



**Worldwide Federal Supply Schedule Contract for:  
(Professional Services Schedule)  
Federal Supply Group: 00CORP  
Schedule # GS-10F-0152P**

Period of Performance: 9 January 2004 – 8 January 2024  
*Revised as of PA-0034 dated 01/29/2019*

*Business Size: Small Business*

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Preface

***ALUTHIQ GLOBAL SOLUTIONS*** now has a schedule which allows government agencies to cut through the acquisition process and obtain the quality logistics personnel they need to accomplish their goals.

The advantages of using the ***ALUTHIQ GLOBAL SOLUTIONS*** Logworld Schedule is that GSA has already done the hard part of setting up a contract with all the terms and conditions defined. This enables you and your agency to keep paperwork to a minimum.

***ALUTHIQ GLOBAL SOLUTIONS*** LOGWORLD 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



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## 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, 874-507RC, 00CORP-500, and 00CORP-500RC.

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: None

9a. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD: Yes per Clause 552.232-79

9b. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD": Will Accept per I-FSS-600.

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: Contact Contractor
- 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: [https://www.gsaadvantage.gov/advantage/main/start\\_page.do](https://www.gsaadvantage.gov/advantage/main/start_page.do).

## **PURCHASE OF INCIDENTAL, NON SCHEDULE ITEMS**

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

## **CONTRACTOR TEAM ARRANGEMENTS**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (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 LOGWORLD 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 (LOGWORLD) 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 16-20**

<i>Labor Category</i>	<i>Year 16</i>	<i>Year 17</i>	<i>Year 18</i>	<i>Year 19</i>	<i>Year 20</i>
	<i>1/9/2019</i> <i>1/8/2020</i>	<i>1/9/2020</i> <i>1/8/2021</i>	<i>1/9/2021</i> <i>1/8/2022</i>	<i>1/9/2022</i> <i>1/8/2023</i>	<i>1/9/2023</i> <i>1/8/2024</i>
Acquisition Manager	\$ 132.37	\$ 135.15	\$ 137.99	\$ 140.89	\$ 143.85
Budget Analyst	\$ 60.26	\$ 61.53	\$ 62.82	\$ 64.14	\$ 65.48
C4I Systems Analyst	\$ 185.98	\$ 189.88	\$ 193.87	\$ 197.94	\$ 202.10
Claims Clerk	\$ 60.26	\$ 61.53	\$ 62.82	\$ 64.14	\$ 65.48
Claims Examiner	\$ 74.59	\$ 76.15	\$ 77.75	\$ 79.39	\$ 81.05
Claims Examiner Sr.	\$ 91.30	\$ 93.21	\$ 95.17	\$ 97.17	\$ 99.21
Communications Specialist	\$ 53.85	\$ 54.98	\$ 56.13	\$ 57.31	\$ 58.52
Computer Specialist I	\$ 82.67	\$ 84.41	\$ 86.18	\$ 87.99	\$ 89.84
Computer Specialist II	\$ 100.53	\$ 102.64	\$ 104.80	\$ 107.00	\$ 109.25
Cosis Specialist	\$ 67.16	\$ 68.57	\$ 70.01	\$ 71.48	\$ 72.98
Crating Specialist	\$ 60.26	\$ 61.53	\$ 62.82	\$ 64.14	\$ 65.48
Deployment Manager	\$ 132.37	\$ 135.15	\$ 137.99	\$ 140.89	\$ 143.85
Distribution Manager	\$ 110.47	\$ 112.79	\$ 115.16	\$ 117.57	\$ 120.04
Engineer I	\$ 60.26	\$ 61.53	\$ 62.82	\$ 64.14	\$ 65.48



Engineer II	\$ 74.59	\$ 76.15	\$ 77.75	\$ 79.39	\$ 81.05
Engineer III	\$ 100.53	\$ 102.64	\$ 104.80	\$ 107.00	\$ 109.25
Engineer IV	\$ 132.37	\$ 135.15	\$ 137.99	\$ 140.89	\$ 143.85
Engineering Systems Analyst	\$ 100.53	\$ 102.64	\$ 104.80	\$ 107.00	\$ 109.25
Equipment Specialist	\$ 91.30	\$ 93.21	\$ 95.17	\$ 97.17	\$ 99.21
Facility Manager I	\$ 74.59	\$ 76.15	\$ 77.75	\$ 79.39	\$ 81.05
Facility Manager II	\$ 91.30	\$ 93.21	\$ 95.17	\$ 97.17	\$ 99.21
Facility Manager III	\$ 110.47	\$ 112.79	\$ 115.16	\$ 117.57	\$ 120.04
Fleet Manager	\$ 157.39	\$ 160.70	\$ 164.07	\$ 167.52	\$ 171.04
Industrial Facility Engineer	\$ 157.39	\$ 160.70	\$ 164.07	\$ 167.52	\$ 171.04
Information Systems Analyst	\$ 110.47	\$ 112.79	\$ 115.16	\$ 117.57	\$ 120.04
Instructional Technologist	\$ 74.59	\$ 76.15	\$ 77.75	\$ 79.39	\$ 81.05
Inventory Management Analyst	\$ 100.53	\$ 102.64	\$ 104.80	\$ 107.00	\$ 109.25
Logistics Administrative Specialist	\$ 48.01	\$ 49.02	\$ 50.05	\$ 51.10	\$ 52.17
Logistics Forms Specialist	\$ 48.01	\$ 49.02	\$ 50.05	\$ 51.10	\$ 52.17
Logistics Manager	\$ 100.53	\$ 102.64	\$ 104.80	\$ 107.00	\$ 109.25
Logistics Specialist I	\$ 42.56	\$ 43.46	\$ 44.37	\$ 45.30	\$ 46.25
Logistics Specialist II	\$ 48.01	\$ 49.02	\$ 50.05	\$ 51.10	\$ 52.17
Logistics Specialist III	\$ 60.26	\$ 61.53	\$ 62.82	\$ 64.14	\$ 65.48
Logistics Specialist IV	\$ 74.59	\$ 76.15	\$ 77.75	\$ 79.39	\$ 81.05
Logistics Systems Specialist I	\$ 42.56	\$ 43.46	\$ 44.37	\$ 45.30	\$ 46.25
Logistics Systems Specialist II	\$ 60.26	\$ 61.53	\$ 62.82	\$ 64.14	\$ 65.48
Logistics Systems Specialist III	\$ 67.16	\$ 68.57	\$ 70.01	\$ 71.48	\$ 72.98
Logistics Systems Specialist IV	\$ 82.67	\$ 84.41	\$ 86.18	\$ 87.99	\$ 89.84
Logistics Training Manager	\$ 110.47	\$ 112.79	\$ 115.16	\$ 117.57	\$ 120.04
Manager Inventory Control	\$ 132.37	\$ 135.15	\$ 137.99	\$ 140.89	\$ 143.85
Material Requirements Analyst	\$ 91.30	\$ 93.21	\$ 95.17	\$ 97.17	\$ 99.21
Motor Vehicle Operator I	\$ 53.85	\$ 54.98	\$ 56.13	\$ 57.31	\$ 58.52
Motor Vehicle Operator II	\$ 53.85	\$ 54.98	\$ 56.13	\$ 57.31	\$ 58.52
Motor Vehicle Operator III	\$ 67.16	\$ 68.57	\$ 70.01	\$ 71.48	\$ 72.98
Network Administrator	\$ 157.39	\$ 160.70	\$ 164.07	\$ 167.52	\$ 171.04
Operational Strategist	\$ 157.39	\$ 160.70	\$ 164.07	\$ 167.52	\$ 171.04
Planning Strategist	\$ 157.39	\$ 160.70	\$ 164.07	\$ 167.52	\$ 171.04
Preservation Specialist I	\$ 42.56	\$ 43.46	\$ 44.37	\$ 45.30	\$ 46.25
Preservation Specialist II	\$ 53.85	\$ 54.98	\$ 56.13	\$ 57.31	\$ 58.52
Procurement Analyst	\$ 100.53	\$ 102.64	\$ 104.80	\$ 107.00	\$ 109.25
Program Analyst I	\$ 48.01	\$ 49.02	\$ 50.05	\$ 51.10	\$ 52.17
Program Analyst II	\$ 60.26	\$ 61.53	\$ 62.82	\$ 64.14	\$ 65.48
Program Analyst III	\$ 74.59	\$ 76.15	\$ 77.75	\$ 79.39	\$ 81.05
Program Analyst IV	\$ 82.67	\$ 84.41	\$ 86.18	\$ 87.99	\$ 89.84
Program Analyst V	\$ 132.37	\$ 135.15	\$ 137.99	\$ 140.89	\$ 143.85
Program Manager III	\$ 74.59	\$ 76.15	\$ 77.75	\$ 79.39	\$ 81.05
Program Manager V	\$ 132.37	\$ 135.15	\$ 137.99	\$ 140.89	\$ 143.85
Project Supervisor	\$ 100.53	\$ 102.64	\$ 104.80	\$ 107.00	\$ 109.25
Sr. Heavy Mobile Equipment Inspector	\$ 67.35	\$ 68.77	\$ 70.21	\$ 71.69	\$ 73.19
Simulation Specialist	\$ 91.30	\$ 93.21	\$ 95.17	\$ 97.17	\$ 99.21
Subject Matter Experts	\$ 185.98	\$ 189.88	\$ 193.87	\$ 197.94	\$ 202.10



Supply Systems Analyst	\$ 82.67	\$ 84.41	\$ 86.18	\$ 87.99	\$ 89.84
Technical Documentation Manager	\$ 110.47	\$ 112.79	\$ 115.16	\$ 117.57	\$ 120.04
Technical Documentation Specialist	\$ 91.30	\$ 93.21	\$ 95.17	\$ 97.17	\$ 99.21
Training Database Specialist	\$ 82.67	\$ 84.41	\$ 86.18	\$ 87.99	\$ 89.84
Transportation Analyst	\$ 74.59	\$ 76.15	\$ 77.75	\$ 79.39	\$ 81.05
Transportation System Technologist	\$ 82.67	\$ 84.41	\$ 86.18	\$ 87.99	\$ 89.84
Weapons Systems Analyst	\$ 110.47	\$ 112.79	\$ 115.16	\$ 117.57	\$ 120.04
<b>SCA</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Assistant	\$ 67.86	\$ 69.29	\$ 70.74	\$ 72.23	\$ 73.74
Accounting Clerk I	\$ 35.49	\$ 36.24	\$ 37.00	\$ 37.78	\$ 38.57
Accounting Clerk II	\$ 40.47	\$ 41.32	\$ 42.19	\$ 43.08	\$ 43.98
Accounting Clerk III	\$ 46.83	\$ 47.82	\$ 48.82	\$ 49.85	\$ 50.89
Accounting Clerk IV	\$ 52.50	\$ 53.60	\$ 54.72	\$ 55.87	\$ 57.05
Audio Visual Librarian	\$ 65.82	\$ 67.20	\$ 68.61	\$ 70.05	\$ 71.52
Blocker and Bracer	\$ 58.52	\$ 59.75	\$ 61.00	\$ 62.29	\$ 63.59
Boiler Tender	\$ 82.15	\$ 83.88	\$ 85.64	\$ 87.44	\$ 89.27
Bus Driver	\$ 52.58	\$ 53.68	\$ 54.81	\$ 55.96	\$ 57.13
Carpenter, Maintenance	\$ 71.11	\$ 72.60	\$ 74.12	\$ 75.68	\$ 77.27
Cashier	\$ 32.37	\$ 33.05	\$ 33.75	\$ 34.46	\$ 35.18
Computer Operator I	\$ 44.41	\$ 45.34	\$ 46.29	\$ 47.27	\$ 48.26
Computer Operator II	\$ 50.80	\$ 51.86	\$ 52.95	\$ 54.06	\$ 55.20
Computer Operator III	\$ 67.40	\$ 68.81	\$ 70.26	\$ 71.73	\$ 73.24
Computer Operator IV	\$ 74.35	\$ 75.91	\$ 77.50	\$ 79.13	\$ 80.79
Computer Operator V	\$ 76.25	\$ 77.85	\$ 79.48	\$ 81.15	\$ 82.86
Computer Programmer I	\$ 71.98	\$ 73.49	\$ 75.03	\$ 76.61	\$ 78.22
Computer Programmer II	\$ 76.25	\$ 77.85	\$ 79.48	\$ 81.15	\$ 82.86
Computer Programmer III	\$ 76.25	\$ 77.85	\$ 79.48	\$ 81.15	\$ 82.86
Computer Programmer IV	\$ 76.25	\$ 77.85	\$ 79.48	\$ 81.15	\$ 82.86
Computer Systems Analyst I	\$ 76.25	\$ 77.85	\$ 79.48	\$ 81.15	\$ 82.86
Computer Systems Analyst II	\$ 76.25	\$ 77.85	\$ 79.48	\$ 81.15	\$ 82.86
Cook II	\$ 53.96	\$ 55.09	\$ 56.25	\$ 57.43	\$ 58.63
Dispatcher, Motor Vehicle	\$ 56.12	\$ 57.30	\$ 58.51	\$ 59.73	\$ 60.99
Documentation Preparation Clerk	\$ 42.48	\$ 43.37	\$ 44.28	\$ 45.21	\$ 46.16
Drafter II	\$ 60.64	\$ 61.91	\$ 63.21	\$ 64.54	\$ 65.89
Drafter III	\$ 75.31	\$ 76.89	\$ 78.51	\$ 80.15	\$ 81.84
Drafter IV	\$ 79.37	\$ 81.03	\$ 82.73	\$ 84.47	\$ 86.25
Duplicating Machine Operator	\$ 38.00	\$ 38.79	\$ 39.61	\$ 40.44	\$ 41.29
Electrician, Maintenance	\$ 89.03	\$ 90.90	\$ 92.81	\$ 94.76	\$ 96.75
Electronics Technician, Maintenance I	\$ 60.34	\$ 61.61	\$ 62.90	\$ 64.22	\$ 65.57
Electronics Technician, Maintenance II	\$ 83.40	\$ 85.15	\$ 86.94	\$ 88.76	\$ 90.63
Electronics Technician, Maintenance III	\$ 90.45	\$ 92.35	\$ 94.29	\$ 96.27	\$ 98.29
Engineering Technician I	\$ 57.01	\$ 58.20	\$ 59.43	\$ 60.68	\$ 61.95
Engineering Technician II	\$ 70.54	\$ 72.02	\$ 73.54	\$ 75.08	\$ 76.66
Engineering Technician III	\$ 77.96	\$ 79.60	\$ 81.27	\$ 82.98	\$ 84.72
Engineering Technician IV	\$ 81.27	\$ 82.97	\$ 84.72	\$ 86.50	\$ 88.31
Environmental Technician	\$ 68.32	\$ 69.76	\$ 71.22	\$ 72.72	\$ 74.24
Food Service Worker	\$ 40.50	\$ 41.35	\$ 42.22	\$ 43.11	\$ 44.01



Forklift Operator	\$ 53.46	\$ 54.58	\$ 55.73	\$ 56.90	\$ 58.09
Fuel Distribution System Operator	\$ 66.73	\$ 68.13	\$ 69.56	\$ 71.02	\$ 72.51
General Clerk I	\$ 33.63	\$ 34.34	\$ 35.06	\$ 35.80	\$ 36.55
General Clerk II	\$ 40.42	\$ 41.27	\$ 42.13	\$ 43.02	\$ 43.92
General Clerk III	\$ 44.76	\$ 45.70	\$ 46.66	\$ 47.64	\$ 48.64
General Clerk IV	\$ 54.09	\$ 55.22	\$ 56.38	\$ 57.57	\$ 58.78
General Maintenance Worker	\$ 56.97	\$ 58.16	\$ 59.39	\$ 60.63	\$ 61.91
Guard I	\$ 35.14	\$ 35.88	\$ 36.64	\$ 37.41	\$ 38.19
Guard II	\$ 53.85	\$ 54.98	\$ 56.13	\$ 57.31	\$ 58.52
Heating, Refrigeration and Air Conditioning Mechanic	\$ 63.49	\$ 64.82	\$ 66.18	\$ 67.57	\$ 68.99
Heavy Equipment Mechanic	\$ 69.38	\$ 70.84	\$ 72.32	\$ 73.84	\$ 75.39
Heavy Equipment Operator	\$ 86.26	\$ 88.07	\$ 89.92	\$ 91.81	\$ 93.74
Housekeeping Aide	\$ 34.45	\$ 35.17	\$ 35.91	\$ 36.67	\$ 37.44
Housing Referral Assistant	\$ 55.00	\$ 56.15	\$ 57.33	\$ 58.54	\$ 59.77
Illustrator II	\$ 69.81	\$ 71.27	\$ 72.77	\$ 74.30	\$ 75.86
Illustrator III	\$ 101.18	\$ 103.30	\$ 105.47	\$ 107.68	\$ 109.95
Instructor	\$ 82.03	\$ 83.75	\$ 85.51	\$ 87.31	\$ 89.14
Janitor	\$ 40.50	\$ 41.35	\$ 42.22	\$ 43.11	\$ 44.01
Laborer, General	\$ 44.02	\$ 44.95	\$ 45.89	\$ 46.85	\$ 47.84
Laborer, Grounds Maintenance	\$ 47.03	\$ 48.02	\$ 49.03	\$ 50.06	\$ 51.11
Librarian	\$ 84.96	\$ 86.75	\$ 88.57	\$ 90.43	\$ 92.33
Librarian Technician	\$ 54.20	\$ 55.33	\$ 56.50	\$ 57.68	\$ 58.89
Line Handler	\$ 58.52	\$ 59.75	\$ 61.00	\$ 62.29	\$ 63.59
Machinery Maintenance Mechanic	\$ 69.71	\$ 71.18	\$ 72.67	\$ 74.20	\$ 75.76
Mail Clerk	\$ 40.42	\$ 41.27	\$ 42.13	\$ 43.02	\$ 43.92
Material Coordinator	\$ 64.95	\$ 66.31	\$ 67.70	\$ 69.13	\$ 70.58
Material Expediter	\$ 64.95	\$ 66.31	\$ 67.70	\$ 69.13	\$ 70.58
Material Handling Laborer	\$ 44.97	\$ 45.92	\$ 46.88	\$ 47.86	\$ 48.87
Medical Records Clerk	\$ 39.19	\$ 40.01	\$ 40.85	\$ 41.71	\$ 42.58
Messenger (courier)	\$ 36.19	\$ 36.95	\$ 37.72	\$ 38.52	\$ 39.33
Motor Vehicle Mechanic	\$ 68.21	\$ 69.65	\$ 71.11	\$ 72.60	\$ 74.13
Order Clerk I	\$ 45.29	\$ 46.24	\$ 47.22	\$ 48.21	\$ 49.22
Order Clerk II	\$ 59.79	\$ 61.05	\$ 62.33	\$ 63.64	\$ 64.98
Order Filler	\$ 42.24	\$ 43.13	\$ 44.03	\$ 44.96	\$ 45.90
Painter, Maintenance	\$ 73.02	\$ 74.55	\$ 76.12	\$ 77.72	\$ 79.35
Personnel Assistant I	\$ 42.37	\$ 43.26	\$ 44.17	\$ 45.10	\$ 46.05
Personnel Assistant II	\$ 47.60	\$ 48.60	\$ 49.62	\$ 50.66	\$ 51.72
Personnel Assistant III	\$ 54.73	\$ 55.88	\$ 57.05	\$ 58.25	\$ 59.48
Personnel Assistant IV	\$ 61.76	\$ 63.06	\$ 64.38	\$ 65.73	\$ 67.11
Pipefitter, Maintenance	\$ 82.43	\$ 84.16	\$ 85.93	\$ 87.74	\$ 89.58
Photographer I	\$ 51.72	\$ 52.81	\$ 53.91	\$ 55.05	\$ 56.20
Photographer II	\$ 58.21	\$ 59.44	\$ 60.68	\$ 61.96	\$ 63.26
Photographer III	\$ 74.17	\$ 75.73	\$ 77.32	\$ 78.94	\$ 80.60
Photographer IV	\$ 85.99	\$ 87.80	\$ 89.64	\$ 91.53	\$ 93.45
Production Control Clerk	\$ 58.82	\$ 60.05	\$ 61.31	\$ 62.60	\$ 63.91
Production Line Worker (Food Processing)	\$ 48.77	\$ 49.80	\$ 50.84	\$ 51.91	\$ 53.00
Recycling Worker	\$ 61.55	\$ 62.84	\$ 64.16	\$ 65.51	\$ 66.88



Rigger	\$ 66.11	\$ 67.50	\$ 68.92	\$ 70.36	\$ 71.84
Sales Clerk	\$ 35.72	\$ 36.47	\$ 37.24	\$ 38.02	\$ 38.82
Scheduler, Maintenance	\$ 46.69	\$ 47.67	\$ 48.67	\$ 49.69	\$ 50.73
Secretary I	\$ 46.69	\$ 47.67	\$ 48.67	\$ 49.69	\$ 50.73
Secretary II	\$ 53.02	\$ 54.13	\$ 55.27	\$ 56.43	\$ 57.61
Secretary III	\$ 56.43	\$ 57.62	\$ 58.83	\$ 60.06	\$ 61.32
Secretary IV	\$ 64.40	\$ 65.75	\$ 67.13	\$ 68.54	\$ 69.98
Secretary V	\$ 75.50	\$ 77.08	\$ 78.70	\$ 80.35	\$ 82.04
Sewing Machine Operator	\$ 39.82	\$ 40.65	\$ 41.51	\$ 42.38	\$ 43.27
Shipping and Receiving Clerk	\$ 47.46	\$ 48.46	\$ 49.48	\$ 50.52	\$ 51.58
Shipping Packer	\$ 46.47	\$ 47.45	\$ 48.44	\$ 49.46	\$ 50.50
Sheet-Metal Worker, Manitenance	\$ 67.02	\$ 68.42	\$ 69.86	\$ 71.33	\$ 72.83
Small Engine Mechanic	\$ 42.34	\$ 43.23	\$ 44.14	\$ 45.06	\$ 46.01
Stevedore I	\$ 62.79	\$ 64.11	\$ 65.46	\$ 66.83	\$ 68.23
Stevedore II	\$ 69.54	\$ 71.00	\$ 72.49	\$ 74.01	\$ 75.57
Stock Clerk	\$ 51.06	\$ 52.14	\$ 53.23	\$ 54.35	\$ 55.49
Supply Technician	\$ 64.40	\$ 65.75	\$ 67.13	\$ 68.54	\$ 69.98
Switchboard Operator-Receptionist	\$ 39.36	\$ 40.19	\$ 41.03	\$ 41.89	\$ 42.77
Technical Writer	\$ 80.97	\$ 82.67	\$ 84.41	\$ 86.18	\$ 87.99
Telecommunications Mechanic II	\$ 77.37	\$ 79.00	\$ 80.66	\$ 82.35	\$ 84.08
Tools and Parts Attendant	\$ 54.01	\$ 55.14	\$ 56.30	\$ 57.48	\$ 58.69
Travel Clerk I	\$ 38.91	\$ 39.72	\$ 40.56	\$ 41.41	\$ 42.28
Travel Clerk III	\$ 45.75	\$ 46.71	\$ 47.69	\$ 48.69	\$ 49.71
Truck Driver, Heavy Truck	\$ 61.79	\$ 63.08	\$ 64.41	\$ 65.76	\$ 67.14
Truck Driver, Light Truck	\$ 47.76	\$ 48.76	\$ 49.78	\$ 50.83	\$ 51.90
Truck Driver, Medium Truck	\$ 52.58	\$ 53.68	\$ 54.81	\$ 55.96	\$ 57.13
Truck Driver, Tractor Trailer	\$ 61.79	\$ 63.08	\$ 64.41	\$ 65.76	\$ 67.14
Ventilation Equipment Tender	\$ 59.73	\$ 60.98	\$ 62.26	\$ 63.57	\$ 64.90
Warehouse Specialist	\$ 49.12	\$ 50.15	\$ 51.21	\$ 52.28	\$ 53.38
Waste Water Treatment Plant Operator	\$ 69.63	\$ 71.10	\$ 72.59	\$ 74.11	\$ 75.67
Welder Maintenance	\$ 65.35	\$ 66.72	\$ 68.12	\$ 69.55	\$ 71.01
Woodworker	\$ 55.52	\$ 56.69	\$ 57.88	\$ 59.09	\$ 60.33
Word Processor I	\$ 42.13	\$ 43.02	\$ 43.92	\$ 44.84	\$ 45.79
Word Processor II	\$ 47.34	\$ 48.34	\$ 49.35	\$ 50.39	\$ 51.45
Word Processor III	\$ 56.08	\$ 57.26	\$ 58.46	\$ 59.69	\$ 60.95



## SCA Matrix

<b>GSA Labor Categories</b>	<b>SCA Occupation Codes</b>		<b>SCA WD</b>
Administrative Assistant	01020	Administrative Assistant	2015-4187r8
Accounting Clerk I	01011	Accounting Clerk I	2015-4187r8
Accounting Clerk II	01012	Accounting Clerk II	2015-4187r8
Accounting Clerk III	01013	Accounting Clerk III	2015-4187r8
Accounting Clerk IV	01013	Accounting Clerk III	2015-4187r8
Audio Visual Librarian	13063	Media Specialist III	2015-4187r8
Blocker and Bracer	29010	Blocker And Bracer	2015-4187r8
Boiler Tender	25010	Boiler Tender	2015-4187r8
Bus Driver	31030	Bus Driver	2015-4187r8
Carpenter, Maintenance	23130	Carpenter, Maintenance	2015-4187r8
Cashier	99030	Cashier	2015-4187r8
Computer Operator I	14041	Computer Operator I	2015-4187r8
Computer Operator II	14042	Computer Operator II	2015-4187r8
Computer Operator III	14043	Computer Operator III	2015-4187r8
Computer Operator IV	14044	Computer Operator IV	2015-4187r8
Computer Operator V	14045	Computer Operator V	2015-4187r8
Computer Programmer I	14071	Computer Programmer I (1)	2015-4187r8
Computer Programmer II	14072	Computer Programmer II (1)	2015-4187r8
Computer Programmer III	14073	Computer Programmer III (1)	2015-4187r8
Computer Programmer IV	14074	Computer Programmer IV (1)	2015-4187r8
Computer Systems Analyst I	14101	Computer Systems Analyst I (1)	2015-4187r8
Computer Systems Analyst II	14102	Computer Systems Analyst II (1)	2015-4187r8
Cook II	07042	Cook II	2015-4187r8
Dispatcher, Motor Vehicle	01060	Dispatcher, Motor Vehicle	2015-4187r8
Documentation Preparation Clerk	01070	Document Preparation Clerk	2015-4187r8
Drafter II	30062	Drafter/CAD Operator II	2015-4187r8
Drafter III	30063	Drafter/CAD Operator III	2015-4187r8
Drafter IV	30064	Drafter/CAD Operator IV	2015-4187r8
Duplicating Machine Operator	01090	Duplicating Machine Operator	2015-4187r8
Electrician, Maintenance	23160	Electrician, Maintenance	2015-4187r8
Electronics Technician, Maintenance I	23181	Electronics Technician Maintenance I	2015-4187r8
Electronics Technician, Maintenance II	23182	Electronics Technician Maintenance II	2015-4187r8
Electronics Technician, Maintenance III	23183	Electronics Technician Maintenance III	2015-4187r8
Engineering Technician I	30081	Engineering Technician I	2015-4187r8
Engineering Technician II	30082	Engineering Technician II	2015-4187r8
Engineering Technician III	30083	Engineering Technician III	2015-4187r8
Engineering Technician IV	30084	Engineering Technician IV	2015-4187r8
Environmental Technician	30090	Environmental Technician	2015-4187r8



Food Service Worker	07130	Food Service Worker	2015-4187r8
Forklift Operator	21020	Forklift Operator	2015-4187r8
Fuel Distribution System Operator	23312	Fuel Distribution System Operator	2015-4187r8
General Clerk I	01111	General Clerk I	2015-4187r8
General Clerk II	01112	General Clerk II	2015-4187r8
General Clerk III	01113	General Clerk III	2015-4187r8
General Clerk IV	01113	General Clerk III	2015-4187r8
General Maintenance Worker	23370	General Maintenance Worker	2015-4187r8
Guard I	27101	Guard I	2015-4187r8
Guard II	27102	Guard II	2015-4187r8
Heating, Refrigeration and Air Conditioning Mechanic	23410	Heating, Vent & Air-Conditioning Mec	2015-4187r8
Heavy Equipment Mechanic	23430	Heavy Equipment Mechanic	2015-4187r8
Heavy Equipment Operator	23440	Heavy Equipment Operator	2015-4187r8
Housekeeping Aide	11122	Housekeeping Aide	2015-4187r8
Housing Referral Assistant	01120	Housing Referral Assistant	2015-4187r8
Illustrator II	13042	Illustrator II	2015-4187r8
Illustrator III	13043	Illustrator III	2015-4187r8
Instructor	15090	Technical Instructor	2015-4187r8
Janitor	11150	Janitor	2015-4187r8
Laborer, General	23470	Laborer	2015-4187r8
Laborer, Grounds Maintenance	11210	Laborer, Grounds Maintenance	2015-4187r8
Librarian	13047	Librarian	2015-4187r8
Librarian Technician	13058	Library Technician	2015-4187r8
Line Handler	29030	Line Handler	2015-4187r8
Machinery Maintenance Mechanic	23530	Machinery Maintenance Mechanic	2015-4187r8
Mail Clerk	01112	General Clerk II	2015-4187r8
Material Coordinator	21030	Material Coordinator	2015-4187r8
Material Expediter	21040	Material Expediter	2015-4187r8
Material Handling Laborer	21050	Material Handling Laborer	2015-4187r8
Medical Records Clerk	12160	Medical Record Clerk	2015-4187r8
Messenger (courier)	01141	Messenger Courier	2015-4187r8
Motor Vehicle Mechanic	05190	Motor Vehicle Mechanic	2015-4187r8
Order Clerk I	01191	Order Clerk I	2015-4187r8
Order Clerk II	01192	Order Clerk II	2015-4187r8
Order Filler	21071	Order Filler	2015-4187r8
Painter, Maintenance	23760	Painter, Maintenance	2015-4187r8
Personnel Assistant I	01261	Personnel Assistant (Employment) I	2015-4187r8
Personnel Assistant II	01262	Personnel Assistant (Employment) II	2015-4187r8
Personnel Assistant III	01263	Personnel Assistant (Employment) III	2015-4187r8
Personnel Assistant IV	01263	Personnel Assistant (Employment) III	2015-4187r8
Photographer I	13071	Photographer I	2015-4187r8
Photographer II	13072	Photographer II	2015-4187r8
Photographer III	13073	Photographer III	2015-4187r8
Photographer IV	13074	Photographer IV	2015-4187r8
Pipefitter, Maintenance	23790	Pipefitter, Maintenance	2015-4187r8
Production Control Clerk	01270	Production Control Clerk	2015-4187r8
Production Line Worker (Food Processing)	21080	Production Line Worker (Food Processing)	2015-4187r8



Recycling Worker	99710	Recycling Laborer	2015-4187r8
Rigger	23850	Rigger	2015-4187r8
Sales Clerk	99810	Sales Clerk	2015-4187r8
Scheduler, Maintenance	01300	Scheduler, Maintenance	2015-4187r8
Secretary I	01311	Secretary I	2015-4187r8
Secretary II	01312	Secretary II	2015-4187r8
Secretary III	01313	Secretary III	2015-4187r8
Secretary IV	01020	Administrative Assistant	2015-4187r8
Secretary V	01020	Administrative Assistant	2015-4187r8
Sewing Machine Operator	16190	Sewing Machine Operator	2015-4187r8
Shipping and Receiving Clerk	21130	Shipping/Receiving Clerk	2015-4187r8
Shipping Packer	21110	Shipping Packer	2015-4187r8
Sheet-Metal Worker, Maintenance	23890	Sheet-Metal Worker, Maintenance	2015-4187r8
Small Engine Mechanic	23891	Small Engine Mechanic	2015-4187r8
Stevedore I	29041	Stevedore I	2015-4187r8
Stevedore II	29042	Stevedore II	2015-4187r8
Stock Clerk	21150	Stock Clerk	2015-4187r8
Supply Technician	01410	Supply Technician	2015-4187r8
Switchboard Operator-Receptionist	01280	Receptionist	2015-4187r8
Technical Writer	30463	Technical Writer III	2015-4187r8
Telecommunications Mechanic II	23932	Telecommunications Mechanic II	2015-4187r8
Tools and Parts Attendant	21210	Tools And Parts Attendant	2015-4187r8
Travel Clerk I	01531	Travel Clerk I	2015-4187r8
Travel Clerk III	01533	Travel Clerk III	2015-4187r8
Truck Driver, Heavy Truck	31363	Truck driver, Heavy	2015-4187r8
Truck Driver, Light Truck	31361	Truck driver, Light	2015-4187r8
Truck Driver, Medium Truck	31362	Truck driver, Medium	2015-4187r8
Truck Driver, Tractor Trailer	31364	Truck driver, Tractor-Trailer	2015-4187r8
Ventilation Equipment Tender	25190	Ventilation Equipment Tender	2015-4187r8
Warehouse Specialist	21410	Warehouse Specialist	2015-4187r8
Waste Water Treatment Plant Operator	25210	Water Treatment Plant Operator	2015-4187r8
Welder Maintenance	23960	Welder, Combination, Maintenance	2015-4187r8
Woodworker	23980	Woodworker	2015-4187r8
Word Processor I	01611	Word Processor I	2015-4187r8
Word Processor II	01612	Word Processor II	2015-4187r8
Word Processor III	01613	Word Processor III	2015-4187r8

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,**

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 and Experience:* Bachelor's degree with 15 years experience or Associates's Degree with 10 year's of experience.

### **BUDGET ANALYST**

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

*Minimum Education and Experience:* Bachelor's degree with 6 years experience or High School Diploma with 10 year's of experience.

### **C4I SYSTEMS ANALYST**

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 and Experience:* Bachelor's degree with 8 years experience or High School Diploma with 12 year's of experience.

### **CLAIMS CLERK**

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 and Experience:* High School Dipolma with 3 years experience.

### **CLAIMS EXAMINER**

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 and Experience:* High School Dipolma with 8 years experience.



### **CLAIMS EXAMINER SR**

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 and Experience:* Bachelor's degree with 8 years experience or High School Diploma with 12 year's of experience.

### **COMMUNICATION SPECIALIST**

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 and Experience:* Bachelor's degree with 15 years experience or High School Diploma with 19 year's of experience.

### **COMPUTER SPECIALIST I**

Provide technical assistance necessary to support IT growth needs and maintain and modify, as necessary, an assigned group of programs within the total number of utility routines, execution routines, input/output control programs. 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 and Experience:* High School Diploma with 10 year's of experience.

### **COMPUTER SPECIALIST II**

Provide technical assistance necessary to support IT growth needs and maintain and modify, as necessary, an assigned group of programs within the total number of utility routines, execution routines, input/output control programs. Evaluate various brands of IT equipment and software and development of detailed logic, test, debug and program documentation for system applications and LAN requirements. Providing computer training on an as-needed basis and be competent with at least Windows 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 and Experience:* High School Diploma with 10 year's of experience.



### **(COSIS) SUPPLIES IN STORAGE SPECIALIST**

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 and Experience: High School Diploma with 10 years experience.

### **CRATING SPECIALIST**

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 and Experience: High School Diploma with 8 years experience.

### **DEPLOYMENT MANAGER**

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 and Experience: High School Diploma with 10 year's of experience.

### **DISTRIBUTION MANAGER,**

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 and Experience: High School Diploma with 10 year's of experience.

### **ENGINEER I**

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 and Experience: Bachelor's degree with 5 years experience.

### **ENGINEER II**



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 and Experience:* Bachelor's degree with 8 years experience.

### **ENGINEER III**

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 and Experience:* Bachelor's degree with 10 years experience.

### **ENGINEER IV**

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

*Minimum Education and Experience:* Bachelor's degree with 12 years experience.

### **ENGINEERING SYSTEMS ANALYST**

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 and Experience:* Bachelor's degree with 8 years experience or High School Diploma with 12 year's of experience.

### **EQUIPMENT SPECIALIST**

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 and Experience:* High School Diploma with 8 year's of experience.

### **FACILITY MANAGER I**

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 and Experience:* High School Dipolma with 5 years experience.

### **FACILITY MANAGER II**

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 and Experience:* High School Dipolma with 8 years experience.



### **FACILITY MANAGER III**

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 and Experience:* High School Diploma with 10 year's of experience.

### **FLEET MANAGER**

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 and Experience:* High School Diploma with 10 year's of experience.

### **INDUSTRIAL FACILITY ENGINEER**



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

*Minimum Education and Experience:* Bachelor's degree with 5 years experience.

## **INFORMATION SYSTEMS ANALYST**

Operation, maintenance, and connectivity of information systems.

*Minimum Education and Experience:* Bachelor's degree with 5 years experience or High School Diploma with 9 year's of experience.

## **INSTRUCTIONAL TECHNOLOGIST**

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 and Experience:* Bachelor's degree with 10 year's experience or Associates Degree with 12 year's of experience.

## **INVENTORY MANAGEMENT ANALYST**

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

*Minimum Education and Experience:* High School Diploma with 5 year's of experience.

## **LOGISTICS ADMINISTRATIVE SPECIALIST**

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 and Experience:* Bachelor's degree with 10 year's experience.

## **LOGISTICS FORMS SPECIALIST**

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

*Minimum Education and Experience:* High School Dipolma with 4 year's experience.

## **LOGISTICS MANAGER**



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 and Experience:* High School Diploma with 10 year's of experience.

### **LOGISTICS SPECIALIST I**

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

*Minimum Education and Experience:* High School Diploma with 6 year's of experience.

### **LOGISTICS SPECIALIST II**

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

*Minimum Education and Experience:* High School Diploma with 8 year's of experience.

### **LOGISTICS SPECIALIST III**

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

*Minimum Education and Experience:* High School Diploma with 10 year's of experience.

### **LOGISTICS SPECIALIST IV**

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 and Experience:* High School Diploma with 12 year's of experience.

### **LOGISTICS SYSTEMS SPECIALIST I**

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

*Minimum Education and Experience:* High School Diploma with 6 year's of experience.

### **LOGISTICS SYSTEMS SPECIALIST II**

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



Minimum Education and Experience: High School Diploma with 8 year's of experience.

### **LOGISTICS SYSTEMS SPECIALIST III**

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

Minimum Education and Experience: High School Diploma with 10 year's of experience.

### **LOGISTICS SYSTEMS SPECIALIST IV**

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

Minimum Education and Experience: High School Diploma with 12 year's of experience.

### **LOGISTICS TRAINING MANAGER**

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 and Experience: High School Diploma with 15 year's of experience.

### **MANAGER INVENTORY CONTROL**

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

Minimum Education and Experience: High School Diploma with 10 year's of experience.

### **MATERIAL REQUIREMENTS ANALYST**

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



Minimum Education and Experience: High School Diploma with 5 year's of experience.

### **MOTOR VEHICLE OPERATOR I**

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

Minimum Education and Experience: High school Dipolma with 6 years of expereince.

### **MOTOR VEHICLE OPERATOR II**

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

Minimum Education and Experience: High school Dipolma with 8 years of expereince.

### **MOTOR VEHICLE OPERATOR III**

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

Minimum Education and Experience: High school Dipolma with 10 years of expereince.

### **NETWORK ADMINISTRATOR**

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 and Experience: Bachelor's degree with 5 years experience or High School Dilploma with 9 year's of experience.

### **OPERATIONAL STRATEGIST**

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 and Experience: Bachelor's degree with 10 years experience or High School Dilploma with 14 year's of experience.

### **PLANNING STRATEGIST**



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 and Experience: Bachelor’s degree with 10 years experience or High School Diploma with 14 year’s of experience.

### **PRESERVATION SPECIALIST I**

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

Minimum Education and Experience: High school Diploma with 6 years experience.

### **PRESERVATION SPECIALIST II**

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

Minimum Education and Experience: High school Diploma with 8 years experience.

### **PROCUREMENT ANALYST**

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 and Experience: Bachelors Degree with 8 years experience or High school Diploma with 12 years experience.

### **PROGRAM ANALYST I**

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 and Experience: Bachelors Degree with 2 years experience or High school Diploma with 6 years experience.



## **PROGRAM ANALYST II**

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

Minimum Education and Experience: Bachelors Degree with 4 years experience or High school Diploma with 8 years experience.

## **PROGRAM ANALYST III**

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

Minimum Education and Experience: Bachelors Degree with 6 years experience or High school Diploma with 10 years experience.

## **PROGRAM ANALYST IV**

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

Minimum Education and Experience: Bachelors Degree with 8 years experience or High school Diploma with 12 years experience.

## **PROGRAM ANALYST V**

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 and Experience: Bachelors Degree with 10 years experience or High school Diploma with 14 years experience.

## **PROGRAM MANAGER III**

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 and Experience: Bachelors Degree with 8 years experience or High school Diploma with 12 years experience.

## **PROGRAM MANAGER V**

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 and Experience: Bachelors Degree with 10 years experience or High school Diploma with 14 years experience.



## PROJECT SUPERVISOR

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 and Experience:* Bachelors Degree with 8 years experience or High school Diploma with 12 years experience.

## 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 by re-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

Minimum Education and Experience: High school Diploma with 5 years experience.

### **SIMULATION SPECIALIST**

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

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

Minimum Education and Experience: High School Diploma with 10 year's of experience.

### **SUBJECT MATTER EXPERTS**

Develop curriculum for one (1) or more of the aforementioned training disciplines or provide advice or guidance.

Minimum Education and Experience: Bachelors Degree with 10 years experience or High school Diploma with 14 years experience.

- \*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**

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 and Experience:* High school Diploma with 6 years experience.

## **TECHNICAL DOCUMENTATION MANAGER**

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 and Experience:* Bachelors Degree with 8 years experience or High school Diploma with 12 years experience.

## **TECHNICAL DOCUMENTATION SPECIALIST**

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 and Experience:* High school Diploma with 3 years experience.

## **TRAINING DATABASE SPECIALIST**

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

*Minimum Education and Experience:* High school Diploma with 8 years experience.

## **TRANSPORTATION ANALYST**

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 and Experience:* High school Diploma with 10 years experience.



## **TRANSPORTATION SYSTEM TECHNOLOGIST**

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 and Experience:* High school Diploma with 10 years experience.

## **WEAPONS SYSTEMS ANALYST**

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 and Experience:* High school Diploma with 08 years experience.

## **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.

*Minimum Education and Experience:* High School Diploma and 2 years of 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

*Minimum Education and Experience:* High School Diploma and 1 year of experience.

### **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.



Minimum Education and Experience: *High School Diploma and 1 year of experience.*

### **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.

Minimum Education and Experience: *High School Diploma and 2 years of experience.*

### **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.

Minimum Education and Experience: *High School Diploma and 3 years of experience.*

### **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.

*Minimum Education and Experience:* High School Diploma and 1 year of experience

### **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.

*Minimum Education and Experience:* High School Diploma and 1 year of experience.

### **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.

*Minimum Education and Experience:* High School Diploma and 1 year of experience.

### **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.

*Minimum Education and Experience:* High School Diploma and 1 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.  
Minimum Education and Experience: *High School Diploma and 1 year of experience.*

### **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.

Minimum Education and Experience: *High School Diploma and 1 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.

Minimum Education and Experience: High school Diploma with 1 years experience.

### **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.



Minimum Education and Experience: High school Diploma with 2 years experience.

### **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.

Minimum Education and Experience: High school Diploma with 3 years experience.

### **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.

Minimum Education and Experience: High school Diploma with 4 years experience.

### **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.

Minimum Education and Experience: High school Diploma with 5 years experience.

### **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.

Minimum Education and Experience: Bachelors Degree with 1 year experience or High school Diploma with 5 years experience.



### **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.

*Minimum Education and Experience:* Bachelors Degree with 2 year experience or High school Diploma with 6 years experience.

### **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.

*Minimum Education and Experience:* Bachelors Degree with 3 year experience or High school Diploma with 7 years experience.

#### **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.

*Minimum Education and Experience:* Bachelors Degree with 4 year experience or High school Diploma with 8 years experience.

### **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.

*Minimum Education and Experience:* Bachelors Degree with 1 year of experience or High school Diploma with 5 years experience.

## **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.

*Minimum Education and Experience:* Bachelors Degree with 2 year experience or High school Diploma with 6 years experience.

## **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.

Minimum Education and Experience: High School Diploma and 2 years of experience

### **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.

Minimum Education and Experience: High School Diploma and 1 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.

Minimum Education and Experience: High school Diploma with 1 years 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.

*Minimum Education and Experience:* Bachelors Degree with 2 years experience or High school Diploma with 6 years experience.

### **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.

*Minimum Education and Experience:* Bachelors Degree with 3 years experience or High school Diploma with 7 years experience.



#### **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.

*Minimum Education and Experience:* Bachelors Degree with 3 years experience or High school Diploma with 7 years experience.

#### **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.

*Minimum Education and Experience:* High school Diploma with 1 years 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.

*Minimum Education and Experience:* High school Diploma with 3 years experience.

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

Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic



transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks.

Minimum Education and Experience: High school Diploma with 1 year of experience.

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

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

Minimum Education and Experience: High school Diploma with 2 years experience.

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

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

Minimum Education and Experience: High school Diploma with 3 years 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.

*Minimum Education and Experience:* High school Diploma with 1 years experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 2 years experience.

### **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.

Minimum Education and Experience: High school Diploma with 3 years experience.

#### **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.

Minimum Education and Experience: High school Diploma with 4 years experience.

#### **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.

*Minimum Education and Experience:* Bachelors Degree with 3 years experience or High school Diploma with 7 years experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 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.

Minimum Education and Experience: High school Diploma with 2 years of experience.

### **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.

Minimum Education and Experience: High school Diploma with 1 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.

Minimum Education and Experience: High school Diploma with 1 year of experience.

### **GENERAL CLERK III (ADMIN AND CLERICAL)-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.

Minimum Education and Experience: High school Diploma with 2 years of 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.



Minimum Education and Experience: High school Diploma with 3 years of experience.

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

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

Minimum Education and Experience: High school Diploma with 2 years of 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.

Minimum Education and Experience: High school Diploma with 1 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 of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

Minimum Education and Experience: High school Diploma with 1 year of 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.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

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

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

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

*Minimum Education and Experience:* High school Diploma with 1 year of 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.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

### **HOUSEKEEPING AIDE -DOL CATEGORY 11122**

Performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the Housekeeping Department and with hospital objectives. Uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. Dry- and wet-mops floors. Scrubs and buffs floors with roto and other machines. Vacuums carpets to clean and control bacteria. Transports trash from utility rooms and other collection points to incinerator, compactor, or pick-



up area. Performs special cleaning of induction units, walls, lighting fixtures, and windows both inside and outside. Moves furniture and sets up meeting rooms. Collects soiled linen. Assists in cleaning emergency spills that are observed or as requested. Maintains assigned equipment for cleanliness and requests repairs when needed. Reports need for repairs to hospital equipment, furniture, building and fixtures. Assists in moving patients in case of fire, disaster or emergency evacuation. Assists security personnel in restraining disturbed patients in psychiatric wards.

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 year of 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.

*Minimum Education and Experience:* High school Diploma with 1 year of 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.

*Minimum Education and Experience:* High school Diploma with 2 years of 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.

*Minimum Education and Experience:* Bachelors Degrees with 2 years of Experience or an Associates with 4 years of experience.

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

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

Excluded are:

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.

*Minimum Education and Experience:* High school Diploma with 1 year 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.

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 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 explain and assist 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.



Minimum Education and Experience: Bachelors Degree with 2 years experience.

### **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.

Minimum Education and Experience: Bachelors Degree with 1 year of experience or High school Diploma with 5 years experience.

### **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.

Minimum Education and Experience: High school Diploma with 1 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.

Minimum Education and Experience: High school Diploma with 1 year of experience.

### **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.



Minimum Education and Experience: High school Diploma with 1 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.

Minimum Education and Experience: High school Diploma with 1 year of experience.

### **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.

Minimum Education and Experience: High school Diploma with 2 years of experience.

### **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.

Minimum Education and Experience: High school Diploma with 1 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.

Minimum Education and Experience: High school Diploma with 1 year of experience.

### **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.

Minimum Education and Experience: High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 2 years of 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.

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 year of 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.

*Minimum Education and Experience:* High school Diploma with 1 year of 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.

*Minimum Education and Experience:* High school Diploma with 1 year of 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.

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

### **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.

Minimum Education and Experience: High school Diploma with 2 years of experience.

#### **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.

Minimum Education and Experience: High school Diploma with 3 years of experience.

#### **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.

Minimum Education and Experience: High school Diploma with 1 year of experience.



### **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.

*Minimum Education and Experience:* High school Diploma with 2 years of experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 3 years of experience.

### **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.

Minimum Education and Experience: High school Diploma with 4 year of experience.

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

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

Minimum Education and Experience: High school Diploma with 3 years of experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

### **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.)

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

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

#### **01311 THRU 01315 SECRETARY I thru 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 a 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.

#### 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, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

#### LS-3

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



considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

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

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

LR-1 Carries out recurring office procedures independently. 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:

- 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;
- As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
- Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
- Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

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

- 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, nontechnical correspondence in own or supervisor's name;
- 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;
- Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;



- Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;
- Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

LR-3 Uses greater judgment and initiative to determine the approach or action to take in nonroutine 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:

- 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;
- Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
- 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;
- 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.

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:

- Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized;
- 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;
- 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;
- 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;



- 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 judgement and discretion.

**CRITERIA FOR MATCHING SECRETARIES BY LEVEL**

Secretary I (01311), Secretary II (01312), Secretary III (01313), Secretary IV (01314), and Secretary V (01315)

Intentionally blank	LR-1	LR-2	LR-3	LR-4
LS-1	I 01311	II 01312	III 01313	IV 01314
LS-2	I 01311	III 01313	IV 01314	V 01315
LS-3	I 01311	IV 01314	V 01315	V 01315

**Secretary I (01311):**

*Minimum Education and Experience:* High school Diploma with 2 years of experience.

**Secretary II (01312):**

*Minimum Education and Experience:* High school Diploma with 2 years of experience.

**Secretary III (01313):**

*Minimum Education and Experience:* High school Diploma with 3 years of experience.

**Secretary IV (01314):**

*Minimum Education and Experience:* High school Diploma with 4 years of experience.



### **Secretary V (01315):**

*Minimum Education and Experience:* High school Diploma with 5 years of experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 year of 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.

*Minimum Education and Experience:* High school Diploma with 1 year of 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.

*Minimum Education and Experience:* High school Diploma with 1 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.

Minimum Education and Experience: High school Diploma with 2 years of experience.

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

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

Minimum Education and Experience: High school Diploma with 1 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.

***Minimum Education and Experience:*** High school Diploma with 1 year of experience.

### **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.



Minimum Education and Experience: High school Diploma with 1 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.

Minimum Education and Experience: High School Diploma with 2 years of experience.

### **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.



Minimum Education and Experience: High School Diploma with 2 years of experience.

### **TOOLS AND PARTS ATTENDANT-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.

*Minimum Education and Experience:* High school Diploma with 5 years of experience.

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

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

*Minimum Education and Experience:* High school Diploma with 5 years of experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 3 years of experience.

### **TRUCK DRIVER, "HEAVY" - DOL CATEGORY 31363**



Straight truck, over 4 tons, usually 10 wheels.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

**TRUCK DRIVER, “LIGHT” - DOL CATEGORY 31361**

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

*Minimum Education and Experience:* High school Diploma with 1 year of experience..

**TRUCK DRIVER, “TRACTOR TRAILER” -DOL CATEGORY 31364**

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

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

**TRUCK DRIVER, “MEDIUM” - DOL CATEGORY 31362**

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

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

**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 chucks 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.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

**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).

*Minimum Education and Experience:* High school Diploma with 1 year of experience.



### **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.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 3 years of experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 2 years of experience.

### **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.

*Minimum Education and Experience:* High school Diploma with 1 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.

*Minimum Education and Experience:* High school Diploma with 1 year of experience.

**WORD PROCESSOR III - DOL CATEGORY 01613**

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

*Minimum Education and Experience:* High school Diploma with 2 years of experience.