | \$ 35.44 |
| Motor Vehicle Mechanic | \$ 60.51 | \$ 61.72 | \$ 62.96 | \$ 64.22 | \$ 65.50 | \$ 66.81 |
| Order Clerk I | \$ 40.18 | \$ 40.98 | \$ 41.80 | \$ 42.64 | \$ 43.49 | \$ 44.36 |
| Order Clerk II | \$ 53.04 | \$ 54.10 | \$ 55.18 | \$ 56.29 | \$ 57.41 | \$ 58.56 |
| Order Filler | \$ 37.47 | \$ 38.22 | \$ 38.99 | \$ 39.77 | \$ 40.56 | \$ 41.37 |
| Painter, Maintenance | \$ 64.78 | \$ 66.07 | \$ 67.39 | \$ 68.74 | \$ 70.12 | \$ 71.52 |
| Personnel Assistant I | \$ 37.59 | \$ 38.34 | \$ 39.11 | \$ 39.89 | \$ 40.69 | \$ 41.50 |



| | <i>Year 10</i> | <i>Year 11</i> | <i>Year 12</i> | <i>Year 13</i> | <i>Year 14</i> | <i>Year 15</i> |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Labor Category</i> | <i>1/9/2013</i> | <i>1/9/2014</i> | <i>1/9/2015</i> | <i>1/9/2016</i> | <i>1/9/2017</i> | <i>1/9/2018</i> |
| | <i>1/8/2014</i> | <i>1/8/2015</i> | <i>1/8/2016</i> | <i>1/8/2017</i> | <i>1/8/2018</i> | <i>1/8/2019</i> |
| Personnel Assistant II | \$ 42.22 | \$ 43.07 | \$ 43.93 | \$ 44.81 | \$ 45.70 | \$ 46.62 |
| Personnel Assistant III | \$ 48.55 | \$ 49.52 | \$ 50.51 | \$ 51.52 | \$ 52.55 | \$ 53.61 |
| Personnel Assistant IV | \$ 54.79 | \$ 55.88 | \$ 57.00 | \$ 58.14 | \$ 59.30 | \$ 60.49 |
| Pipefitter, Maintenance | \$ 73.13 | \$ 74.59 | \$ 76.08 | \$ 77.60 | \$ 79.15 | \$ 80.74 |
| Photographer I | \$ 45.88 | \$ 46.80 | \$ 47.73 | \$ 48.69 | \$ 49.66 | \$ 50.66 |
| Photographer II | \$ 51.64 | \$ 52.67 | \$ 53.73 | \$ 54.80 | \$ 55.90 | \$ 57.02 |
| Photographer III | \$ 65.80 | \$ 67.11 | \$ 68.46 | \$ 69.83 | \$ 71.22 | \$ 72.65 |
| Photographer IV | \$ 76.29 | \$ 77.81 | \$ 79.37 | \$ 80.95 | \$ 82.57 | \$ 84.22 |
| Production Control Clerk | \$ 52.18 | \$ 53.22 | \$ 54.28 | \$ 55.37 | \$ 56.48 | \$ 57.61 |
| Production Line Worker (Food Processing) | \$ 43.27 | \$ 44.13 | \$ 45.02 | \$ 45.92 | \$ 46.83 | \$ 47.77 |
| Recycling Worker | \$ 54.60 | \$ 55.69 | \$ 56.80 | \$ 57.94 | \$ 59.10 | \$ 60.28 |
| Rigger | \$ 58.65 | \$ 59.82 | \$ 61.02 | \$ 62.24 | \$ 63.48 | \$ 64.75 |
| Sales Clerk | \$ 31.69 | \$ 32.32 | \$ 32.97 | \$ 33.63 | \$ 34.30 | \$ 34.99 |
| Scheduler, Maintenance | \$ 41.41 | \$ 42.24 | \$ 43.09 | \$ 43.95 | \$ 44.83 | \$ 45.73 |
| Secretary I | \$ 41.41 | \$ 42.24 | \$ 43.09 | \$ 43.95 | \$ 44.83 | \$ 45.73 |
| Secretary II | \$ 47.03 | \$ 47.97 | \$ 48.93 | \$ 49.91 | \$ 50.91 | \$ 51.93 |
| Secretary III | \$ 50.06 | \$ 51.06 | \$ 52.08 | \$ 53.13 | \$ 54.19 | \$ 55.27 |
| Secretary IV | \$ 57.13 | \$ 58.27 | \$ 59.44 | \$ 60.62 | \$ 61.84 | \$ 63.07 |
| Secretary V | \$ 66.97 | \$ 68.31 | \$ 69.68 | \$ 71.07 | \$ 72.49 | \$ 73.94 |
| Sewing Machine Operator | \$ 35.32 | \$ 36.03 | \$ 36.75 | \$ 37.48 | \$ 38.23 | \$ 39.00 |
| Shipping and Receiving Clerk | \$ 42.10 | \$ 42.95 | \$ 43.80 | \$ 44.68 | \$ 45.57 | \$ 46.49 |
| Shipping Packer | \$ 41.22 | \$ 42.05 | \$ 42.89 | \$ 43.75 | \$ 44.62 | \$ 45.52 |
| Sheet-Metal, Maintenance | \$ 59.45 | \$ 60.64 | \$ 61.85 | \$ 63.09 | \$ 64.35 | \$ 65.64 |
| Small Engine Mechanic | \$ 37.56 | \$ 38.31 | \$ 39.08 | \$ 39.86 | \$ 40.66 | \$ 41.47 |
| Stevedore I | \$ 55.70 | \$ 56.82 | \$ 57.95 | \$ 59.11 | \$ 60.29 | \$ 61.50 |
| Stevedore II | \$ 61.69 | \$ 62.92 | \$ 64.18 | \$ 65.46 | \$ 66.77 | \$ 68.11 |
| Stock Clerk | \$ 45.30 | \$ 46.20 | \$ 47.13 | \$ 48.07 | \$ 49.03 | \$ 50.01 |
| Supply Technician | \$ 57.13 | \$ 58.27 | \$ 59.44 | \$ 60.62 | \$ 61.84 | \$ 63.07 |
| Switchboard Operator-Receptionist | \$ 34.92 | \$ 35.62 | \$ 36.33 | \$ 37.06 | \$ 37.80 | \$ 38.55 |
| Technical Writer | \$ 71.83 | \$ 73.27 | \$ 74.73 | \$ 76.23 | \$ 77.75 | \$ 79.31 |
| Telecommunications Mechanic II | \$ 68.64 | \$ 70.01 | \$ 71.41 | \$ 72.84 | \$ 74.29 | \$ 75.78 |
| Tools and Parts Attendant | \$ 47.91 | \$ 48.87 | \$ 49.85 | \$ 50.84 | \$ 51.86 | \$ 52.90 |
| Travel Clerk I | \$ 34.51 | \$ 35.20 | \$ 35.91 | \$ 36.63 | \$ 37.36 | \$ 38.11 |
| Travel Clerk III | \$ 40.58 | \$ 41.39 | \$ 42.22 | \$ 43.07 | \$ 43.93 | \$ 44.81 |
| Truck Driver, Heavy Truck | \$ 54.81 | \$ 55.91 | \$ 57.03 | \$ 58.17 | \$ 59.33 | \$ 60.52 |
| Truck Driver, Light Truck | \$ 42.36 | \$ 43.21 | \$ 44.08 | \$ 44.96 | \$ 45.86 | \$ 46.77 |
| Truck Driver, Medium Truck | \$ 46.64 | \$ 47.57 | \$ 48.52 | \$ 49.50 | \$ 50.49 | \$ 51.49 |
| Truck Driver, Tractor Trailer | \$ 54.81 | \$ 55.91 | \$ 57.03 | \$ 58.17 | \$ 59.33 | \$ 60.52 |
| Ventilation Equipment Tender | \$ 52.98 | \$ 54.04 | \$ 55.12 | \$ 56.23 | \$ 57.35 | \$ 58.50 |
| Warehouse Specialist | \$ 43.58 | \$ 44.45 | \$ 45.34 | \$ 46.24 | \$ 47.17 | \$ 48.11 |
| Waste Water Treatment Plant Operator | \$ 61.77 | \$ 63.01 | \$ 64.27 | \$ 65.55 | \$ 66.86 | \$ 68.20 |



| | <i>Year 10</i> | <i>Year 11</i> | <i>Year 12</i> | <i>Year 13</i> | <i>Year 14</i> | <i>Year 15</i> |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Labor Category</i> | <i>1/9/2013</i> | <i>1/9/2014</i> | <i>1/9/2015</i> | <i>1/9/2016</i> | <i>1/9/2017</i> | <i>1/9/2018</i> |
| | <i>1/8/2014</i> | <i>1/8/2015</i> | <i>1/8/2016</i> | <i>1/8/2017</i> | <i>1/8/2018</i> | <i>1/8/2019</i> |
| Welder Maintenance | \$ 57.97 | \$ 59.13 | \$ 60.31 | \$ 61.52 | \$ 62.75 | \$ 64.00 |
| Woodworker | \$ 49.25 | \$ 50.24 | \$ 51.24 | \$ 52.27 | \$ 53.31 | \$ 54.38 |
| Word Processor I | \$ 37.38 | \$ 38.12 | \$ 38.89 | \$ 39.66 | \$ 40.46 | \$ 41.27 |
| Word Processor II | \$ 42.00 | \$ 42.84 | \$ 43.69 | \$ 44.57 | \$ 45.46 | \$ 46.37 |
| Word Processor III | \$ 49.75 | \$ 50.75 | \$ 51.76 | \$ 52.80 | \$ 53.85 | \$ 54.93 |
| | | | | | | |

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

SCA Matrix

| GSA Labor Categories | SCA Occupation Codes | | SCA WD |
|---------------------------------|-----------------------------|---------------------------------|---------------|
| Administrative Assistant | 01020 | Administrative Assistant | 05-2375 |
| Accounting Clerk I | 01011 | Accounting Clerk I | 05-2375 |
| Accounting Clerk II | 01012 | Accounting Clerk II | 05-2375 |
| Accounting Clerk III | 01013 | Accounting Clerk III | 05-2375 |
| Accounting Clerk IV | 01013 | Accounting Clerk III | 05-2375 |
| Audio Visual Librarian | 13063 | Media Specialist III | 05-2375 |
| Blocker and Bracer | 29010 | Blocker And Bracer | 05-2375 |
| Boiler Tender | 25010 | Boiler Tender | 05-2375 |
| Bus Driver | 31030 | Bus Driver | 05-2375 |
| Carpenter, Maintenance | 23130 | Carpenter, Maintenance | 05-2375 |
| Cashier | 99030 | Cashier | 05-2375 |
| Computer Operator I | 14041 | Computer Operator I | 05-2375 |
| Computer Operator II | 14042 | Computer Operator II | 05-2375 |
| Computer Operator III | 14043 | Computer Operator III | 05-2375 |
| Computer Operator IV | 14044 | Computer Operator IV | 05-2375 |
| Computer Operator V | 14045 | Computer Operator V | 05-2375 |
| Computer Programmer I | 14071 | Computer Programmer I (1) | 05-2375 |
| Computer Programmer II | 14072 | Computer Programmer II (1) | 05-2375 |
| Computer Programmer III | 14073 | Computer Programmer III (1) | 05-2375 |
| Computer Programmer IV | 14074 | Computer Programmer IV (1) | 05-2375 |
| Computer Systems Analyst I | 14101 | Computer Systems Analyst I (1) | 05-2375 |
| Computer Systems Analyst II | 14102 | Computer Systems Analyst II (1) | 05-2375 |
| Cook II | 07042 | Cook II | 05-2375 |
| Dispatcher, Motor Vehicle | 01060 | Dispatcher, Motor Vehicle | 05-2375 |
| Documentation Preparation Clerk | 01070 | Document Preparation Clerk | 05-2375 |



| | | | |
|--|-------|--|---------|
| Drafter II | 30062 | Drafter/CAD Operator II | 05-2375 |
| Drafter III | 30063 | Drafter/CAD Operator III | 05-2375 |
| Drafter IV | 30064 | Drafter/CAD Operator IV | 05-2375 |
| Duplicating Machine Operator | 01090 | Duplicating Machine Operator | 05-2375 |
| Electrician, Maintenance | 23160 | Electrician, Maintenance | 05-2375 |
| Electronics Technician, Maintenance I | 23181 | Electronics Technician Maintenance I | 05-2375 |
| Electronics Technician, Maintenance II | 23182 | Electronics Technician Maintenance II | 05-2375 |
| Electronics Technician, Maintenance III | 23183 | Electronics Technician Maintenance III | 05-2375 |
| Engineering Technician I | 30081 | Engineering Technician I | 05-2375 |
| Engineering Technician II | 30082 | Engineering Technician II | 05-2375 |
| Engineering Technician III | 30083 | Engineering Technician III | 05-2375 |
| Engineering Technician IV | 30084 | Engineering Technician IV | 05-2375 |
| Environmental Technician | 30090 | Environmental Technician | 05-2375 |
| Food Service Worker | 07130 | Food Service Worker | 05-2375 |
| Forklift Operator | 21020 | Forklift Operator | 05-2375 |
| Fuel Distribution System Operator | 23312 | Fuel Distribution System Operator | 05-2375 |
| General Clerk I | 01111 | General Clerk I | 05-2375 |
| General Clerk II | 01112 | General Clerk II | 05-2375 |
| General Clerk III | 01113 | General Clerk III | 05-2375 |
| General Clerk IV | 01113 | General Clerk III | 05-2375 |
| General Maintenance Worker | 23370 | General Maintenance Worker | 05-2375 |
| Guard I | 27101 | Guard I | 05-2375 |
| Guard II | 27102 | Guard II | 05-2375 |
| Heating, Refrigeration and Air Conditioning Mechanic | 23410 | Heating, Vent & Air-Conditioning Mec | 05-2375 |
| Heavy Equipment Mechanic | 23430 | Heavy Equipment Mechanic | 05-2375 |
| Heavy Equipment Operator | 23440 | Heavy Equipment Operator | 05-2375 |
| Housekeeping Aide | 11122 | Housekeeping Aide | 05-2375 |
| Housing Referral Assistant | 01120 | Housing Referral Assistant | 05-2375 |
| Illustrator II | 13042 | Illustrator II | 05-2375 |
| Illustrator III | 13043 | Illustrator III | 05-2375 |
| Instructor | 15090 | Technical Instructor | 05-2375 |
| Janitor | 11150 | Janitor | 05-2375 |
| Laborer, General | 23470 | Laborer | 05-2375 |
| Laborer, Grounds Maintenance | 11210 | Laborer, Grounds Maintenance | 05-2375 |
| Librarian | 13047 | Librarian | 05-2375 |
| Librarian Technician | 13058 | Library Technician | 05-2375 |
| Line Handler | 29030 | Line Handler | 05-2375 |
| Machinery Maintenance Mechanic | 23530 | Machinery Maintenance Mechanic | 05-2375 |
| Mail Clerk | 01112 | General Clerk II | 05-2375 |
| Material Coordinator | 21030 | Material Coordinator | 05-2375 |
| Material Expediter | 21040 | Material Expediter | 05-2375 |
| Material Handling Laborer | 21050 | Material Handling Laborer | 05-2375 |
| Medical Records Clerk | 12160 | Medical Record Clerk | 05-2375 |
| Messenger (courier) | 01141 | Messenger Courier | 05-2375 |
| Motor Vehicle Mechanic | 05190 | Motor Vehicle Mechanic | 05-2375 |
| Order Clerk I | 01191 | Order Clerk I | 05-2375 |
| Order Clerk II | 01192 | Order Clerk II | 05-2375 |



| | | | |
|---|-------|---|---------|
| Order Filler | 21071 | Order Filler | 05-2375 |
| Painter, Maintenance | 23760 | Painter, Maintenance | 05-2375 |
| Personnel Assistant I | 01261 | Personnel Assistant (Employment) I | 05-2375 |
| Personnel Assistant II | 01262 | Personnel Assistant (Employment) II | 05-2375 |
| Personnel Assistant III | 01263 | Personnel Assistant (Employment) III | 05-2375 |
| Personnel Assistant IV | 01263 | Personnel Assistant (Employment) III | 05-2375 |
| Photographer I | 13071 | Photographer I | 05-2375 |
| Photographer II | 13072 | Photographer II | 05-2375 |
| Photographer III | 13073 | Photographer III | 05-2375 |
| Photographer IV | 13074 | Photographer IV | 05-2375 |
| Pipefitter, Maintenance | 23790 | Pipefitter, Maintenance | 05-2375 |
| Production Control Clerk | 01270 | Production Control Clerk | 05-2375 |
| Production Line Worker (Food Processing) | 21080 | Production Line Worker (Food Processing) | 05-2375 |
| Recycling Worker | 99710 | Recycling Laborer | 05-2375 |
| Rigger | 23850 | Rigger | 05-2375 |
| Sales Clerk | 99810 | Sales Clerk | 05-2375 |
| Scheduler, Maintenance | 01300 | Scheduler, Maintenance | 05-2375 |
| Secretary I | 01311 | Secretary I | 05-2375 |
| Secretary II | 01312 | Secretary II | 05-2375 |
| Secretary III | 01313 | Secretary III | 05-2375 |
| Secretary IV | 01020 | Administrative Assistant | 05-2375 |
| Secretary V | 01020 | Administrative Assistant | 05-2375 |
| Sewing Machine Operator | 16190 | Sewing Machine Operator | 05-2375 |
| Shipping and Receiving Clerk | 21130 | Shipping/Receiving Clerk | 05-2375 |
| Shipping Packer | 21110 | Shipping Packer | 05-2375 |
| Sheet-Metal Worker, Maintenance | 23890 | Sheet-Metal Worker, Maintenance | 05-2375 |
| Small Engine Mechanic | 23891 | Small Engine Mechanic | 05-2375 |
| Stevedore I | 29041 | Stevedore I | 05-2375 |
| Stevedore II | 29042 | Stevedore II | 05-2375 |
| Stock Clerk | 21150 | Stock Clerk | 05-2375 |
| Supply Technician | 01410 | Supply Technician | 05-2375 |
| Switchboard Operator-Receptionist | 01280 | Receptionist | 05-2375 |
| Technical Writer | 30463 | Technical Writer III | 05-2375 |
| Telecommunications Mechanic II | 23932 | Telecommunications Mechanic II | 05-2375 |
| Tools and Parts Attendant | 21210 | Tools And Parts Attendant | 05-2375 |
| Travel Clerk I | 01531 | Travel Clerk I | 05-2375 |
| Travel Clerk III | 01533 | Travel Clerk III | 05-2375 |
| Truck Driver, Heavy Truck | 31363 | Truck driver, Heavy | 05-2375 |
| Truck Driver, Light Truck | 31361 | Truck driver, Light | 05-2375 |
| Truck Driver, Medium Truck | 31362 | Truck driver, Medium | 05-2375 |
| Truck Driver, Tractor Trailer | 31364 | Truck driver, Tractor-Trailer | 05-2375 |
| Ventilation Equipment Tender | 25190 | Ventilation Equipment Tender | 05-2375 |
| Warehouse Specialist | 21410 | Warehouse Specialist | 05-2375 |
| Waste Water Treatment Plant Operator | 25210 | Water Treatment Plant Operator | 05-2375 |
| Welder Maintenance | 23960 | Welder, Combination, Maintenance | 05-2375 |
| Woodworker | 23980 | Woodworker | 05-2375 |
| Word Processor I | 01611 | Word Processor I | 05-2375 |



Word Processor II
Word Processor III

01612 Word Processor II
01613 Word Processor III

05-2375
05-2375

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

Exempt Labor Categories Labor Descriptions

ACQUISITION MANAGER,

Functional Responsibility: Manage a team of systems acquisition specialist from the initial concept development phase through to the Readiness Base Sparing (RBS) phase, including the actual Spares modeling to determine Reliability, Maintainability and Availability (RMA).

Minimum Education: Bachelor's degree. Eight (8) year experience in the acquisition management of large military systems may be substituted.

Minimum/General Experience: Fifteen (15) year experience. Ten (10) year experience in the acquisition of major systems such as radar's, communications, weapons, engineering and/or computer platforms. Five (5) years experience as a platform manager, performing all facets of the acquisition process from the requirements definition through system replacement and/or disposal.

BUDGET ANALYST

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. Eight (8) years experience in the preparation and analysis of budgets funding government programs valued at \$2M or more annually may be substituted.

Minimum/General Experience: Six (6) years experience. Four (4) years experience in the preparation of government budgets and forecasts for projects over \$5M. Two (2) years experience in cost analysis of budget cost items such as labor and material allocation and expenditure.

C4I SYSTEMS ANALYST

Functional Responsibility: Serve as a member of an integrated process team and participate in concept development, needs assessments, planning, design, development, test, production, fielding, sustainment, improvement, modification and replacement.

Minimum Education: Bachelor's degree. Eight (8) years experience in the Acquisition Phase Process for major C4I systems.



Minimum/General Experience: Participation as a member of an integrated process team directly involved in the requirements definition, concept development and needs assessments for the acquisition of a major C4I system.

CLAIMS CLERK

Functional Responsibility: Follows specific procedures while performing routine claims administration operations, such as examining, verifying, and obtaining correcting information to ensure completeness and accuracy of claims submitted.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Three (3) years experience with specific work described under Functional Responsibility.

CLAIMS EXAMINER

Functional Responsibility: Verifies and reviews claims submitted for completeness and accuracy. Analyzes claims submitted to determine necessary corrective action and any associated liability in accordance with existing regulations, policies, and procedures.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Five (5) years experience with specific work described under Functional Responsibility.

CLAIMS EXAMINER SR

Functional Responsibility: Verifies and reviews submitted claims for completeness and accuracy. Reviews corrective action for claim submitted to ensure compliance with existing regulations, policies and procedures.

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

Minimum/General Experience: Eight (8) years experience with specific work described under Functional Responsibility.

COMMUNICATION SPECIALIST

Functional Responsibility: Support the deployment manager in all aspects of deployment logistics including conducting studies, developing strategies, and applying practical experience to model efficient communications schemes for the simulation process.

Minimum Education: Bachelor's degree. No substitute.

Minimum/General Experience: Fifteen (15) years experience. Ten (10) years experience deployed with operating forces involved in major operations. Five (5) years experience planning and strategizing for the communications support of a large logistics operation in support of major deployed operations including real-life conflicts.

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. Evaluate 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. Report progress and financial status of assigned project to project supervisor.

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

Minimum/General Experience: Ten (10) 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. Evaluate various brands of IT equipment and software and development of detailed logic, test, debug and program documentation for system applications and LAN requirements. Providing computer training on an as-needed basis and be competent with at least Windows 98 or later and software productivity packages. Understand hardware requirements and be able to reconfigure/configure associated PC and LAN hardware. Report progress and financial status of assigned project to project supervisor.

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

Minimum/General Experience: Ten (10) years experience operating computer systems and software. Five (5) years experience planning and strategizing IT systems and LAN growth and maintenance.

SUPPLIES IN STORAGE (COSIS) SPECIALIST

Functional Responsibility: Perform inspection, maintenance, and care of supplies in storage. Perform stock materials surveillance to detect deterioration of materials and/or packaging. Perform minor repair and/or maintenance and document repairs over \$250.00.

Minimum Education: High school or high school equivalent.

Minimum/General Experience: Ten (10) years experience. Five (5) years experience working in an automated warehouse with carousels, conveyers, stock selectors, and shelf trucks. Five (5) years experience conducting special inspections of stock material to include minor testing, segregating items by contract number, checking item condition, inspecting shelf-life items, and comprehending item markings and configuration.

CRATING SPECIALIST



Functional Responsibility: Perform quality assurance (QA) inspections of material being shipped to and material being received from commercial vendors for packing, packaging, and container adequacy.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Eight (8) years experience. Six (6) years experience substituting best commercial practices for military specifications/standards for the construction and/or fabrication of shipping and storage containers. Two (2) years experience in the construction and/or fabrication of containers in accordance with military specifications/standards.

DEPLOYMENT MANAGER

Functional Responsibility: Manage a diversified staff of logistics, supply, material distribution, automated systems and technology experts in conducting feasibility studies within the government and commercial sector to achieve a more timely, efficient and cost effective manner of doing business similar in nature to the efficiencies savings realized by NAVMTO in their NAVXPRESS program and NAVSEA's consolidation of resources under the regional maintenance centers concept.

Minimum Education: Bachelor's degree. Eight (8) years experience in a combination of logistics, supply, and material distribution systems design, development, test, implementation, training and operational management, may be substituted.

Minimum/General Experience: Ten (10) years experience. Five (5) years experience in the deployment of real-time logistics, supply and material distribution systems and supporting infrastructures. Five (5) years experience in the pre-deployment phase including planning for material and property requirements, asset visibility, resource management, accountability systems, and restocking requirements.

DISTRIBUTION MANAGER,

Functional Responsibility: Manage a staff of material distribution and transportation specialists dedicated to the improvement of the U. S. Government's ability to physically move material in a more timely, efficient, and cost effective manner and still maintain 100% asset visibility and tractability.

Minimum Education: Bachelor's degree. Eight (8) years experience in the physical movement and accountability of material assets may be substituted.

Minimum/General Experience: Ten (10) years experience. Five (5) years experience in the management of physical material distribution worldwide. Five (5) years experience in the supervision and operation of freight terminal and/or traffic management at a high volume activity.

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 (8) years experience in a specific discipline may be substituted.

Minimum/General Experience: Five (5) 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 (8) years experience in the specific engineer discipline may be substituted.

Minimum/General Experience: Eight (8) years experience. Four (4) years general engineering experience and Four (4) 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. No substitute.

Minimum/General Experience: Ten (10) years experience. Five (5) years general engineering experience and Five (5) years experience engineering problem solving.

ENGINEER IV

Functional Responsibility: Perform engineering assignments characterized by many combinations of complex features due to the breadth, diversity, or intensity typically with complex features causing conflicts between engineering and management requirements. Duties and responsibilities include, but are not limited to providing substantial analysis and evaluation of alternative solutions to problem solving; solves the problem without a discussion of background and approach and without the solution being reviewed for technical accuracy and



conformance to policy applying a thorough knowledge of engineering principles, methods, and practices standard guides, precedents, methods, and techniques. Applying difficult or unusual planning, scheduling, and negotiating, or coordination as the problem solving process dictates and participates in meeting and conferences to plan cooperative activities to devise converted approach to problems. Maintaining and coordinating liaison with organizations have related assignments, with other agency contractors, State and local government.

Minimum Education: Bachelor's degree. No substitute.

Minimum/General Experience: Twelve (12) years experience. Six (6) years general engineering experience and Six (6) years experience engineering problem solving.

ENGINEERING SYSTEMS ANALYST

Functional Responsibility: Serve as a member of an integrated process team and participate in concept development, needs assessments, planning, design, development, test, production, fielding, sustainment, improvement, modification and replacement.

Minimum Education: Bachelor's degree. Eight (8) years experience in the acquisition phase process for major engineering systems.

Minimum/General Experience: Participation as a member of an integrated process team directly involved in the requirements definition, concept development and needs assessments for the acquisition of a major engineering system.

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. Eight (8) years experience in a logistics, supply, and/or material distribution position may be substituted.

Minimum/General Experience: Eight (8) years experience.

FACILITY MANAGER I

Functional Responsibility: Specific work shall include, but limited to the following, shall work from building plans, blueprints, wiring diagrams, engineering drawings, and electrical maintenance and repair manuals to existing electrical systems, controls, and equipment for furnishing light and power. Also, requires working with no blueprints and drawings when encountering unique situations. Shall fit, wrap or attach required insulation material around or to structure, following blueprint specifications. Shall disassemble equipment, repair and/or replace parts and components, clean and assemble upon completion. Responsible for operational test and adjustments as necessary. Install and maintain pipe systems, pipe supports and related hydraulic equipment for hot water, heating and cooling. Shall secure pipes to structure with brackets, clamps, and hangers. Shall install bends, and metal conduit, fish tape and proper wire. Troubleshooting by checking or tracing circuits, locate and diagnose trouble, repair or replace



parts and reinstall. Repair and install electricity across the line starters as single stage, multi-stage and reversing controller, limit switches, pressure switches (high and low), unload valves, and all types of controlling relays. Shall make adjustments and solve problems by use of electrical formula for computing voltages, resistances, amperages, capacitance and frequencies. Fabricate various electrical parts, using various materials of appropriate conducting, resisting or insulating properties. Shall use a variety of tools and test equipment including wire cutters and strippers, drills, soldering irons, ohmmeters, graphic recorders, ammeters, voltmeters, whetstone bridges, rheostats, phase rotation indicators, mergers, industrial analyzers, field test units, and various other electrical measuring devices.

Minimum Education: High school or high school equivalent. No substitute

Minimum/General Experience: Five (5) year experience with a minimum of Two (2) years experience managing specific work described under Functional Responsibility.

FACILITY MANAGER II

Functional Responsibility: Shall use knowledge of heating, ventilation and air conditioning systems, electrical mechanical and control systems, removal and disposal of asbestos contaminated materials, national Fire Protection Association (NFPA) codes, automatic sprinkler systems, fire alarm systems, medical gas, and renovation of hospital interior shell finishes supporting the activity mission.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Eight (8) years experience with a minimum of Five (5) years experience managing specific work described under Functional Responsibility.

FACILITY MANAGER III

Functional Responsibility: Provide technical support in conjunction with ongoing Government agency projects to manage facilities, including operating systems and equipment; develop system 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 technical meetings, provide task status briefings and reports. In support of the above task, specific work shall include but is not limited to the following: Utilize agency systems for task management, e.g., Computer-Aided Drafting & Design (CADD), computerized maintenance management systems, spreadsheets, databases and word processing. 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 task-related training. Schedule and coordinate training. Develop training plans and programs of instruction. Manage facility as-built updates and retrieval. 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. Support of these functions range from direct day-to-day coordination and support, involvement through committee participation to performing some aspects of these ancillary operations. 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 of building logistics, i.e., interfacing with Government or other contractor employees responsible for building maintenance.

Minimum Education: Bachelor's degree. Eight (8) year experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum/General Experience: Ten (10) years experience with a minimum of Five (5) years experience managing specific work described under Functional Responsibility.

FLEET MANAGER

Functional Responsibility: Must possess a comprehensive knowledge of laws, standards, and regulations governing motor carrier safety; knowledge of safety principles and practices applicable to the motor carrier industry; practical knowledge of the competitive and operating practices, policies, organization, equipment, facilities, and recordkeeping systems of motor carriers; and a knowledge of investigative techniques used in compliance enforcement and accident investigation.

Minimum Education: Bachelor's degree. Eight (8) year experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum/General Experience: Ten (10) years experience with a minimum of Five (5) years experience managing specific work described under Functional Responsibility.

INDUSTRIAL FACILITY ENGINEER

Functional Responsibility: Ensure existing facilities utilization is maximized and outfitted accordingly. Initiate design of new facilities and redesign existing facilities to accommodate re-warehousing.

Minimum Education: Bachelor's degree. No substitute

Minimum/General Experience: Five (5) years experience in the design, redesign, engineering improvement, and outfitting of logistics, supply, and material distribution facilities and warehouses.

INFORMATION SYSTEMS ANALYST

Functional Responsibility: Operation, maintenance, and connectivity of information systems.

Minimum Education: Bachelor's degree. Eight (8) years Management Information Systems (MIS) and/or Automated Information Systems (AIS) operational and maintenance experience.



Minimum/General Experience: Five (5) years experience in the design, development, implementation, and operation of logistics, supply, and/or material distribution information systems.

INSTRUCTIONAL TECHNOLOGIST

Functional Responsibility: Support the training manager and his/her staff in the selection of the training media, format, style, and presentation. Provide distance learning capabilities.

Minimum Education: Bachelor's degree. Eight (8) years experience in various training technologies including Distance Learning may be substituted.

Minimum/General Experience: Ten (10) years experience. Five (5) years experience developing curriculum utilizing various media's to include hard copy, Computer Based Training (CBT), Interactive Video Disk (IVD), Direct Video Disk (DVD), Multi-media, CD-ROM, Teleconferencing, and web-based internet. Five (5) years experience as a computer programmer.

INVENTORY MANAGEMENT ANALYST

Functional Responsibility: Maintain an inventory accountability and asset visibility including stock record reconciliation physical count versus automated count.

Minimum Education: Bachelor's degree. Eight (8) years inventory management experience may be substituted.

Minimum/General Experience: Five (5) years experience in managing a predetermined inventory including pipe line support.

LOGISTICS ADMINISTRATIVE SPECIALIST

Functional Responsibility: Prepare daily, weekly, and monthly reports and graphics material for presentation to senior supply and logistics officials of the government. Create presentation formats conducive to all government agencies and military services.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Ten (10) years experience. Six (6) years experience in drafting and preparation of supply and logistics management reports. Four (4) years experience in design and development of supply and logistics presentation slides, graphics, and charts for senior supply and logistics executives and managers.

LOGISTICS FORMS SPECIALIST

Functional Responsibility: Determine the proper forms and documentation required to perform specific logistics functions. Ensure forms and documentations are maintained current.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Four (4) years of experience. Three (3) years experience in the selection of the appropriate government forms and/or documentation required for specific



logistics, supply, material distribution, and/or transactional system functions. One (1) year experience working with government regulations, directives, and .manuals that govern the use of forms and documentation.

LOGISTICS MANAGER

Functional Responsibility: Plans, schedules and directs all aspects of a logistics, supply, and/or material distribution project. Establishes production standards to coincide with project defined Accepted Performance Levels (APL) and/or to meet project goals and objectives.

Minimum Education: Bachelor's degree from an accredited university or college. Eight (8) years experience in a logistics, supply, and/or material distribution supervisory or management position may be substituted.

Minimum/General Experience: Ten (10) years experience. Five (5) years hands-on- supervisory experience and Five (5) years management experience of a logistics, supply and/or material distribution project with a minimum workforce of fifty (50) combined logisticians, supply technicians and/or material distribution specialist.

LOGISTICS SPECIALIST I

Functional Responsibility: Provide for the operation, utilization, troubleshooting, and problem solving of 1 or more logistics MIS or AISs.

Minimum Education: Bachelor's degree. Eight (8) years experience in the day to day operation and utilization of a government major logistics MIS or AIS may be substituted.

Minimum/General Experience: Six (6) years experience. Four (4) years experience in the operation, utilization, troubleshooting, and problem experience on a major government logistics Management Information System (MIS) and/or major logistics Automated Information System (AIS). Two (2) years experience utilizing a major MIS or AIS to perform a specific logistics function and have conducted on-the-job-training- (OJT) on that function.

LOGISTICS SPECIALIST II

Functional Responsibility: Provide for the operation, utilization, troubleshooting, and problem solving of 1 or more logistics MIS or AISs.

Minimum Education: Bachelor's degree. Eight (8) years experience in the day to day operation and utilization of a government major logistics MIS or AIS may be substituted.

Minimum/General Experience: Eight (8) years experience. Five (5) years experience in the operation, utilization, troubleshooting, and problem solving experience on a major government logistics Management Information System (MIS) and/or major logistics Automated Information System (AIS). Three (3) years experience utilizing a major MIS or AIS to perform a specific logistics function.

LOGISTICS SPECIALIST III



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

Minimum Education: Bachelor's degree. Eight (8) years experience in the day to day operation and utilization of a government major logistics MIS or AIS may be substituted.

Minimum/General Experience: Ten (10) years experience. Six (6) years experience in the operation, utilization, troubleshooting, problem solving, and hands-on training experience on 2 or more major government logistics Manage Information Systems (MIS) and/or major Automated Information Systems (AIS). Four (4) years experience utilizing 2 or more major MIS or AIS to perform 2 or more specific logistics function(s) and have conducted on-the-job-training (OJT) on the 2 or more function(s).

LOGISTICS SPECIALIST IV

Functional Responsibility: Perform as a team leader (teams are 2-5 people) to ensure the team provides for the operation, utilization, troubleshooting, problem solving and hands-on-training (OJT) for all customer on-site logistic MIS or AISs.

Minimum Education: Bachelor's degree. Eight (8) year experience in the day to day operation and utilization of multiple government major logistics MIS or AISs may be substituted.

Minimum/General Experience: Twelve (12) year experience. Seven (7) years experience in the operation, utilization, troubleshooting, problem solving, and hands-on training experience on 2 or more major government logistics Manage Information Systems (MIS) and/or major Automated Information Systems (AIS). Five (5) years experience utilizing 2 or more major MIS or AIS to perform 2 or more specific logistics function(s) and have conducted on-the-job-training (OJT) on the 2 or more function(s).

LOGISTICS SYSTEMS SPECIALIST I

Functional Responsibility: Provide for the operation of freight, terminal, transportation, receiving, storage, issuing, shipping, and/or inventory control functions.

Minimum Education: Bachelor's degree. Eight (8) year experience in the day to day operation of logistics, supply, and/or material distribution functions, may be substituted.

Minimum/General Experience: Six (6) years experience. Four (4) years experience in performing 2 or more logistics supply and/or material distribution functions such as freight, terminal, transportation, receiving, storage, issuing, shipping, and inventory control. Two (2) years experience as a member of a quality assurance team performing logistics, supply and material distribution quality audits and inspection.

LOGISTICS SYSTEMS SPECIALIST II

Functional Responsibility: Provide for the operation of freight, terminal, transportation, receiving, storage, issuing, shipping, and/or inventory control functions.

Minimum Education: Bachelor's degree. Eight (8) year experience in the day to day operation of logistics, supply, and/or material distribution functions, may be substituted.



Minimum/General Experience: Eight (8) years experience. Five (5) years experience in performing 2 or more logistics supply and/or material distribution functions such as freight, terminal, transportation, receiving, storage, issuing, shipping and inventory control. Three (3) years experience as a member of a quality assurance team performing logistics, supply and material distribution quality audits and inspection.

LOGISTICS SYSTEMS SPECIALIST III

Functional Responsibility: Provide for the operation of freight, terminal, transportation, receiving, storage, issuing, shipping, and/or inventory control functions.

Minimum Education: Bachelor's degree. Eight (8) years experience in the day to day operation of shipping, inventory control and quality assurance functions.

Minimum/General Experience: Ten (10) years experience. Six (6) years experience performing 4 or more logistics supply and/or material distribution functions such as freight, terminal, transportation, receiving, storage, issuing, shipping, and inventory control. Four (4) years experience as a member of a quality assurance team performing logistics, supply, and material distribution quality audits and inspection.

LOGISTICS SYSTEMS SPECIALIST IV

Functional Responsibility: Perform as a functional supervisor for 1 or more logistics, supply, material distribution, and/or quality control functions.

Minimum Education: Bachelor's degree. Eight (8) year experience in the day to day operation of logistics, supply, and/or material distribution functions, may be submitted.

Minimum/General Experience: Twelve (12) years experience. Seven (7) years experience performing 2 or more logistics supply and/or material distribution functions such as freight, terminal, transportation, receiving, storage, issuing, shipping, and inventory control. Five (5) years experience as a member of a quality assurance team performing logistics, supply and material distribution quality audits and inspection.

LOGISTICS TRAINING MANAGER

Functional Responsibility: Manage a diversified staff of training specialist to include training expertise in:

- *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

Minimum Education: Bachelor's degree. Eight (8) years experience in the preparation of training materials and/or as an instructor may be substituted.

Minimum/General Experience: Fifteen (15) years experience. Five (5) years experience in the day-to-day operation of a large logistics, supply and/or material distribution project in a supervisory and/or quality assurance position. Five (5) years experience in the operation of a major logistics, supply, and/or material distribution management information system (MIS). Five (5) years experience developing training curriculum and instructing.

MANAGER INVENTORY CONTROL

Functional Responsibility: Ensures adequate inventory of materials and products in accord with inventory cycles and organizational philosophy.

Minimum Education: Bachelor's degree. Eight (8) year experience in the day to day operation of work outlined under Functional Responsibility may be substituted.

Minimum/General Experience: Ten (10) years experience in the field or in a related area.

MATERIAL REQUIREMENTS ANALYST

Functional Responsibility: Determines material requirements for operating forces in increments of month(s), quarters, semi-annual, and annual requirements based on geographical locations worldwide.

Minimum Education: Bachelor's degree. Eight (8) years material requirement analysis may be substituted.

Minimum/General Experience: Five (5) years experience in planning, scheduling, and determining material requirements for operating forces.

MOTOR VEHICLE OPERATOR I

Functional Responsibility: Operate multiple types of material handling transportation vehicles rated up to 6-tons.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Six (6) years of experience operating multiple types of material handling and transportation vehicles including gasoline, diesel, electric and propane rated up to 6-tons.

MOTOR VEHICLE OPERATOR II

Functional Responsibility: Operate multiple types of material handling transportation vehicles rated up to 15-tons.

Minimum Education: High school or high school equivalent. No substitute



Minimum/General Experience: Eight (8) years of experience operating multiple types of material handling and transportation vehicles including gasoline, diesel, electric and propane rated up to 15-tons.

MOTOR VEHICLE OPERATOR III

Functional Responsibility: Operate multiple types of material handling transportation vehicles rated greater than 15 tons.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Ten (10) years of experience operating multiple types of material handling and transportation vehicles including gasoline, diesel, electric and propane rated greater than 15-tons.

NETWORK ADMINISTRATOR

Functional Responsibility: Serve as the information technology point of contact for efficient use of the organizations network ensuring the design of the organization's computer sites fit together and work properly. Installation, design, and support of a LAN, WAN, network segment, Internet, Intranet systems and providing day-to-day administrative support for software users in a variety of work environments. Maintenance of network hardware and software, analyzing problems, and monitoring network operations to ensure availability to system users while planning, coordinating, and implementing network security measures.

Minimum Education: Bachelor's degree. Eight (8) years experience in the preparation of training materials and/or as an instructor may be substituted.

Minimum/General Experience: Five (5) year experience. Three (3) years experience in the day-to-day operation of a organization's LAN. Two (2) years experience in the operation of a major logistics, supply, and/or material distribution management information system (MIS).

OPERATIONAL STRATEGIST

Functional Responsibility: Support the deployment manager in all aspects of deployment logistics including conducting studies, developing strategies and applying practical experience to create an effective operational course of action for the simulation process.

Minimum Education: Bachelor's degree. No substitute.

Minimum/General Experience: Ten (10) year experience. Five (5) years experience deployed with operating forces involved in major operations. Five (5) year experience planning and strategizing for the logistics support of major deployed operations including real-life conflicts.

PLANNING STRATEGIST

Functional Responsibility: Support the deployment manager in contingency planning, material and property requirement planning systems design, planning and operation through the use of lessons learned, practical experience, mock planning and the use of appropriate technology and simulation tools using "what if" scenarios.

Minimum Education: Bachelor's degree. No substitute



Minimum/General Experience: Ten (10) years experience. Five (5) years experience in the field operating one or more of the government's major logistics, supply, and material distribution management systems. Three (3) years experience at a Central Design Agent (CDA) involved in the design, development, and implementation of a major system. Two (2) years as a member of an integrated process team.

PRESERVATION SPECIALIST I

Functional Responsibility: Perform preservation, packing, packaging and marking in accordance with government/military specifications/standards and/or in accordance with best commercial practices.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Six (6) years experience performing preservation, packing, packaging and marking on equipment, assemblies, subassemblies, components and piece items on newly manufactured, refurbished, repaired and/or reconfigured equipment.

PRESERVATION SPECIALIST II

Functional Responsibility: Perform preservation, packing, packaging and marking in accordance with government/military specifications/standards and/or in accordance with best commercial practices.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Eight (8) years experience performing preservation, packing, packaging and marking on equipment, assemblies, subassemblies, components and piece items on newly manufactured, refurbished, repaired and/or reconfigured equipment.

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. No substitute

Minimum/General Experience: Eight (8) years' experience performing as a member of an integrated process team directly responsible for the procurement of support materials and supplies and the contractual agreements with vendors, suppliers, manufacturers and associated warranties.

PROGRAM ANALYST I

Functional Responsibility: Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, and accessing program performance and objectives.



Minimum Education: Bachelor's degree. May substitute Eight (8) years experience business management experience.

Minimum/General Experience: Two (2) years business management experience as supervisor or project manager in a related field.

PROGRAM ANALYST II

Functional Responsibility: Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, and develop program cost estimate.

Minimum Education: Bachelor's degree. May substitute Eight (8) years experience business management experience.

Minimum/General Experience: Four (4) years business management experience as supervisor or project manager in a related field.

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. May substitute Eight (8) years experience business management experience.

Minimum/General Experience: Six (6) 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. No substitute.

Minimum/General Experience: Eight (8) 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. No substitute.

Minimum/General Experience: Ten (10) years business management experience as supervisor or project manager in a related field.

PROGRAM MANAGER III

Functional Responsibility: Provide technical support in conjunction with ongoing Government agency programs to manage facilities and taskings, including operating systems and equipment; develop system management plans, and adhere to established policies and procedures approved and used by the Government; 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 technical 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). 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. Shall be responsible for the management and administration; interfacing with Government or other contractor employees.

Minimum Education: Bachelor's degree. Eight (8) year 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 a minimum of Five (5) years

PROGRAM MANAGER V

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: Bachelor's degree. Eight (8) year experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum/General Experience: Ten (10) years experience with a minimum of Five (5) years experience 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: Bachelor's degree. Eight (8) year 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 a minimum of Five (5) years experience managing specific work described under Functional Responsibility.

SENIOR HEAVY MOBILE EQUIPMENT INSPECTOR

- Provide on-site equipment technical/analyst inspection support to maintain established production schedule during the DMC core working hours of 0800 to 1700, Monday through Friday
- Develop, organize, administer, evaluate, and coordinate a heavy mobile equipment inspection program that meets, or exceeds established USMC standards
- Develop and conduct various heavy mobile equipment inspection training
- Prepare local operating procedures based on supplements, regulations, and manuals of higher echelons in the area of heavy mobile equipment inspection
- Perform pre-repair inspections and recommend repair level
- Perform joint pre-induction inspections, with Maintenance Depot Inspectors, on rolling stock being repaired or rebuilt, prior to induction into the Maintenance Depot
- Perform visual and technical inspections of new receipts on all rolling stock for in-transit damage, quantity, documentation, completeness, and modifications, packing, packaging, preservation, marking and other requirements as specified in the appropriate contract purchase order, or delivery order and military specifications
- Perform visual inspections for body damage, welds, application of modifications paint/pattern paint and markings
- Annotate all mechanical and visual discrepancy findings during inspection in MIMM
- Perform post-repair inspection
- Perform inspections, reporting, road testing, final inspection and upgrades on associated PEI's
- Perform functional and operational inspection of internal components of engine, power train
- Initiate storage quality control reports for work scheduling follow-up on work completed byre-inspecting for corrective action take on deficiencies reported
- Perform limited technical inspection on new and rollback receipts to determine proper identification and the presence of all associated SSRI
- Determine future manpower requirements by updating reports related to the storage, maintenance, distribution operation, individual labor and attendance
- Possess and maintain a current OSHA Forklift Certification with material handling up to 25,000lbs.
- Possess and maintain a current United States Government Motor Vehicle Operator's License to operate all heavy mobile equipment undergoing maintenance
- High School Diploma or equivalent
- Five years of practical experience

SIMULATION SPECIALIST

Functional Responsibility: Support the team of diversified deployment logistics experts by applying simulation techniques and strategies in support of the team's studies, strategies, and conclusions.



Minimum Education: Bachelor's degree. No substitute

Minimum/General Experience: Ten (10) years experience. Five (5) years experience supporting operating forces simulation war gaming in worldwide locations (what if scenarios). Five (5) years in the design, development and testing of simulation software.

directly involved in the requirements definition, concept development and needs assessments for the acquisitions of a major weapons system.

SUBJECT MATTER EXPERTS

Functional Responsibility: Develop curriculum for one (1) or more of the aforementioned training disciplines.

Minimum Education: Bachelor's degree. Eight (8) years experience in logistics, supply, and/or material distribution, may be substituted.

Minimum/General Experience: Ten (10) years experience. Five (5) years experience working and Five (5) years experience instructing in one (1) 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

SUPPLY SYSTEM ANALYST

Functional Responsibility: Provide supply support functions to include attending meetings with potential and existing customers, analyzing customer supply system needs, accessing program performance and objectives, developing key timelines and schedules, and development of program cost estimate.

Minimum Education: Bachelor's degree. May substitute Eight (8) years experience business management experience.

Minimum/General Experience: Six (6) years business management experience as supervisor or project manager in a related field.

TECHNICAL DOCUMENTATION MANAGER



Functional Responsibility: Ensures technical documentation (plans, drawings, manuals, policies, procedures, etc.) are classified, cataloged, and maintained in for prolonged life of the documents. As new documents are received classifies and catalogs them according to contents and purpose, enters them into a reference system. Ensures all technical documentation is stored by classification and catalog.

Minimum Education: Bachelor's degree. Eight (8) years of experience in the functional responsibilities may be substituted.

Minimum/General Experience: Eight (8) years of experience in the functional responsibilities.

TECHNICAL DOCUMENTATION SPECIALIST

Functional Responsibility: Classifies, catalogs, and maintains technical documentation (plans, drawings, manuals, policies, procedures, etc.). Classifies and catalogs items according to contents and purpose, prepares and maintains a reference system for items received, stored, issued, and returned. Store all technical documentation by classification and catalog.

Minimum Education: High school or high school equivalent. No substitute.

Minimum/General Experience: Three (3) years experience in the field or in a related area.

TRAINING DATABASE SPECIALIST

Functional Responsibility: Create, integrate and manipulate training data within relational databases to ensure the training data remains current.

Minimum Education: Bachelor's degree. Eight (8) years of experience in the creation of relational databases through data migration may be substituted.

Minimum/General Experience: Eight (8) years of experience. Six (6) years experience working with relational databases such as Informix, Sybase and Oracle. Two (2) years experience working in a training environment creating relational databases.

TRANSPORTATION ANALYST

Functional Responsibility: Perform studies, analysis and make recommendations on planning, scheduling and physically movement of material, equipment, and supplies in a more timely, efficient and cost effective manner, utilizing all modes of transport.

Minimum Education: Bachelor's degree. Eight (8) years experience in the transportation of material equipment and supplies may be substituted.

Minimum/General Experience: Ten (10) years experience in the transportation and physical movement of material, equipment, and supplies worldwide including planning, scheduling, monitoring and tracking.

TRANSPORTATION SYSTEM TECHNOLOGIST



Functional Responsibility: Work in conjunction with the transportation analyst to support studies, analysis and recommendations on planning, scheduling and physically movement of material, equipment, and supplies in a more timely, efficient and cost effective manner utilizing state-of-the art technologies.

Minimum Education: Bachelor's degree: No substitute.

Minimum/General Experience: Ten (10) years experience in the design, development and/or operation of transportation system technologies to include bar code, radio frequency, smart cards, and chip technology.

WEAPONS SYSTEMS ANALYST

Functional Responsibility: Serve as a member of an integrated process team and participate in concept development, needs assessments, planning, design, development, test, production, fielding, sustainment, improvement, modification and replacement.

Minimum Education: Bachelor's degree. Eight (8) years experience in the acquisition phase process for major weapons systems

Minimum/General Experience: Participation as a member of an integrated process team directly involved in the requirements definition, concept development and needs assessments for the acquisitions of a major weapons system

SCA Labor Categories

ADMINISTRATIVE ASSISTANT-DOL CATEGORY 01020

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. *Education Requirements: High School Diploma. Experience level: 2 years of experience or related experience.*

ACCOUNTING CLERK I-DOL CATEGORY 01011

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions. Education



requirements: High School Diploma. Experience: Zero to six months of experience as an accounting clerk or equivalent.

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

Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy. Education requirements: High School Diploma. Experience: Two years of experience as an accounting clerk or equivalent.

ACCOUNTING CLERK IV (FINANCIAL)-DOL CATEGORY 01014

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 IV 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.

AUDIOVISUAL LIBRARIAN-DOL CATEGORY 13602:



Responsible for planning audiovisual programs and administers library of film and other audiovisual materials. Shall assist patrons in selection of materials, utilizing knowledge of collections. Advises others on audiovisual materials and appropriate selection for particular needs and uses. Shall establish and maintains contact with film distributors and other resources for procurement of tapes and cassettes. Shall evaluate materials, considering their technical, informational, and aesthetic qualities, and selects materials for library collection. Shall prepare summaries of acquisitions for presentation to groups and arranges audiovisual programs for showings. Shall advises those planning audiovisual programs on technical problems, such as acoustics, lighting and program selection of equipment, considering factors, such as intended use, quality and price. May advise in planning and layout of physical facilities for audiovisual services. May operate film projectors, splices, rewind machines, film inspection equipment and tape and record playing equipment. May train personnel in operation and maintenance of audiovisual equipment. Education requirements: High School Diploma. Experience: One year of experience as an Audiovisual Librarian or equivalent.

BLOCKER AND BRACER-DOL CATEGORY 28010

Secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation. Determines appropriate lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. Nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items. Constructs weatherproof shelters over some types of deck loads. Guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. Constructs temporary trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo. Education requirements: High School Diploma. Experience: One year of experience as a Blocker and Bracer or equivalent.

BOILER TENDER-DOL CATEGORY 25010

Tends one or more boilers to produce steam or high-temperature water for use in an establishment. Fires boiler. Observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation. Adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high temperature water. May also do one or more of the following: Maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity. Education requirements: High School Diploma. Experience: One year of experience as a Boiler Tender or equivalent.

BUS DRIVER-DOL CATEGORY 31030

Drives bus to transport passengers over specified routes to local or distant points according to time schedules. Assists passengers with baggage and collects tickets or cash fares. Regulates heating, lighting, and ventilating systems for passenger comfort. Complies with local traffic regulations. Reports delays or accidents. Records cash receipts and ticket fares. May make



repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route. Must have current state drivers license required to drive a bus. Education requirements: High School Diploma. Experience: One year of Experience.

CARPENTER, MAINTENANCE-DOL CATEGORY 23130

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

CASHIER-DOL CATEGORY 99030

Receives cash from customers or employees in payment for goods or services and records amounts received. Re-compute or computes bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Makes change, cashes checks, and issues receipts or tickets to customers. Records amounts received and prepares reports of transactions. Reads and records totals shown on cash register tape and validates against cash on hand. May make credit card transactions. May be required to know value and features of items for which money is received. May give cash refunds or issue credit memorandums to customers for returned merchandise. May operate ticket dispensing machine. May sell candy, cigarettes, gum and gift certificates, and issue trading stamps. Usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments. Education requirements: High School Diploma. Experience: One year of Experience.

COMPUTER OPERATOR I (IT) - DOL CATEGORY 03041

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 03042

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 03043

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 DOL CATEGORY 03044

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

COMPUTER OPERATOR V (LAN) - DOL CATEGORY 03045

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.

COMPUTER PROGRAMMER I (IT) - DOL CATEGORY 03071



Programmer includes providing software development and analysis to create Database management solutions and administration. Ability to provide reporting documents and live demonstrations of software projects to end users and other customers. Must demonstrate effective communication skills with business users and technical team members. Education requirements: High School Diploma along with computer programming coursework. Experience: One year of experience as a Computer Programmer or equivalent.

COMPUTER PROGRAMMER II (IT) - DOL CATEGORY 03072

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats.

Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in-selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards. Education requirements: High School Diploma along with computer programming coursework. Experience: Two years of experience as a Computer Programmer or equivalent.

COMPUTER PROGRAMMER III (IT) - DOL CATEGORY 03073

As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem.

Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with



the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)

Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files, and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding, and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and write and maintain operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data.

In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.

Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher-level staff or supervisor. May assist higher-level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Education requirements: High School Diploma along with computer programming coursework. Experience: Three years of experience as a Computer Programmer or equivalent.

COMPUTER PROGRAMMER IV (IT) - DOL CATEGORY 03074

Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming



problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e-g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts. In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.

Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work. Education requirements: High School Diploma along with computer programming coursework. Experience: Four years of experience as a Computer Programmer or equivalent.

COMPUTER SYSTEMS ANALYST I (IT)-DOL CATEGORY 03101

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents independently; adapt guides to specific situations; resolve problems and deviations according to established practices;



and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments. Education requirements: High School Diploma along with computer system analyst coursework. Experience: One year of experience as a Computer Systems Analyst or equivalent.

COMPUTER SYSTEMS ANALYST II (IT)-DOL CATEGORY 03102

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

Reviews proposals, which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis, which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

OR

Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst, level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with. Education requirements: High School Diploma along with computer system analyst coursework. Experience: Two years of experience as a Computer Systems Analyst or equivalent.

COOK II-DOL CATEGORY 07042

Prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, etc. Seasons and cooks all cuts of various meats, fish and poultry. Boils, steams or fries vegetables.



Makes gravies, soups, sauces, toasts, meat, pies, fricassees, casseroles, and stews. Excludes food service supervisors and head cooks who exercise general supervision over kitchen activities. Education requirements: High School Diploma. Experience: Two years related experience required.

DISPATCHER MOTOR VEHICLE- DOL CATEGORY-01050

Assigns drivers and vehicles to convey freight or passengers. Coordinates drivers according to customer requests in compliance with DOT regulations and company rules; communicates with customers to determine driver needs and schedules and notifies drivers of assignments; enters assignment data in computer database. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. May be required to coordinate with appropriate personnel to ensure that they meet their annual DOT physical requirements. Education requirements: High School Diploma. Experience: One year of Experience.

DOCUMENT PREPARATION CLERK-DOL CATEGORY 01060

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. CUTs documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single pages of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine operator of special handling, such as manual repositioning during copying procedure. prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule. Education requirements: High School Diploma. One year of Experience.

DRAFTER II-DOL CATEGORY 29062

This position is responsible for the preparation of construction systems submittal drawings, under minimal supervision, to support Building Systems Operations.

Duties include, but are not limited to: prepare highly complex electrical systems drawings such as conceptual presentation drawings, floor plan layouts, riser drawings, electrical interconnection drawings, installation termination drawings, device circuit wiring, control cabinet layouts, dimensional equipment mounting instructions, operations, matrices & technical charts, & record drawings; prepare advanced system wiring configurations & project submittal drawings; check accuracy of submittal drawings for device counts, addressing, wiring, & verify that submittal books match submittal drawings; perform other system configurations/calculations in accordance with project specifications & other project documentation as directed by Project Engineering; perform other duties as directed and deemed necessary. Education requirements: High School



Diploma plus course work related to a Drafter. Experience required: Two years of experience as a Drafter.

DRAFTER III-DOL CATEGORY 29063

Shall prepare complete sets of complex drawings, which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Shall select required information from precedents, manufacturers' catalogs, and technical guides. Shall independently resolve most of the problems encountered. supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

- a. From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
- b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.
- c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and beams; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.
- d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, performs the following: lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.
- e. Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations which have widely differing functions or requirements.

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

Experience required: Three years of experience as a Drafter.

DRAFTER IV-DOL CATEGORY 29064

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.

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 .

ELECTRICIAN, MAINTENANCE -DOL CATEGORY 23160

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

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

ELECTRONIC TECHNICIAN MAINTENANCE I –DOL CATEGORY 23181

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

ENGINEERING TECHNICIAN IV-DOL CATEGORY 29084

Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:

Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.

Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.

Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

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

ENVIRONMENTAL TECHNICIAN - DOL CATEGORY 29090

Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial wastewater, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to



determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

Education requirements: Must have a 4 year Degree in environment sciences, chemistry or related field. Experience required: Three years of experience as an Environment Technician or related field.

FOOD SERVICE WORKER - DOL CATEGORY 07100

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

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.

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.

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 CLERICAL1)-DOL CATEGORY 01117

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others. Education requirements: High School Diploma. Experience: Two years of related experience.

GENERAL CLERK IV (MAIL CLERK)-DOL CATEGORY 01118

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.

GUARD I - DOL CATEGORY 27101

Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training. Education requirements: High School Diploma. Experience: One year of Experience.

GUARD II- DOL CATEGORY 27102

Enforces regulations designed to prevent breaches of security. Exercises judgment and use discretion in dealing with whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority Duties require specialized



training in methods and techniques or protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons. Education requirements: High School Diploma. Experience: One year 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: One year 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.

HOUSEKEEPING AIDE -DOL CATEGORY 11122

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



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: 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.

INSTRUCTOR –DOL LABOR CATEGORY -15090

The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics and integrates them into curriculum. Courses may be instructor based, computer based, simulator based, interactive or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter, development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas and while acting at the testing officer, the conducting of test analysis and development or revision of test items. Education requirements: Must have at least a 4 year degree in related field. 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.

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.

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 .

LIBRARIAN-DOL LABOR CATEGORY 13047

Shall maintain library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Shall furnish information on library activities, facilities, rules and services. Shall explains and assists in use of



reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Shall assemble and arrange displays of books and other library materials. Maintains reference and circulation materials. Shall answer correspondence on special reference subjects. Shall write routine reports. Shall speak effectively before groups of customers or employees of an organization. May compile list of library materials according to subjects or interests. May select, order, catalog and classify materials. Education requirements: Must have a 4 year degree in related field. Experience: Two years of experience required.

LIBRARY TECHNICIAN DOL LABOR CATEGORY 13058

Shall provide information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Shall perform routine cataloging of library materials. Files cards in catalog drawers according to system used. Shall answer routine inquiries, and refers persons requiring professional assistance to Librarian. Shall verify bibliographical information on order requests. Shall work or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department. Education requirements: High School Diploma. Experience: One year of experience in related field.

LINE HANDLER-DOL CATEGORY 28030

Secures and removes ship's docking lines to and from dock. Catches lines heaved from ship attempting to dock. Drags lines to bitts on dock and slips eye of mooring lines over bitts. Removes lines from bitts when ships depart. May drive vehicle to pull in docking lines. Education requirements: High School Diploma. Experience: One year of Experience.

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.

MAIL CLERK DOL LABOR CATEGORY 1112

Sorts incoming mail for distribution and dispatches outgoing mail: Opens envelopes by hand or machine. Stamps date and time of receipt on incoming mail. Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders, and payments. Readdresses



undeliverable mail bearing incomplete or incorrect address. Examines outgoing mail for appearance and seals envelopes by hand or machine. Stamps outgoing mail by hand or with postage meter. Education requirements: High School Diploma. Experience: One year of Experience.

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.

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.

MESSENGER--DRIVER MESSENGER (COURIER)-DOL CATEGORY 01070

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.

MOTOR VEHICLE MECHANIC

Has the ability to troubleshoot and diagnose the extent of repairs required. Replaces/repairs/rebuilds worn or broken parts and or subassemblies such as but not limited to suspension systems, hydraulic systems, power trains (engines and transmissions) and steering systems. May be required to repair or rebuild gas and Diesel engines performing tasks such as; replacing pistons, bearings, valves, hoses, sensors, belts, crankshafts, rebuilding cylinder heads, engine assembly, transmission overhaul, repair/rebuild fuel injection systems, and dynamometer runs/checks. Education requirements: High School Diploma. Experience: Two years of related experience.



ORDER CLERK I- DOL CATEGORY -01191

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item. Education requirements: High School Diploma. Experience: One year of Experience.

ORDER CLERK II DOL CATEGORY -01192

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations. Education requirements: High School Diploma. Experience: One year of related experience.

ORDER FILLER - DOL CATEGORY 21050

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties. Education requirements: High School Diploma. Experience: One year of related experience.

PAINTER (MAINTENANCE) - DOL CATEGORY 23760

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

PERSONNEL ASSISTANT I - DOL CATEGORY 01261

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

PERSONNEL ASSISTANT II - DOL CATEGORY 01262

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

PERSONNEL ASSISTANT III -DOL CATEGORY 01263

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

PERSONNEL ASSISTANT IV-DOL CATEGORY 01264

Shall perform work in support of personnel professionals which requires a good working knowledge of personnel procedures, guides, and precedents. Representative assignments include: interviews applicants, obtains references and recommends placement of applicants in a few well-defined occupations (trade or clerical) within a stable organization or unit; conducts post-



placement or exit interviews to identify job adjustment problems or reasons for leaving the organization; perform routine statistical analyses related to manpower, EEO, hiring, or other employment concerns, e.g., compares one set of data to another set as instructed; and requisitions applicants through employment agencies for clerical or blue collar jobs. At this level, assistants typically have a range of personal contacts within an outside the organization and with applicants, and must be tactful and articulate. May perform some clerical work in addition to the above duties. Supervisor reviews completed work against stated objectives. Education requirements: High School Diploma. Experience: Three years of experience required.

PHOTOGRAPHER I -DOL CATEGORY 13071

Takes routine pictures in situations where several shots can be taken. Uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph. Education requirements: High School Diploma. Experience: One year of experience required.

PHOTOGRAPHER II -DOL CATEGORY 13072

Uses standard still cameras, commonly available lighting equipment and related techniques to take photographs which involve limited problems of speed, motion, color contrast, or lighting. Based on clear-cut objectives, determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. Requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. Consults with supervisor or more experienced photographers when problems are anticipated. Education requirements: High School Diploma. Experience: Two years of experience required.

PHOTOGRAPHER III- DOL CATEGORY 13073

Selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Discusses technical requirements with operating officials or supervisor and customizes treatment for each situation according to a detailed request. Varies camera processes and techniques and uses the setting and background to produce esthetics, as well as accurate and informative, pictures. Typically, standard equipment is used at this level although "specialized" photography usually is performed; may use some special-purpose equipment under closer supervision.

In typical assignments, photographs: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may



deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach.

Works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources. Education requirements: High School Diploma. Experience: Three years of experience required.

PHOTOGRAPHER IV- DOL CATEGORY 13074

Uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. Conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment. Improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc.

Some assignments are characterized by extremes in light values and the use of complicated equipment. Sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production.

Works under guidelines and requirements of the subject-matter area to be photographed. Consults with supervisors only when dealing with highly unusual problems or altering existing equipment. Education requirements: High School Diploma. Experience: Four years of experience required.

PIPEFITTER, MAINTENANCE -DOL CATEGORY 23790

The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard



shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded. Education requirements: High School Diploma. Experience: Three years of experience required.

PRODUCTION CONTROL CLERK - DOL CATEGORY 01270

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies or material to workers. Provides the Units with scheduling data, status-to-date, and process controls, and forecasts completions and computations of various tasks on contract units. Education requirements: High School Diploma. Experience: One year of experience required.

PRODUCTION LINE WORKER (FOOD PROCESSING) -DOL CATEGORY 21080

An employee employed in a food processing plant whose duties involve several of the following: Loading and unloading commodities from rail cars, trucks, or other conveyances; placing merchandise in proper storage location and transporting the merchandise by hand truck, push-pull, or forklift; blends merchandise ingredients into pre-determined quality by heating, mixing, reheating, etc.; monitors blending operation to ensure that finished products meets customer's requirements; monitors flow of product into appropriate container; labels container with identifying information supplied by customer; places containers into appropriate shipping container (must have knowledge of various types and sizes of shipping containers and special requirements of customers.) Education requirements: High School Diploma. Experience: One year of Experience.

RECYCLING WORKER-DOL CATEGORY 99510

Sorts through collected trash and debris for recyclable materials, and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper and corrugated paper. Discards contaminants and other items that can't be recycled. Conducts variety



of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials. Stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration. Operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars. Prepares receipts and reports concerning materials collected and chipped. May assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor. May assist in performing preventive maintenance, minor repairs and lubrication of machinery. May disassemble scrap material, using hand tools. Client histories; and keeps records, writes reports, and maintains supplies and equipment. Education requirements: High School Diploma. Experience: One year of Experience.

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.

SALES CLERK-DOL CATEGORY 99610

Sells a variety of inexpensive merchandise usually in a retail trade establishment for which knowledge of the items sold is not a primary requirement. Stocks shelves, counters, or tables with merchandise. Sets up advertising displays or arranges merchandise on counters or tables to promote sales. Stamps, marks, or tags price on merchandise. Obtains merchandise requested by customer or receives merchandise selected by the customer. totals price and tax on merchandise selected by customer using paper and pencil, cash register, or adding machine to determine bill; receives payment and makes change. Occasionally, calculates sales discount in determining sales slip. Wraps or bags merchandise for customers. Cleans shelves, counters or tables, as necessary. May keep record of sales, prepares inventory of stock or older merchandise. May be designated according to product sold or type of store. Incidental use of personal computers (PCs) in the performance of primary tasking may be required. Education requirements: High School Diploma. Experience: One year of Experience.

SCHEDULER, MAINTENANCE - DOL CATEGORY 01300

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests



for services. Education requirements: High School Diploma. Experience: One year of Experience.

SECRETARY I, II, III, IV and V—DOL CATEGORY (01311-01315)

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

01311 THRU 01315 SECRETARY I through V (Occupational Base)

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. 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. Performs varied 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.

Classification by Level Secretary jobs which meet the required characteristics are matched at one of five 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. Education requirements: High School Diploma. Experience: One year of Experience .

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; and internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups, which 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, e.g., 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, and may deal with important outside contacts as described in LS-3. Education requirements: High School Diploma. Experience: One year of experience required.

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 the assigned program(s)j 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. Education requirements: High School Diploma. Experience: Two years of experience required.

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. Selects the guideline or reference, which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

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

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:

1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, non-technical correspondence in own or supervisor's name;
2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;



3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
4. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers non-routine requests to supervisor or staff;
5. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

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

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:

1. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
4. Prepares 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;
5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

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

LR-4 Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office, which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:

1. Composes correspondence requiring some understanding of technical matters.
2. Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations;
3. Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems;



4. Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts;
5. In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

Excludes secretaries performing any of the following duties:

Acts as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revises or clarifies procedures to eliminate conflict or duplication; identifies and resolves various problems that affect the orderly flow of work in transactions with parties outside the organization. Prepares agenda for conferences; explains discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches. 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. Education requirements: High School Diploma. Experience: Five years of experience required.

SEWING MACHINE OPERATOR-DOL CATEGORY 15190

Operates power sewing machines to sew, alter or repair wearing apparel, linens, blankets and other fabric articles. Alters article according to alteration ticket, fitter's pins, chalk marks, or verbal instructions. Locates defects, and repairs article, including ripping of seams and matching sizes and colors of replacement parts. May operate automatic sewing machines, utilizing knowledge of threading machines, winding bobbins, adjusting tension, and oiling parts. Work is reviewed for accuracy, neatness, and to determine if instructions have been followed.

The following kinds of work are not covered under this classification: Fitting and marking necessary alterations; measuring and cutting materials to make new articles; designing and making articles for special purposes; sewing leather; and using heat-sealing machine to patch articles. 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.

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 .

SHEET-METAL WORKER, MAINTENANCE DOL LABOR CATEGORY-23890

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 level: 1 year of experience or related experience.*

SMALL ENGINE MECHANIC DOL LABOR 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.*

STEVEDORE I -DOL CATEGORY 28040



Loads and unloads ships' cargoes. carries or moves cargo by handtruck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship. Stacks cargo in transit shed or in hold of ship as directed by Header. Attaches and moves slings used to lift cargo. Guides load being lifted to prevent swinging. Shores cargo in ship's hold to prevent shifting during voyage. May be called longshoreman or may be designated according to area in which work is performed as stevedore, dock; stevedore, front; stevedore, hold. Education requirements: High School Diploma. Experience: One year of Experience.

STEVEDORE II -DOL CATEGORY 28050

Operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area. Operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached in accordance with signals from other workers. Moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over each hatch when previous hatch is filled. Drives lift truck along dock or aboard ship to transfer bulk items, such as lumber, pallet-mount machinery, and crated products within range of winch. Drives tractor to transfer loaded trailers from warehouse dockside. May position and fasten hose lines to ships' cargo tanks when loading or unloading liquid cargo, such as animal fats, vegetable oils, molasses, or chemicals. May perform variety of manual duties, such as lashing or shoring cargo aboard ship, attaching slings, hooks, or other lifting devices to winch for loading or unloading, and signaling other workers to move, raise, or lower cargo. May direct activities of cargo gang consisting of Stevedore I. May also be called longshoremen. Education requirements: High School Diploma. Experience: Two years of experience required.

STOCK CLERK- DOL CATEGORY-21150

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

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.

SWITCHBOARD OPERATOR / RECEPTIONIST-DOL CATEGORY 01460

Must be qualified in the use of general office equipment and telephone equipment, to include but not limited to, telephone console and personal computers (PCs). Shall perform telephone operations; this includes, but is not limited to, the following: place and receive local and long distance calls on a multiple position switchboard or console; direct incoming calls to proper person/office; maintain electronic telephone number data bases. Operations involve commercial



circuits, leased lines, direct tie lines and radio circuits; also included are overseas connections; collect or charge calls; conference and appointment calls; person to person calls. All are covered by either government or commercial billing/charges. Records and reports will be established and maintained in support of this function; reference materials include directories, computer databases, locator files, organizational charts and information memoranda. Education requirements: High School Diploma. Experience: One year of Experience.

TECHNICAL WRITER-DOL CATEGORY 29480

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: Two years of experience required.

TELECOMMUNICATIONS MECHANIC II

Installs, tests, troubleshoots, programs, maintains, and repairs telephone equipment and telephone lines. Analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records and spare parts inventories.

Essential Duties & Job Functions:

- Responsible for installing, configuring, and maintaining telephone circuits and trunks to offsite and onsite locations.
- Responsible for configuring ISDN lines used for video teleconferencing.
- Perform periodic traffic studies to determine telephone requirements.
- Responsible for managing requests through the Help Desk for customer calls relating to the installation, troubleshooting, and repair of data and telephone lines and equipment.
- Responsible for reading building diagrams and office plans to determine wiring entry and distribution of data and telephone equipment throughout various buildings.



--Works with a team of people to plan additional wiring projects and provide input to improvements and equipment cost estimates.

Education requirements: Bachelors degree in related field. Experience: Two years of experience required.

TOOLS AND PARTS A.TTENDANT-DOL CATEGORY 21210

Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush .or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool. Education requirements: High School Diploma. Experience: Two years of experience required.

TRAVEL CLERK I-DOL CATEGORY 01531

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

TRAVEL CLERK III- DOL CATEGORY 01533

At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.

The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities. Education requirements: High School Diploma. Experience: Three years 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, “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, “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.

VENTILATION EQUIPMENT TENDER -DOL CATEGORY 25190

Tends ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes: Adjusts valves to regulate temperature of lubrication oil and flow of water through system. Moves controls to regulate speed of fans and to adjust vents and ducts. Records gauge readings, repairs completed, and time lost because of inoperative equipment. Writes repair work order tickets and out-of-order tags preparatory to equipment repair. Inspects equipment to detect excessive noise and heat. Replaces gauges and tightens and chalks leaky fittings, using wrenches, hammers, and chalking tool. Cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam. 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.

WASTE WATER TREATMENT PLANT OPERATOR-DOL CATEGORY 25210

Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant. Dumps specified amounts of chemicals, such as chlorine, ammonia, and lime into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. Starts agitators to mix chemicals and allows impurities to settle to bottom of tank. Turns valves to regulate water



through filter beds to remove impurities. Pumps purified water into water mains. Monitors panel-board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. Cleans tanks and filter beds, using back-washing (reverse flow of water). Repairs and lubricates machines and equipment, using hand- and power tools. Tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Dumps chemicals such as alum into tanks to coagulate impurities and reduce acidity. Records data, such as residual content of chemicals, water turbidity, and water pressure. May operate portable water-purification plant to supply drinking water. May purify wastewater from plant preparatory to pumping water into rivers and streams or city mains. Education requirements: High School Diploma. Experience: One year of experience required.

WELDER, COMBINATION, MAINTENANCE- DOL CATEGORY 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 bracing's, 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.

WORD PROCESSOR I-01611

Operates word processing equipment to enter, store, retrieve, change and present text or tabulations. Produces a variety of printed copies, such as letters, documents or reports. May organize and file letters, documents, or reports produced in performance of primary tasking. May enter regularly used formats or stored paragraphs that are organized and coded for future use. Recorded texts can be changed by rearranging paragraphs, replacing words, shifting lines, etc.

Word processing equipment typically has full or partial page video display screen (CRT) and a separate printer. The equipment may be integrated with a digital computer, have telecommunications capabilities, and also have capabilities for adding to or upgrading features. Automatic or electronic typewriters with limited text editing capabilities and often with single line electronic display "windows" are not considered word processing equipment.



Perform tasks requiring a knowledge of the word processing equipment and familiarization with the formats and forms used in the establishment. Word processors shall have a minimum of two years general experience. Proficiency in grammar, spelling and punctuation is also required to produce printed material accurately. May refer problems to supervisor or higher level processor or refer to operating manual. DOL Service Contract Act Directory of Occupations Category 01611 pertains.

Excluded from this definition are:

- a. Workers whose primary function is to enter a data base for purposes other than composition;
- b. Workers who use equipment and data base for purposes such as accounting, inventory control, sales, or original writing and editing;
- c. workers responsible for preparation of published reports including page layout or selection of different type sizes.

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



WORD PROCESSOR II - DOL CATEGORY 01612

Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Education requirements: High School Diploma. Experience: One year of experience required.

WORD PROCESSOR III - DOL CATEGORY 01613

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems. Education requirements: High School Diploma. Experience: Two years of experience required.

CONTRACTOR TEAM ARRANGEMENT GUIDELINES

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- ✓ The customer identifies their requirements.
- ✓ Federal Supply Schedule Contractors may individually meet the customer’s needs, or -
- ✓ Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- ✓ Customers make a best value selection.



For more information contact Ms. LeTasha Freeman
Tel: (757) 277-9966 mail:lfreeman@alutiq.com

SIN 874-501 SUPPLY & VALUE CHAIN MANAGEMENT
SIN 874-503 DISTRIBUTION & TRANSPORTATION
SIN 874-504 DEPLOYMENT LOGISTICS
SIN 874-505 LOGISTICS TRAINING
SIN 874-507 OPERATIONS & MAINTENANCE

