

(i) GENERAL SERVICES ADMINISTRATION  
Federal Supply Service

**Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! ®, a menu-driven database system. The INTERNET address GSA Advantage! ® is: [GSAAdvantage.gov](http://GSAAdvantage.gov)

Schedule Title: **Human Resources and EEO Services**

FSC Group: **738 X**

FSC Service Codes: **R499 & R799**

Contract number: **GS-02F-140AA**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract period: **May 1, 2018 to April 30, 2023**

Contractor's name, address, and phone number:

**Alutiiq Pacific, LLC**  
**3909 Arctic Blvd**  
**Suite 500**  
**Anchorage, AK 99503-5710**

**256.489.3312 ph**  
**256.489.3317 fax**

Contractor's internet address/web site:

[www.alutiiq.com](http://www.alutiiq.com)

Contract administration source:

**LeTasha Stinnett**

**737 Volvo Parkway**  
**Chesapeake, VA 23320**

**757-277-9966 ph**  
**757-277-9105 fax**  
[lstinnett@alutiiq.com](mailto:lstinnett@alutiiq.com)

Business size: Other than Small Business

(ii) CUSTOMER INFORMATION:

1a. Table of awarded special item number with appropriate cross-reference to item descriptions and awarded prices: **See pages 4 to 21.**

Special Item Number (SIN) awarded: **595-21 – Human Resources Services.**

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price:

**Human Resources Project Manager I - \$46.47.**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education – see pages 4 to 20.

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

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

4. Geographic coverage: **Continental United States.**

5. Point(s) of production (city, county, and State or foreign country).

**Huntsville, Madison County, AL or Anchorage, Anchorage County, AK**

6. Discount from list prices or statement of net price.

7. Quantity discounts: **.05% discount for single orders exceeding \$150,000 and an additional .05% discount (total of 1% total) for single orders exceeding \$300,000.**

8. Prompt payment terms: **.05% Net 20.**

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

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

10. Foreign items: **Not applicable.**

11a. Time of delivery: **As mutually agreed.**

11b. Expedited Delivery: **As mutually agreed.**

11c. Overnight and 2-day delivery: **As mutually agreed.**

11d. Urgent Requirements: **As mutually agreed.**

12. F.O.B. point: **Huntsville, AL or Anchorage, AK**

13a. Ordering address:

**Alutiiq Pacific, LLC  
Attn: Travis Coldwell  
360C Quality Circle NW, STE 300  
Huntsville, AL 35806**

13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**

14. Payment address:

**Alutiiq Pacific, LLC 3909  
Arctic Blvd, Suite 500  
Anchorage, AK 99503**

15. Warranty provision: **Workmanlike manner.**

16. Export packing charges: **Not applicable.**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Yes.**

18. Terms and conditions of rental, maintenance, and repair: **Not applicable.**

19. Terms and conditions of installation: **Not applicable.**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: **Not applicable.**

20a. Terms and conditions for any other services: **Not applicable.**

21. List of service and distribution points: **Not applicable.**

22. List of participating dealers: **Not applicable.**

23. Preventive maintenance: **Not applicable.**

24a. Special attributes such as environmental attributes: **Not applicable.**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**Not applicable.**

25. Data Universal Number System (DUNS) number: **809841898**

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

**Title: Human Resources Project Manager I**

**Minimum Experience:** Three (3) years demonstrated experience providing Human Resources Management support, with a minimum of two of those years at the next lower level.

**Functional Duties:** Serves as one of the agency's top advisors on management of human resource matter, requiring sound judgment and informed, independent decision-making. Provides appropriate recommendations for resolution of diverse or complex issues based on accurate interpretation of state and federal policies and regulations. Develops and implements human resource policies and procedures at the agency level. Plans, assigns, and evaluates work of staff. Responsible for planning, organizing, directing, controlling and managing resources to bring about the successful completion of specific project goals and objectives.

Duties include but are not limited to: Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring the technical solutions and schedules in the task order are implemented in a timely manner. Plans, organizes, directs and controls all activities identified in the Government project or task order. Assists the Program Manager and the contracting officer's representative with the management of personnel and serves as the point of contact for contract execution

**Minimum Education:** Bachelor's degree in related field (Human Resources concentration preferred) and three (3) years of related work experience, of which two of those were as a Personnel Services Manager. Four (4) additional years of related work experience may be substituted in place of degree.

**Title: Human Resources Project Manager II**

**Minimum Experience:** Five (5) years demonstrated experience providing Human Resources Management support, with a minimum of three of those years at the next lower level.

**Functional Duties:** Serves as one of the agency's top advisors on management of human resource matter, requiring sound judgment and informed, independent decision-making. Provides appropriate recommendations for resolution of diverse or complex issues based on accurate interpretation of state and federal policies and regulations. Develops and implements human resource policies and procedures at the agency level. Plans, assigns, and evaluates work of staff. Responsible for planning, organizing, directing, controlling and managing resources to bring about the successful completion of specific project goals and objectives.

Duties include but are not limited to: Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring the technical solutions and schedules in the task order are implemented in a timely manner. Plans, organizes, directs and controls all activities identified in the Government project or task order. Assists the Program Manager and the contracting officer's representative with the management of personnel and serves as the point of contact for contract execution

**Minimum Education:** Bachelor's degree in related field (Human Resources concentration preferred) and five (5) years of related work experience, of which three of those were as a Personnel Services Manager. Four (4) additional years of related work experience may be substituted in place of degree.

**Title: Human Resources Project Manager III**

**Minimum Experience:** Seven (7) years demonstrated experience providing Human Resources Management support, with a minimum of five of those years at the next lower level.

**Functional Duties:** Serves as one of the agency's top advisors on management of human resource matter, requiring sound judgment and informed, independent decision-making. Provides appropriate recommendations for resolution of diverse or complex issues based on accurate interpretation of state and federal policies and regulations. Develops and implements human resource policies and procedures at the agency level. Plans, assigns, and evaluates work of staff. Responsible for planning, organizing, directing, controlling and managing resources to bring about the successful completion of specific project goals and objectives.

Duties include but are not limited to: Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring the technical solutions and schedules in the task order are implemented in a timely manner. Plans, organizes, directs and controls all activities identified in the Government project or task order. Assists the Program Manager and the contracting officer's representative with the management of personnel and serves as the point of contact for contract execution.

**Minimum Education:** Bachelor's degree in related field (Human Resources concentration preferred) and seven (7) years of related work experience, of which five of those were as a Personnel Services Manager. Four (4) additional years of related work experience may be substituted in place of degree.

**Title: Human Resources Project Manager IV**

**Minimum Experience:** Ten (10) years demonstrated experience providing Human Resources Management support, with a minimum of seven of those years at the next lower level.

**Functional Duties:** Serves as one of the agency's top advisors on management of human resource matter, requiring sound judgment and informed, independent decision-making. Provides appropriate recommendations for resolution of diverse or complex issues based on accurate interpretation of state and federal policies and regulations. Develops and implements human resource policies and procedures at the agency level. Plans, assigns, and evaluates work of staff. Responsible for planning, organizing, directing, controlling and managing resources to bring about the successful completion of specific project goals and objectives.

Duties include but are not limited to: Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring the technical solutions and schedules in the task order are implemented in a timely manner. Plans, organizes, directs and controls all activities identified in the Government project or task order. Assists the Program Manager and the contracting officer's representative with the management of personnel and serves as the point of contact for contract execution.

**Minimum Education:** Bachelor's degree in related field (Human Resources concentration preferred) and ten. (10) years of related work experience, of which five of those were as a Personnel Services Manager. Four (4) additional years of related work experience may be substituted in place of degree.

**Title: Human Resources Personnel Manager I**

**Minimum Experience:** Five (5) years demonstrated experience providing Management support within the specified area, with additional two (2) year of experience in HR work directly related to the supporting office that they are assigned.

**Functional Duties:** Serves as one of the agency's top advisors on management of human resource matter, requiring sound judgment and informed, independent decision-making. Provides appropriate recommendations for resolution of diverse or complex issues based on accurate interpretation of state and federal policies and regulations. Develops and implements human resource policies and procedures at the agency level. Plans, assigns, and evaluates work of staff. Duties include but are not limited to: Provide planning, integration, and implementation assistance. Provide day-to-day guidance. Establish reporting procedures and protocols to track/update personnel and equipment assets. Provide continuity of operations at all levels of the organization. Administers HR policies and procedures for the division. Originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Coordinates implementation of services, policies, and programs through Human Resources staff; reports to the Division commander and serves on the executive management team; and assists and advises section managers about Human Resources issues.

**Minimum Education:** Bachelor's degree in related field (Human Resources concentration preferred) and five (5) years of related work experience, of which five of those were as a Personnel Services Manager. Four (4) additional years of related work experience may be substituted in place of degree.

**Title: Human Resources Personnel Manager II - specialized**

**Minimum Experience:** Seven (7) years demonstrated experience providing Management support within the specified are, with a minimum of three of those years at the next lower level, of which 2 years experience must have been directly related to the supporting office that they are assigned.

**Functional Duties:** Serves as one of the agency's top advisors on management of human resource matter, requiring sound judgment and informed, independent decision-making. Provides appropriate recommendations for resolution of diverse or complex issues based on accurate interpretation of state and federal policies and regulations. Develops and implements human resource policies and procedures at the agency level. Plans, assigns, and evaluates work of staff. Duties include but are not limited to: Provide planning, integration, and implementation assistance. Provide day-to-day guidance. Establish reporting procedures and protocols to track/update personnel and equipment assets. Provide continuity of operations at all levels of the organization. Administers HR policies and procedures for the division. Originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Coordinates implementation of services, policies, and programs through Human Resources staff; reports to the Division commander and serves on the executive management team; and assists and advises section managers about Human Resources issues.

**Minimum Education:** Bachelor's degree in related field (Human Resources concentration preferred) and seven (7) years of related work experience, of which five of those were as a Personnel Services Manager. Four (4) additional years of related work experience may be substituted in place of degree.

**Title: Human Resources Personnel Manager III- specialized**

**Minimum Experience:** Ten (10) years demonstrated experience providing Management support, with a minimum of five of those years at the next lower level, of which 4 years experience must have been directly related to the supporting office that they are assigned.

**Functional Duties:** Serves as one of the agency's top advisors on management of human resource matter, requiring sound judgment and informed, independent decision-making. Provides appropriate recommendations for resolution of diverse or complex issues based on accurate interpretation of state and federal policies and regulations. Develops and implements human resource policies and procedures at the agency level. Plans, assigns, and evaluates work of staff. Duties include but are not limited to: Provide planning, integration, and implementation assistance. Provide day-to-day guidance. Establish reporting procedures and protocols to track/update personnel and equipment assets. Provide continuity of operations at all levels of the organization. Administers HR policies and procedures for the division. Originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Coordinates implementation of services, policies, and programs through Human Resources staff; reports to the Division commander and serves on the executive management team; and assists and advises section managers about Human Resources issues.

**Minimum Education:** Bachelor's degree in related field (Human Resources concentration preferred) and ten (10) years of related work experience, of which five of those were as a Personnel Services Manager. Four (4) additional years of related work experience may be substituted in place of degree.

**Title: Human Resources Personnel Manager IV- specialized**

**Minimum Experience:** Twelve (12) years demonstrated experience providing Management support, with a minimum of eight of those years at the next lower level, of which 8 years experience must have been directly related to the supporting office that they are assigned.

**Functional Duties:** Serves as one of the agency's top advisors on management of human resource matter, requiring sound judgment and informed, independent decision-making. Provides appropriate recommendations for resolution of diverse or complex issues based on accurate interpretation of state and federal policies and regulations. Develops and implements human resource policies and procedures at the agency level. Plans, assigns, and evaluates work of staff. Duties include but are not limited to: Provide planning, integration, and implementation assistance. Provide day-to-day guidance. Establish reporting procedures and protocols to track/update personnel and equipment assets. Provide continuity of operations at all levels of the organization. Administers HR policies and procedures for the division. Originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Coordinates implementation of services, policies, and programs through Human Resources staff; reports to the Division commander and serves on the executive management team; and assists and advises section managers about Human Resources issues.

**Minimum Education:** Bachelor's degree in related field (Human Resources concentration preferred) and twelve (12) years of related work experience, of which five of those were as a Personnel Services Manager. Four (4) additional years of related work experience may be substituted in place of degree.

**Title: HR Training Specialist I**

**Minimum Experience:** General Experience. Has 2-6 years of experience in Human Resource business processes or training development and administration.

**Functional Duties:** Applies advanced functional knowledge and training experience to develop and administer training programs and classes. Provide training development and administration services and interact with clients at the supervisory level. Performs tasks such as:

- Conducts the research necessary to develop and revise training courses
- Prepares appropriate training catalogs
- Develops all instructor materials including course outline, background material, and training aids
- Develops all student materials including course manuals, workbooks, handouts, completion certificates, and course critique forms
- Conducts formal classroom courses, workshops, seminars, and/or computer based/computer aided training
- Develop or interpret HR policy or guidance
- Process personnel transactions into Human Resources Information Systems (HRIS)
- Prepare HR reports or analytics

**Minimum Education:** Minimum Education. Associates Degree or High School Diploma or GED and two (2) years related work experience

**Title: HR Training Specialist II**

**Minimum Experience:** Has 6-10 years of experience in Human Resource business processes or training development and administration.

**Functional Duties:** Applies advanced functional knowledge and training experience to develop and administer training programs and classes. Provide training development and administration services and interact with clients at the supervisory level. Performs tasks such as:

- Conducts the research necessary to develop and revise training courses
- Prepares appropriate training catalogs
- Develops all instructor materials including course outline, background material, and training aids
- Develops all student materials including course manuals, workbooks, handouts, completion certificates, and course critique forms
- Conducts formal classroom courses, workshops, seminars, and/or computer based/computer aided training
- Develop or interpret HR policy or guidance
- Process personnel transactions into Human Resources Information Systems (HRIS)
- Prepare HR reports or analytics



-Responds to technical questions received via phone or email

-Provides daily supervision and direction to staff

Minimum Education: Minimum Education. Associates Degree or High School Diploma or GED and four (4) years related work experience

**Title: HR Training Spec III**

Minimum Experience: Has 10 or more years of experience in Human Resource business processes or training development and administration.

Functional Duties: Applies advanced functional knowledge and training experience to develop and administer training programs and classes. Provide training development and administration services and interact with clients at the supervisory level. Performs tasks such as:

-Conducts the research necessary to develop and revise training courses

-Prepares appropriate training catalogs

-Develops all instructor materials including course outline, background material, and training aids

-Develops all student materials including course manuals, workbooks, handouts, completion certificates, and course critique forms

-Conducts formal classroom courses, workshops, seminars, and/or computer based/computer aided training

-Develop or interpret HR policy or guidance

-Process personnel transactions into Human Resources Information Systems (HRIS)

-Prepare HR reports or analytics

-Responds to technical questions received via phone or email

-Provides daily supervision and direction to staff

Minimum Education: Associates Degree or High School Diploma or GED and six (6) years related work experience

**Title: HR Training Spec IV**

Minimum Experience: Has 10 or more years of experience in Human Resource business processes or training development and administration.

Functional Duties: Applies advanced functional knowledge and training experience to develop and administer training programs and classes. Provide training development and administration services and interact with clients at the supervisory level. Performs tasks such as:

-Conducts the research necessary to develop and revise training courses

-Prepares appropriate training catalogs

-Develops all instructor materials including course outline, background material, and training aids

-Develops all student materials including course manuals, workbooks, handouts, completion certificates, and course critique forms

- Conducts formal classroom courses, workshops, seminars, and/or computer based/computer aided training
- Develop or interpret HR policy or guidance
- Process personnel transactions into Human Resources Information Systems (HRIS)
- Prepare HR reports or analytics
- Responds to technical questions received via phone or email
- Provides daily supervision and direction to staff

Minimum Education: Associates Degree or High School Diploma or GED and ten (10) years related work experience

**Title: HR Strategic Planner I**

Minimum Experience: 6-10 years of experience in participating and running planning strategies for client organizations.

Functional Duties: Responsible for analyzing, interpreting, developing, and recommending strategic plans, objectives, policy, and procedures to ensure current and future workforce requirements are met.

Duties include but are not limited to: Design and implement workforce planning using statistical analyses and future trend studies. Short and long-range strategic planning using historical, current, and projected workforce data. Analyze, interpret, guide and make recommendations to support program objectives and strategic plans. Determines and recommends appropriate Human Resource development methodologies and sets strategic directions and translates these directions into actions. Provides workforce management and execution support and Integrates and coordinates with Government Program Offices and sponsor staffs. Provides status reports and prepares and presents briefings.

Minimum Education: Associates Degree or High School Diploma or GED and minimum six (6) years related work experience.

**Title: HR Strategic Planner II**

Minimum Experience: 10-14 years of experience in participating and running planning strategies for client organizations.

Functional Duties: Responsible for analyzing, interpreting, developing, and recommending strategic plans, objectives, policy, and procedures to ensure current and future workforce requirements are met.

Duties include but are not limited to: Design and implement workforce planning using statistical analyses and future trend studies. Short and long-range strategic planning using historical, current, and projected workforce data. Analyze, interpret, guide and make recommendations to support program objectives and strategic plans. Determines and recommends appropriate Human Resource development methodologies and sets strategic directions and translates these directions into actions. Provides workforce management and execution support and Integrates and coordinates with Government Program Offices and sponsor staffs. Provides status reports and prepares and presents briefings.

Minimum Education: Associates Degree or High School Diploma or GED and minimum ten (10) years related work experience

**Title: HR Strategic Planner III**

**Minimum Experience:** 14-18 years of experience in participating and running planning strategies for client organizations.

**Functional Duties:** Responsible for analyzing, interpreting, developing, and recommending strategic plans, objectives, policy, and procedures to ensure current and future workforce requirements are met.

Duties include but are not limited to: Design and implement workforce planning using statistical analyses and future trend studies. Short and long-range strategic planning using historical, current, and projected workforce data. Analyze, interpret, guide and make recommendations to support program objectives and strategic plans. Determines and recommends appropriate Human Resource development methodologies and sets strategic directions and translates these directions into actions. Provides workforce management and execution support and Integrates and coordinates with Government Program Offices and sponsor staffs. Provides status reports and prepares and presents briefings.

**Minimum Education:** Associates Degree or High School Diploma or GED and minimum fourteen (14) years related work experience.

**Title: HR Strategic Planner IV**

**Minimum Experience:** 18+ years of experience in participating and running planning strategies for client organizations.

**Functional Duties:** Responsible for analyzing, interpreting, developing, and recommending strategic plans, objectives, policy, and procedures to ensure current and future workforce requirements are met.

Duties include but are not limited to: Design and implement workforce planning using statistical analyses and future trend studies. Short and long-range strategic planning using historical, current, and projected workforce data. Analyze, interpret, guide and make recommendations to support program objectives and strategic plans. Determines and recommends appropriate Human Resource development methodologies and sets strategic directions and translates these directions into actions. Provides workforce management and execution support and Integrates and coordinates with Government Program Offices and sponsor staffs. Provides status reports and prepares and presents briefings.

**Minimum Education:** Associates Degree or High School Diploma or GED and minimum eighteen (18) years related work experience

**Title: Human Resources Specialist I**

**Minimum Experience:** Has 1-3 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in at least two different functional areas.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes to administer HR processes in at least two HR functional areas. Conducts employee recruitment and internal placement. Provides HR process services and interacts with clients. For example, may be asked to perform some of the following tasks:

- Develop or interpret HR policy or guidance
- Process personnel transactions into Human Resources Information Systems (HRIS)
- Prepare HR reports and analytics

Minimum Education: Associates Degree or High School Diploma or GED and two (2) years related work experience

**Title: Human Resources Specialist II**

Minimum Experience: Has 4-6 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in at least two different functional areas.

Functional Duties: Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in at least two HR functional areas. Conducts employee recruitment and internal placement. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example, may be asked to perform some of the following tasks:

- Develop or interpret HR policy or guidance
- Process personnel transactions into Human Resources Information Systems (HRIS)
- Prepare HR reports or analytics
- Provide daily supervision and direction to staff

Minimum Education: Associates Degree or High School Diploma or GED and four (4) years related work experience

**Title: Human Resources Specialist III**

Minimum Experience: Has 6-10 or more years of experience in Federal Human Resources (HR) business processes with knowledge and skill in at least two different functional areas.

Functional Duties: Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in at least two HR functional areas. Conducts employee recruitment and internal placement. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example may be asked to perform some of the following tasks:

- Develop or interpret HR policy or guidance
- Process personnel transactions into Human Resources Information Systems (HRIS)
- Prepare HR reports or analytics
- Provide daily supervision and direction to staff

Minimum Education: Associates Degree or High School Diploma or GED and six (6) years related work experience

**Title: Human Resources Specialist IV**

**Minimum Experience:** Has 10+ years of experience in Federal Human Resources (HR) business processes with knowledge and skill in at least two different functional areas.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in at least two HR functional areas. Conducts employee recruitment and internal placement. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example may be asked to perform some of the following tasks:

- Develop or interpret HR policy or guidance
- Process personnel transactions into Human Resources Information Systems (HRIS)
- Prepare HR reports or analytics
- Provide daily supervision and direction to staff

**Minimum Education:** Associates Degree or High School Diploma or GED and ten (10) years related work experience

**Title: Employee Relations Specialist I**

**Minimum Experience:** Has 1-3 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in employee relations.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in employee relations. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example may be asked to perform some of the following tasks:

- Develops employee case files to support performance improvement plans, disciplinary or adverse actions
- Manages or designs Employee Assistance Program
- Develops or interpret HR policy or guidance
- Processes personnel transactions into Human Resources Information Systems (HRIS)
- Prepares HR reports or analytics
- Responds to technical questions received via phone or email

**Minimum Education:** Associates Degree or High School Diploma or GED and two (2) years related work experience

**Title: Employee Relations Specialist II**

**Minimum Experience:** Has 4-6 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in employee relations.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in employee relations. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example may be asked to perform some of the following tasks:

- Develops employee case files to support performance improvement plans, disciplinary or adverse actions
- Manages or designs Employee Assistance Program
- Develops or interpret HR policy or guidance
- Processes personnel transactions into Human Resources Information Systems (HRIS)
- Prepares HR reports or analytics
- Responds to technical questions received via phone or email
- Provides daily supervision and direction to staff

**Minimum Education:** Associates Degree or High School Diploma or GED and four (4) years related work experience.

**Title: Employee Relations Specialist III**

**Minimum Experience:** Has 6 to 10 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in employee relations.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in employee relations. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example may be asked to perform some of the following tasks:

- Develops employee case files to support performance improvement plans, disciplinary or adverse actions
- Manages or designs Employee Assistance Program
- Develops or interpret HR policy or guidance
- Processes personnel transactions into Human Resources Information Systems (HRIS)
- Prepares HR reports or analytics
- Responds to technical questions received via phone or email
- Provides daily supervision and direction to staff

**Minimum Education:** Associates Degree or High School Diploma or GED and six (6) years related work experience

**Title: Employee Relations Specialist IV**

**Minimum Experience:** Has 10+ years of experience in Federal Human Resources (HR) business processes with knowledge and skill in employee relations.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in employee relations. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example may be asked to perform some of the following tasks:

- Develops employee case files to support performance improvement plans, disciplinary or adverse actions
- Manages or designs Employee Assistance Program
- Develops or interpret HR policy or guidance
- Processes personnel transactions into Human Resources Information Systems (HRIS)
- Prepares HR reports or analytics
- Responds to technical questions received via phone or email
- Provides daily supervision and direction to staff

**Minimum Education:** Associates Degree or High School Diploma or GED and ten (10) years related work experience

**Title: Recruitment & Staffing Spec I**

**Minimum Experience:** Has 1-3 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in the area of recruitment and/or staffing.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in recruitment and/or staffing. Provides HR process services and interacts with clients. For example, may be asked to perform some of the following tasks:

- Performs job analysis, develops crediting plans and recruitment plans
- Develops or interprets HR policy or guidance
- Processes personnel transactions into Human Resources Information Systems (HRIS)
- Prepares HR reports and analytics
- Responds to technical questions received via phone or email

**Minimum Education:** Associates Degree or High School Diploma or GED and two (2) years related work experience.

**Title: Recruitment & Staffing Spec II**

**Minimum Experience:** Has 4-6 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in recruitment and/or staffing.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in recruitment and/or staffing. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example, may be asked to perform some of the following tasks:

- Performs job analysis, develops crediting plans and recruitment plans
- Develops or interpret HR policy or guidance
- Processes personnel transactions into Human Resources Information Systems (HRIS)
- Prepares HR reports or analytics
- Responds to technical questions received via phone or email
- Provides daily supervision and direction to staff

**Minimum Education:** Associates Degree or High School Diploma or GED and four (4) years related work experience.

**Title: Recruitment & Staffing Spec III**

**Minimum Experience:** Has 6 -10 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in recruitment and/or staffing.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in recruitment and/or staffing. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example may be asked to perform some of the following tasks:

- Performs job analysis, develops crediting plans and recruitment plans
- Develops or interpret HR policy or guidance
- Processes personnel transactions into Human Resources Information Systems (HRIS)
- Prepares HR reports or analytics
- Responds to technical questions received via phone or email
- Provides daily supervision and direction to staff

**Minimum Education:** Associates Degree or High School Diploma or GED and six (6) years related work experience.



**Title: Recruitment & Staffing Spec IV**

**Minimum Experience:** Has 10+ years of experience in Federal Human Resources (HR) business processes with knowledge and skill in recruitment and/or staffing.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in recruitment and/or staffing. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example may be asked to perform some of the following tasks:

- Performs job analysis, develops crediting plans and recruitment plans
- Develops or interpret HR policy or guidance
- Processes personnel transactions into Human Resources Information Systems (HRIS)
- Prepares HR reports or analytics
- Responds to technical questions received via phone or email
- Provides daily supervision and direction to staff

**Minimum Education:** Associates Degree or High School Diploma or GED and ten (10) years related work experience.

**Title: Classification Specialist I**

**Minimum Experience:** Has 1-3 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in the area of position classification, position management and organizational design.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in position classification, position management and organizational design. Provides HR process services and interacts with clients. For example, may be asked to perform some of the following tasks:

- Develops position descriptions, classifies positions and performs desk audits
- Performs consistency reviews
- Performs job analysis, develops crediting plans and recruitment plans
- Develops or interprets HR policy or guidance
- Processes personnel transactions into Human Resources Information Systems (HRIS)
- Prepares HR reports and analytics
- Responds to technical questions received via phone or email

**Minimum Education:** Associates Degree or High School Diploma or GED and two (2) years related work experience

**Title: Classification Specialist II**

**Minimum Experience:** Has 4-6 years of experience in Federal Human Resources (HR) business processes with knowledge and skill in position classification, position management and organizational design.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in position classification, position management and organizational design. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example, may be asked to perform some of the following tasks:

- Develops position descriptions, classifies positions and performs desk audits
  
- Performs consistency reviews
  
- Develops or interpret HR policy or guidance
  
- Processes personnel transactions into Human Resources Information Systems (HRIS)
  
- Prepares HR reports or analytics
  
- Responds to technical questions received via phone or email
  
- Provides daily supervision and direction to staff

**Minimum Education:** Associates Degree or High School Diploma or GED and four (4) years related work experience

**Title: Classification Specialist III**

**Minimum Experience:** Has 6-10 or more years of experience in Federal Human Resources (HR) business processes with knowledge and skill in position classification, position management and organizational design.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in position classification, position management and organizational design. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example may be asked to perform some of the following tasks:

- Reviews position descriptions, classification determinations and the results of desk audits
  
- Develops or interpret HR policy or guidance
  
- Reviews the results of consistency reviews
  
- Processes personnel transactions into Human Resources Information Systems (HRIS)
  
- Prepares HR reports or analytics
  
- Responds to technical questions received via phone or email
  
- Provides daily supervision and direction to staff

**Minimum Education:** Associates Degree or High School Diploma or GED and six (6) years related work experience

**Title: Classification Specialist IV**

**Minimum Experience:** Has 10+ years of experience in Federal Human Resources (HR) business processes with knowledge and skill in position classification, position management and organizational design.

**Functional Duties:** Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in position classification, position management and organizational design. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example may be asked to perform some of the following tasks:

- Reviews position descriptions, classification determinations and the results of desk audits
- Develops or interprets HR policy or guidance
- Reviews the results of consistency reviews
- Processes personnel transactions into Human Resources Information Systems (HRIS)
- Prepares HR reports or analytics
- Responds to technical questions received via phone or email
- Provides daily supervision and direction to staff

**Minimum Education:** Associates Degree or High School Diploma or GED and ten (10) years related work experience

**Title: Human Resources Subject Matter Expert I**

**Minimum Experience:** Minimum ten (10) years demonstrated experience providing all around Human Resources Management support within the specified area of expertise, along with required educational level

**Functional Duties:** Responsibilities include acting as the technical expert in a specific Human Resources functional area. Duties include but are not limited to: Interact, consult with, and provide advice to high level government officials and senior managers. Develop specifications based on user requirements and provide direction and guidance to lower level personnel. Position requires progressively advancing senior level management and high level organizational experience and support obtained through progressive education and prolonged courses of specialized intellectual instruction. Position requires extensive experience in HR organizational policy; HR business processes; design and implementation of government and private sector HR operations; creation and support of HR policy analysis efforts; and ability to conduct complicated technical research, economic model development and strategic planning.

**Minimum Education:** Bachelor's Degree in related field and 5 years experience, OR Associate's Degree in related field and 10 years experience, OR 15+ years HR Management experience

**Title: Human Resources Subject Matter Expert II**

**Minimum Experience:** Minimum ten (10) years demonstrated experience providing all around Human Resources Management support within the specified area of expertise, along with required educational level.

Functional Duties: Responsibilities include acting as the technical expert in a specific Human Resources functional area. Duties include but are not limited to: Interact, consult with, and provide advice to high level government officials and senior managers. Develop specifications based on user requirements and provide direction and guidance to lower level personnel. Position requires progressively advancing senior level management and high level organizational experience and support obtained through progressive education and prolonged courses of specialized intellectual instruction. Position requires extensive experience in HR organizational policy; HR business processes; design and implementation of government and private sector HR operations; creation and support of HR policy analysis efforts; and ability to conduct complicated technical research, economic model development and strategic planning.

Minimum Education: Bachelor's Degree in related field and 10 years experience, OR Associate's Degree in related field and 15 years experience, OR 17+ years HR Management experience

**Title: Human Resources Subject Matter Expert III**

Minimum Experience: Minimum ten (10) years demonstrated experience providing all around Human Resources Management support within the specified area of expertise, along with required educational level

Functional Duties: Responsibilities include acting as the technical expert in a specific Human Resources functional area. Duties include but are not limited to: Interact, consult with, and provide advice to high level government officials and senior managers. Develop specifications based on user requirements and provide direction and guidance to lower level personnel. Position requires progressively advancing senior level management and high level organizational experience and support obtained through progressive education and prolonged courses of specialized intellectual instruction. Position requires extensive experience in HR organizational policy; HR business processes; design and implementation of government and private sector HR operations; creation and support of HR policy analysis efforts; and ability to conduct complicated technical research, economic model development and strategic planning.

Minimum Education: Master's Degree in related field and 10 years experience, OR Bachelors Degree in related field and 12 years experience, OR Associate's Degree in related field and 15years experience, OR 20+ years HR Management experience

**Title: Human Resources Subject Matter Expert IV**

Minimum Experience: Minimum ten (10) years demonstrated experience providing all around Human Resources Management support within the specified area of expertise, along with required educational level.

Functional Duties: Responsibilities include acting as the technical expert in a specific Human Resources functional area. Duties include but are not limited to: Interact, consult with, and provide advice to high level government officials and senior managers. Develop specifications based on user requirements and provide direction and guidance to lower level personnel. Position requires progressively advancing senior level management and high level organizational experience and support obtained through progressive education and prolonged courses of specialized intellectual instruction. Position requires extensive experience in HR organizational policy; HR business processes; design and implementation of government and private sector HR operations; creation and support of HR policy analysis efforts; and ability to conduct complicated technical research, economic model development and strategic planning.

Minimum Education: Doctor of Philosophy (Ph.D.) and 10 years experience, OR Master's Degree in related field and 12 years experience, OR Bachelors Degree in related field and 15 years experience, OR Associate's Degree in related field and 20 years experience, OR 25 years HR Management experience.

## GSA Rates performed at Customer Facility

SIN	Title	05-01-17 to 4/30/18	05-01-18 to 4/30/19	05-01-19 to 4/30/20	05-01-20 to 4/30/21	05-01-21 to 4/30/22	05-01-22 to 4/30/23
595-21	Human Resources Project Manager I	\$50.69	\$51.81	\$52.94	\$54.11	\$55.30	\$56.52
595-21	Human Resources Project Manager II	\$60.76	\$62.10	\$63.46	\$64.86	\$66.29	\$67.74
595-21	Human Resources Project Manager III	\$72.25	\$73.84	\$75.46	\$77.12	\$78.82	\$80.55
595-21	Human Resources Project Manager IV	\$85.38	\$87.26	\$89.18	\$91.14	\$93.15	\$95.19
595-21	Human Resources Personnel Manager I	\$57.45	\$58.71	\$60.01	\$61.33	\$62.67	\$64.05
595-21	Human Resources Personnel Manager II - specialized	\$68.86	\$70.37	\$71.92	\$73.51	\$75.12	\$76.78
595-21	Human Resources Personnel Manager III- specialized	\$81.89	\$83.69	\$85.53	\$87.41	\$89.34	\$91.30
595-21	Human Resources Personnel Manager IV- specialized	\$96.76	\$98.89	\$101.06	\$103.29	\$105.56	\$107.88
595-21	HR Training Specialist I	\$50.69	\$51.81	\$52.94	\$54.11	\$55.30	\$56.52
595-21	HR Training Specialist II	\$60.76	\$62.10	\$63.46	\$64.86	\$66.29	\$67.74
595-21	HR Training Spec III	\$72.25	\$73.84	\$75.46	\$77.12	\$78.82	\$80.55
595-21	HR Training Spec IV	\$85.38	\$87.26	\$89.18	\$91.14	\$93.15	\$95.19
595-21	HR Strategic Planner I	\$57.45	\$58.71	\$60.01	\$61.33	\$62.67	\$64.05
595-21	HR Strategic Planner II	\$68.86	\$70.37	\$71.92	\$73.51	\$75.12	\$76.78
595-21	HR Strategic Planner III	\$81.89	\$83.69	\$85.53	\$87.41	\$89.34	\$91.30
595-21	HR Strategic Planner IV	\$96.76	\$98.89	\$101.06	\$103.29	\$105.56	\$107.88
595-21	Human Resources Specialist I	\$50.69	\$51.81	\$52.94	\$54.11	\$55.30	\$56.52
595-21	Human Resources Specialist II	\$60.76	\$62.10	\$63.46	\$64.86	\$66.29	\$67.74
595-21	Human Resources Specialist III	\$72.25	\$73.84	\$75.46	\$77.12	\$78.82	\$80.55
595-21	Human Resources Specialist IV	\$85.38	\$87.26	\$89.18	\$91.14	\$93.15	\$95.19
595-21	Employee Relations Specialist I	\$50.69	\$51.81	\$52.94	\$54.11	\$55.30	\$56.52
595-21	Employee Relations Specialist II	\$60.76	\$62.10	\$63.46	\$64.86	\$66.29	\$67.74
595-21	Employee Relations Specialist III	\$72.25	\$73.84	\$75.46	\$77.12	\$78.82	\$80.55
595-21	Employee Relations Specialist IV	\$85.38	\$87.26	\$89.18	\$91.14	\$93.15	\$95.19
595-21	Recruitment & Staffing Spec I	\$50.69	\$51.81	\$52.94	\$54.11	\$55.30	\$56.52
595-21	Recruitment & Staffing Spec II	\$60.76	\$62.10	\$63.46	\$64.86	\$66.29	\$67.74
595-21	Recruitment & Staffing Spec III	\$72.25	\$73.84	\$75.46	\$77.12	\$78.82	\$80.55
595-21	Recruitment & Staffing Spec IV	\$85.38	\$87.26	\$89.18	\$91.14	\$93.15	\$95.19
595-21	Classification Specialist I	\$50.69	\$51.81	\$52.94	\$54.11	\$55.30	\$56.52
595-21	Classification Specialist II	\$60.76	\$62.10	\$63.46	\$64.86	\$66.29	\$67.74
595-21	Classification Specialist III	\$72.25	\$73.84	\$75.46	\$77.12	\$78.82	\$80.55
595-21	Classification Specialist IV	\$85.38	\$87.26	\$89.18	\$91.14	\$93.15	\$95.19
595-21	Human Resources Subject Matter Expert I	\$85.38	\$87.26	\$89.18	\$91.14	\$93.15	\$95.19
595-21	Human Resources Subject Matter Expert II	\$100.43	\$102.64	\$104.90	\$107.21	\$109.56	\$111.97
595-21	Human Resources Subject Matter Expert III	\$113.83	\$116.33	\$118.89	\$121.51	\$124.18	\$126.91
595-21	Human Resources Subject Matter Expert IV	\$126.19	\$128.97	\$131.80	\$134.70	\$137.67	\$140.70