



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>.

SCHEDULE TITLE: 736 - Temporary Administrative and Professional Staffing Services (TAPS)
FSC Group: 736

Contract No. GS-07F-0514N

CONTRACT PERIOD: April 30, 2008 through April 29, 2013

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempservices>.

CONTRACTOR: 1st Choice Staffing, LLC dba 1st Choice Government Solutions
400 E Pratt Street, Suite 811
Baltimore, MD 21202-3122
Phone number: (443) 759-3200
Phone number: (301)563-6404
Fax number: (301) 563-6482
E-Mail: mbell@1stchoicegov.com
Web Site: www.1stchoicegov.com

CONTRACTOR'S ADMINISTRATION SOURCE: Michelle Bell

BUSINESS SIZE: Small Disadvantaged (SDB), Disadvantaged Business Enterprise (DBE) , HUBZone, Woman Owned Small Business (WOSB), Economically Disadvantaged Woman-Owned Business (EDWOSB)

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
736-1	Administration Support and Clerical Occupations
736-2	Information Technology Occupations
736-3	General Services and Support Occupations
736-4	Information and Arts Occupations, including Misc. Occupations
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

2. MAXIMUM ORDER*: \$100,000 per SIN

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

3. MINIMUM ORDER: \$100 unless the contractor agrees to accept a smaller order amount.

4. GEOGRAPHIC COVERAGE: The geographic scope of the contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, Guam and all U.S. Government installations and/or agencies abroad.

The preponderance of work location has been identified as:

Washington, DC, Wage Determination No. 2005-2103, Revision 11 dated 06/13/2011

Service in an area with lower SCA rates, resulting in lower wages being paid, will have the bill rates for that task order discounted accordingly from the approved pricing spreadsheet (baseline). 1st Choice Staffing, LLC shall never offer bill rates to any customer that have been deemed higher than those included on the approved pricing spreadsheet prior to the request (and subsequent receipt or award) of a modification for the area with the higher pricing.

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

6. **DISCOUNT FROM LIST PRICES:** N/A
7. **QUANTITY DISCOUNT(S):** N/A
8. **PROMPT PAYMENT TERMS:** Net 30.
- 9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.
- 9.b Government Purchase Cards are accepted above the micro-purchase threshold.
10. **FOREIGN ITEMS:** None
- 11.a. **TIME OF DELIVERY:** N/A
- 11.b. **EXPEDITED DELIVERY:** N/A
- 11.c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11.d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** N/A
- 13a. **ORDERING ADDRESS:** Same as contractor address. Customer should contact contractor for additional addresses.
14. **PAYMENT ADDRESS:** Same as contractor address.
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** Not applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None.
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

- 20.a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):**
N/A
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24.a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24.b. Section 508 Compliance for EIT:** N/A
- 25. DUNS NUMBER:** 830910597
- 26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** 1st Choice Staffing, LLC has an Active Registration in the CCR database.

SIN 736-1 Administrative Support & Clerical Occupations

Skill Category/Skill Description	GSA Bill Rate
01000 Administrative Support and Clerical Occupations (SIN 736-1)	
01011 – Accounting Clerk I	27.40
01012 – Accounting Clerk II	30.22
01013 – Accounting Clerk III	38.46
01020 – Administrative Assistant	52.41
01040 – Court Reporter	37.75
01051 – Data Entry Operator I	26.33
01052 – Data Entry Operator II	28.34
01060 – Dispatcher, Motor Vehicle	31.67
01070 – Document Preparation Clerk	26.07
01090 – Duplicating Machine Operator	26.07
01111 – General Clerk I	27.10
01112 – General Clerk II	29.18
01113 – General Clerk III	33.01
01120 – Housing Referral Assistant	43.04
01141 – Messenger Courier	25.17
01191 – Order Clerk I	27.46
01192 – Order Clerk II	29.58
01261 – Personnel Assistant (Employment) I	32.10
01262 – Personnel Assistant (Employment) II	35.43
01263 – Personnel Assistant (Employment) III	38.99
01270 – Production Control Clerk	38.04
01280 – Receptionist	26.41
01290 – Rental Clerk	29.65
01300 – Scheduler, Maintenance	31.98
01311 – Secretary I	31.98
01312 – Secretary II	35.21
01313 – Secretary III	43.04
01320 – Service Order Dispatcher	30.31
01410 – Supply Technician	48.03
01420 – Survey Worker	34.98
01531 – Travel Clerk I	24.66
01532 – Travel Clerk II	26.30
01533 – Travel Clerk III	28.03
01611 – Word Processor I	28.24
01612 – Word Processor II	31.37

01613 – Word Processor III	34.86
14000 Automatic Data Processing Occupations (SIN 736-2) Non-Exempt	
14041 – Computer Operator I	33.28
14042 – Computer Operator II	36.74
14043 – Computer Operator III	40.45
14044 – Computer Operator IV	44.46
14045 – Computer Operator V	48.79
14071 – Computer Programmer I (1)	44.67
14150 – Peripheral Equipment Operator	33.28
14160 – Personal Computer Support Technician	44.46
21000-Materials Handling And Packing Occupations-SIN 736-3 Non-Exempt	
21020 - Forklift Operator	31.90
21030 - Material Coordinator	38.04
21040 - Material Expediter	38.04
21050 - Material Handling Laborer	25.49
21071 - Order Filler	27.42
21080 - Production Line Worker (Food Processing)	31.90
21110 - Shipping Packer	27.42
21130 - Shipping/Receiving Clerk	27.42
21140 - Store Worker I	22.26
21150 - Stock Clerk	30.13
21210 - Tools And Parts Attendant	31.90
21410 - Warehouse Specialist	31.90
23000 – Mechanics And Maintenance And Repair Occupations-SIN 736-3 Non-Exempt	
23010 – Aerospace Structural Welder	45.98
23021 – Aircraft Mechanic I	43.86
23022 – Aircraft Mechanic II	45.98
23023 – Aircraft Mechanic III	48.00
23040 – Aircraft Mechanic Helper	31.17
23050 – Aircraft, Painter	42.18
23060 – Aircraft Servicer	34.57
23080 – Aircraft Worker	36.48
23110 – Appliance Mechanic	37.61
23120 – Bicycle Repairer	26.41
23125 – Cable Splicer	44.15
23130 – Carpenter, Maintenance	37.08
23140 – Carpet Layer	35.69
23160 – Electrician, Maintenance	47.15
23181 – Electronic Technician Maintenance I	42.50
23182 – Electronics Technician Maintenance II	44.84

23183 – Electronics Technician Maintenance III	47.02
23260 – Fabric Worker	33.60
23290 – Fire Alarm System Mechanic	39.39
23310 – Fire Extinguisher Repairer	31.29
23311 – Fuel Distribution System Mechanic	39.24
23312 – Fuel Distribution System Operator	33.99
23370 – General Maintenance Worker	37.12
23380 – Ground Support Equipment Mechanic	43.86
23381 – Ground Support Equipment Servicer	34.57
23382 – Ground Support Equipment Worker	36.48
23391 – Gunsmith I	31.29
23392 – Gunsmith II	35.69
23393 – Gunsmith III	39.39
23410 – Heating, Ventilation And Air Conditioning	40.89
23411 – Heating, Ventilation And Air Conditioning	42.85
23430 – Heavy Equipment Mechanic	39.39
23440 – Heavy Equipment Operator	39.39
23460 – Instrument Mechanic	38.90
23465 – Laboratory/Shelter Mechanic	37.61
23470 - Laborer	27.25
23510 - Locksmith	37.84
23530 – Machinery Maintenance Mechanic	39.71
23550 – Machinist, Maintenance	39.39
23580 – Maintenance trades Helper	32.29
23591 – Metrology Technician I	38.90
23592 – Metrology Technician II	40.75
23593 – Metrology Technician III	42.53
23640 - Millwright	47.48
23710 – Office Appliance Repairer	39.47
23760 – Painter, Maintenance	37.61
23790 – Pipefitter, Maintenance	42.02
23810 – Plumber, Maintenance	38.44
23820 – Pneudraulic Systems Mechanic	39.39
23850 - Rigger	39.39
23870 – Scale Mechanic	35.69
23890 – Sheet Metal Worker, Maintenance	39.39
23910 – Small Engine Mechanic	35.69
23931 – Telecommunications Mechanic I	50.17
23932 – Telecommunications Mechanic II	52.62
23950 – Telephone Lineman	46.28

23960 – Welder, Combination, Maintenance	39.39
23965 – Well Driller	39.39
23970 – Woodcraft Worker	39.39
23980 - Woodworker	31.29
31000 – Transportation/Mobile Equipment Operation Occupations SIN 736-3 Non Exempt	
31020 – Bus Aide	26.24
31030 – Bus Driver	36.24
31043 – Driver Courier	25.72
31260 – Parking and Lot Attendant	19.73
31290 – Shuttle Bus Driver	28.29
13000 – Information And Arts Occupations-SIN 736-4 Non-Exempt	
13011 – Exhibits Specialist I	34.72
13012 – Exhibits Specialist II	41.99
13013 – Exhibits Specialist III	50.39
13041 – Illustrator I	35.67
13042 – Illustrator II	43.17
13043 – Illustrator III	51.82
13047 – Librarian	56.19
13050 – Library Aide/Clerk	26.07
13054 – Library Information Technology Systems	51.17
13058 – Library Technician	34.77
13061 – Media Specialist I	32.99
13062 – Media Specialist II	36.39
13063 – Media Specialist III	40.08
13071 – Photographer I	29.81
13072 – Photographer II	33.25
13073 – Photographer III	40.55
13074 – Photographer IV	48.18
13075 – Photographer V	56.00
13110 – Video Teleconference Technician	35.53
28000 – Recreation Occupations-SIN 736-4 Non-Exempt	
28041 – Carnival Equipment Operator	25.12
28042 – Carnival Equipment Repairer	26.71
28043 – Carnival Equipment Worker	18.46
28210 – Gate Attendant/Gate Tender	24.23
28310 – Lifeguard	22.06
28350 – Park Attendant (Aide)	26.61
28510 – Recreation Aide/Health Facility Attendant	20.57
28515 – Recreation specialist	31.93
28630 – Sports Official	22.06

28690 – Swimming Pool Operator	32.19
99000 – Miscellaneous Occupations-SIN 736-4 Non-Exempt	
99030 – Cashier	19.67
99050 – Desk Clerk	22.04
99251 – Laboratory Animal Caretaker I	21.61
99252 – Laboratory Animal Caretaker II	23.22
99510 – Photofinishing Worker	24.52
99810 – Sales Clerk	22.82
99820 – School Crossing Guard	24.88
99830 – Survey Party Chief	37.91
99831 – Surveying Aide	25.18
99832 – Surveying Technician	36.24
99840 – Vending Machine Attendant	26.41
99841 – Vending Machine Repairer	32.99
99842 – Vending Machine Repairer Helper	26.41
30000 – Technical Occupations-SIN 736-5 Non-Exempt	
30010 – Air Traffic Control Specialist, Center (HF)	65.44
30011 – Air Traffic Control Specialist, Station (HF)	45.41
30012 – Air Traffic Control Specialist, Terminal (H)	49.57
30021 – Archeological Technician I	35.23
30022 – Archeological Technician II	38.92
30023 – Archeological Technician III	47.15
30030 – Cartographic Technician	47.15
30040 – Civil Engineering Technician	44.75
30061 – Drafter/CAD Operator I	35.23
30062 – Drafter/CAD Operator II	38.92
30063 – Drafter/CAD Operator III	42.88
30064 – Drafter/CAD Operator IV	51.78
30081 – Engineering Technician I	39.41
30082 – Engineering Technician II	43.69
30083 – Engineering Technician III	48.39
30084 – Engineering Technician IV	58.88
30085 – Engineering Technician V	71.09
30086 – Engineering Technician VI	85.10
30090 – Environmental Technician	46.28
30210 – Laboratory Technician	40.11
30240 – Mathematical Technician	48.62
30361 – Paralegal/Legal Assistant I	37.02
30362 – Paralegal/Legal Assistant II	44.84
30363 – Paralegal/Legal Assistant III	53.86
30364 – Paralegal/Legal Assistant IV	64.27

30390 – Photo-Optics Technician	47.15		
30461 – Technical Writer I	37.89		
30462 – Technical Writer II	45.41		
30463 – Technical Writer III	54.03		
30620 – Weather Observer, Combined Upper Air	42.88		
30621 – Weather Observer, Senior (2)	47.15		
15000 – Instructional Occupations-SIN 736-5 Non-Exempt			
15010 – Aircrew Training Devices Instructor (Non	60.15		
15020 – Aircrew Training Devices Instructor (Rat	71.78		
15030 – Air Crew Training Devices Instructor (Pil	85.17		
15050 – Computer based Training Specialist/Ins	60.15		
15060 – Educational Technologist	58.38		
15070 – Flight Instructor (Pilot)	85.17		
15080 – Graphic Artist	45.35		
15090 – Technical Instructor	42.71		
15095 – Technical Instructor/Course Developer	51.27		
15110 – Test Proctor	35.24		
15120 – Tutor	35.24		
736-5, Technical and Professional Occupations			
Contract Specialist I	50.11		
Contract Specialist II	67.68		
Sr. Contract Specialist	62.35		
Sr. Project Manager	93.01		
Project Manager	62.68		
Project Schedulers	101.13		
Program Assistant	39.86		
Program Analyst	40.50		
Document Administrator	35.57		
Business Analyst	56.74		
Position Descriptions			
Job Title	Experience	Education	Functional Requirements
Accounting Clerk I	Must have 1 year of relevant experience	High School Diploma or Equivalent	Accounting Clerk must be proficient in calculators, adding machines, billing, purchasing, petty cash, cash disbursement, inventory control, bank deposits, tracking/logging invoices, and filing. Must have experience in A/P, A/R, bank reconciliation, proficient with spreadsheets, and knowledgeable in various accounting software.
Accounting Clerk II	Must have 2 years of relevant experience	High School Diploma or Equivalent	Accounting Clerk must be proficient in calculators, adding machines, billing, purchasing, petty cash, cash disbursement, inventory control, bank deposits, tracking/logging invoices, and filing. Must have experience in A/P, A/R, bank reconciliation, proficient with spreadsheets, and knowledgeable in various accounting software.
Accounting Clerk III	Must have 3 years of relevant experience	High School Diploma or Equivalent	Accounting Clerk must be proficient in calculators, adding machines, billing, purchasing, petty cash, cash disbursement, inventory control, bank deposits, tracking/logging invoices, and filing. Must have experience in A/P, A/R, bank reconciliation, proficient with

			spreadsheets, and knowledgeable in various accounting software.
Administrative Assistant	Must have 4 years of relevant experience	High School Diploma or Equivalent	Experienced in all aspects of providing basic technical and administrative support to those supported. Performs both routine administrative, clerical and related duties in support of team or individual. Has sufficient knowledge in automated office software suites to included word processing, spreadsheets, electronic mail, graphics, database, and communication systems. Work may include typing correspondence, reports, and memos, maintaining computer-based and paper files, answering and screening telephone calls, opening and distributing mail for those supported. Answers routine inquiries and prepares standard correspondence. Makes travel arrangements, prepares briefings and presentations, coordinates meetings, meeting agenda, and scheduling of logistics required to support office staff and is able to perform Internet based research. Must possess good communication skills, detail-oriented, organized, flexible, able to set priorities and juggle multiple demands, ability to work both as a team member and individually, experience working in fast-paced environments, proven ability to be dependable, ability to produce quality work under deadlines.
Court Reporter	1 year	High School Diploma or Equivalent	Records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in court of law by manual or machine shorthand. Reads portions of transcript during trial on judge's request, and asks speakers to clarify inaudible statements. Transcribes recorded material, using typewriter, or dictates material into recording machine.
Data Entry/Operator I	Must have 1 year of relevant experience	High School Diploma or Equivalent	Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Data Entry/Operator II	Must have 2 years of relevant experience	High School Diploma or Equivalent	Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Dispatcher Motor Vehicle	1 year of experience	High School Diploma or Equivalent	The dispatcher assigns drivers and vehicles to convey freight or passengers. Incumbent should be familiar with a variety of the field's concepts, practices, and procedures. A high school diploma or its equivalent is required. Relies on experience and judgment to plan and accomplish goals. The incumbent performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.
Document Preparation Clerk	1 year of experience	High School Diploma or Equivalent	The document preparation clerk prepares documents, such as brochures, pamphlets, and catalogs, for microfilming, using paper cutter, photocopying machine, rubber stamps, and other work devices: He/she cuts documents into individual pages of standard microfilming size and format when allowed by margin space, using paper cutter or razor knife. He/she reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard microfilming size, using photocopying machine. He/she stamps standard symbols on pages or inserts instruction cards between pages of material to notify Microfilm-Camera Operator of special handling, such as manual repositioning, during microfilming. A high school diploma or its equivalent is required.
Duplicating Machine Operator	1 year experience	High School Diploma or Equivalent	The duplicating machine operator operates a photocopy machine to complete assignments ranging from producing single color forms, reading material and other documents to

			those requiring the merge of covers, text, indices and related items in single or multi-color. He/she may perform all phases of equipment set-up, operation and routine maintenance of machine and its supplies. He/she has knowledge of commonly-used concepts, practices, and procedures within a particular field. He/she relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
General Clerk I	Must have 1 year of relevant experience	High School Diploma or Equivalent	General Clerk must be able to perform general industrial and custodial duties. He/she must be able answer telephones, distribute the mail, copying and faxing. He/she must have light typing and word-processing skills.
General Clerk II	Must have 2 years of relevant experience	High School Diploma or Equivalent	General Clerk must be able to perform general industrial and custodial duties. He/she must be able answer telephones, distribute the mail, copying and faxing. He/she must have light typing and word-processing skills.
General Clerk III	Must have 3 years of relevant experience	High School Diploma or Equivalent	General Clerk must be able to perform general industrial and custodial duties. He/she must be able answer telephones, distribute the mail, copying and faxing. He/she must have light typing and word-processing skills. Senior Clerks will need specialized experience and must be able to pass security clearance and obtain licensing in all specialized areas.
Housing Referral Assistant	Must have 1 year of relevant experience	High School Diploma or Equivalent	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. Counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs. Provides information regarding community services, 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, price ranges, loans and other related information. Maintains daily records of office activities, including number of applicants, number placed, and agents solicited or listed. Schedules appointments for housing inspectors. Prepares reports, as required, and replies to complaints, investigations and letters of inquiry.
Messenger/Courier			Picks up and delivers packages. May also be expected to distribute and route mail and packages. Has knowledge of commonly-used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.
Order Clerk I	Must have 2 years of relevant experience	High School Diploma or Equivalent	Receives and processes orders for materials and merchandise. Has knowledge or commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Order Clerk II			Receives and processes orders for materials and merchandise. Has knowledge or commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Personnel Assistant I	Must have 1 year of relevant experience	High School Diploma or Equivalent	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Personnel Assistant II	Must have 2 years of relevant experience	High School Diploma or Equivalent	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Personnel Assistant III	Must have 3 years of relevant experience	High School Diploma or Equivalent	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Production Control Clerk		high school diploma or its equivalent	Compiles and records production data for industrial establishment to prepare records and reports on volume of production, consumption of raw material, quality control, and other aspects of production, performing any combination of following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual-worker production sheets, following prescribed recordkeeping procedures, using typewriter, computer terminal, and writing instruments. Calculates factors, such 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.
Receptionist	1 year		This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.
Rental Clerk	1 year	Requires a high school diploma or its equivalent.	Receives orders for services, such as rentals, repairs, dry-cleaning, and storage. May be responsible for computing cost and accepting payment. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Scheduler/Maintenance		Requires a high school diploma or its equivalent.	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.
Secretary I	1 year experience with word processing, spreadsheet, and presentation software.	High School Diploma or equivalent	Provides general secretarial support to Government projects. Receives and routes incoming correspondence, answers telephone, types correspondence, reports and records. Must be able to use word processing, presentation, and spreadsheet software. Establishes and maintains unit filing system. Makes travel arrangements. Exercises judgment in accomplishing tasking, and works independently. Performs other related duties as assigned.
Secretary II	2 years experience with word processing, spreadsheet, and presentation software.	High School Diploma or equivalent	Provides general secretarial support to Government projects. Receives and routes incoming correspondence, answers telephone, types correspondence, reports and records. Must be able to use word processing, presentation, and spreadsheet software. Establishes and maintains unit filing system. Makes travel arrangements. Exercises judgment in accomplishing tasking, and works independently. Performs other related duties as assigned.
Secretary III	3 years of relevant experience in dealing with senior executive officials, VIPs, and dignitaries and must be able to work as a liaison to high-level officials. Experience should include familiarity with word processing, spreadsheet, and presentation software.	High school diploma or equivalent	Responsible for the effective administration of the business operations of an office, department, or division involved in Government projects. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. Assists in the preparation of budgets. Performs office procedures independently. Reviews outgoing materials and correspondence for internal consistency and conformance with office procedures; assures that proper clearances have been obtained. Composes correspondence requiring some technical understanding. May assign and supervise the work of support personnel.
Service Order Dispatcher		Requires a high school diploma or its equivalent.	Dispatches workers, for normal maintenance or emergency repairs. Records time, location, and nature of trouble and relays information to workers assigned to area in which work occurs, using telephone or radio. Receives work reports and makes reassignments. Informs work crews of changes in weather conditions and system status affecting safety, and answers questions requiring knowledge of system layout and electric equipment operation and repair. Relays and records all messages between line crews and Load Dispatcher concerning switching operations. May requisition supplies. May dispatch workers to answer customer service calls.
Supply Technician		Requires a high school diploma or its equivalent.	Receives, stores, and issues equipment, material, supplies, merchandise, foodstuffs, or tools, and compiles stock records in stockroom, warehouse, or storage yard: Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoices. 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.
Survey Worker (Interviewer)			Interviews people to obtain information on topics such as public issues or consumer buying habits. Contacts people at home or place of business or by telephone following specified sampling procedures, or approaches them at random on street. Asks questions relative to items on form or questionnaire, records answers, and assists persons in filling out forms. May review, sort, classify and file forms according to specified procedures and criteria. May participate in Federal, state or local census surveys.
Travel Clerk I	Must have 1 year of relevant experience	High School Diploma or Equivalent	Provides basic travel information to customers inquiring about fares, routes, and accommodations. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Travel Clerk II	Must have 2 years of relevant experience	High School Diploma or Equivalent	Provides basic travel information to customers inquiring about fares, routes, and accommodations. Has knowledge

			of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
Travel Clerk III	Must have 3 years of relevant experience	High School Diploma or Equivalent	Provides basic travel information to customers inquiring about fares, routes, and accommodations. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Exercises independent judgment. Typically reports to a supervisor or manager.
Word Processor I	Must have 1 year of relevant experience	High School Diploma or Equivalent	Must be able to use word processing, presentation, and spreadsheet software to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions on the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Word Processor II	Must have 2 years of relevant experience	High School Diploma or Equivalent	Must be able to use word processing, presentation, and spreadsheet software to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions on the job. Works under immediate supervision. Typically reports to a supervisor or manager.
Word Processor III	Must have 3 years of relevant experience	High School Diploma or Equivalent	Must be able to use word processing, presentation, and spreadsheet software to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions on the job. Typically reports to a supervisor or manager.
Medical Record Clerk			The Medical Record Clerk 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 physicians' signatures, and routes incomplete records to appropriate personnel for completion or 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. This technician will also record diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms maintain death log, type and process birth certificates, assist other workers with coding of records, make copies of medical records, using duplicating equipment, and may schedule and post results of laboratory tests
Medical Record Technician	1 year		The Medical Record Technician (Medical Record Administrator) maintains medical records of hospital and clinic patients, reviews medical records for completeness and accuracy, codes diseases, operations, diagnoses and treatments, compiles medical care and census data for statistical reports, and maintains indexes on patient, disease, operation, and other categories. The Medical Record Technician directs routine operation of medical record department, files, or directs Medical Record Clerk to file, patient records, maintains flow of medical records and reports to departments, and may assist medical staff in special studies or research.
Medical Transcriptionist	2 years	High School Diploma	The Medical Transcriptionist transcribes medical dictation by physicians and other medical practitioners pertaining to patients' assessments, diagnostics, therapy and other

			medical reports. This position usually requires a high school diploma or equivalent and coursework in medical terminology and two years of related work experience. Prospects must be familiar with standard concepts, practices and procedures within a medical field, be able to perform a variety of tasks and utilize limited experience and independent judgment to accomplish goals.
Computer Operator I	1 year		Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.
Computer Operator II	2 years		Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and at least 2-4 years of experience as a computer operator. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.
Computer Operator III	3-5 years	Associates Degree	Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 3-5 years of experience as a computer operator. 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 project leader or manager. A certain degree of creativity and latitude is required.
Computer Operator IV	5-7 years	Associates Degree	Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 6-8 years of experience as a computer operator. 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 project leader or manager. A certain degree of creativity and latitude is required.
Computer Operator V	7-10 years		Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 7-10 years of experience as a computer operator. 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 project leader or manager. A certain degree of creativity and latitude is required.
Computer Programmer I (1) ¹ Does	1-3 years		Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting

<p>not qualify as a bona fide executive, administrative or professional employee as defined in 29 CFR Part 541</p>			<p>programs. May require an associate's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.</p>
<p>Peripheral Equipment Operator</p>			<p>Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card readers/punchers, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.</p> <p>The following duties characterize the work of a Peripheral Equipment Operator:</p> <p>Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;</p> <p>Labeling tape reels, disks or card decks;</p> <p>Checking labels and mounting and dismounting designated tape reels or disks on specified units or drives;</p> <p>Setting controls which regulate operation of the equipment;</p> <p>Observing panel lights for warnings and error indications and taking appropriate action;</p> <p>Examining tapes, cards, or other material for creases, tears, or other defects which could cause processing problems.</p> <p>Excludes workers (1) who monitor and operate a control console or a remote terminal, or (2) whose duties are limited to operating decollators, busters, separators, or similar equipment.</p>
<p>Personal Computer Support Technician</p>			<p>Plans audiovisual programs and administers library of film and other audiovisual materials. Assists patrons in selection of materials, utilizing knowledge of collections. Advises other library personnel on audiovisual materials and appropriate selection for particular needs and uses. Establishes and maintains contact with film distributors and other resources for procurement of tapes and cassettes. Evaluates materials, considering their technical, informational, and aesthetic qualities, and selects materials for library collections. Prepares summaries of acquisitions for catalog. Prepares and arranges audiovisual programs for presentation to groups and may lead discussions after film showings. Advises those planning audiovisual programs on technical problems, such as acoustics, lighting and program content. Evaluates audiovisual equipment and gives advice in 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, splicers, reminders, film inspection equipment, and tape and record playing equipment. May train personnel in operation and maintenance of audiovisual equipment.</p>
<p>Forklift Operator</p>			<p>The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.</p>
<p>Material Coordinator</p>			<p>Coordinates and expedites flow of materials. Reviews production schedules and related information and confers with department supervisors to determine materials requirements to identify overdue materials and to track materials. Requisitions material and establishes sequential delivery dates to departments, according to job order priorities and material availability. Examines material delivered to production departments to verify conformance to specifications. Arranges in-plant transfer of materials to meet production schedules. Computes amount of material</p>

			required to complete job orders, applying knowledge of product and manufacturing processes. Compiles and maintains manual or computerized records, such as material inventory, in-process production reports, and status and location of materials. May move or transport materials from one department to another, manually or using material handling equipment. May arrange for repair and assembly of material or part.
Material Expediter			The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, 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, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.
Material Handling Laborer			Loads, unloads, and moves materials within or near plant, yard or work site, performing any combination of following duties: Reads work order or follows oral instructions to ascertain materials or contained to be moved. Opens contains, using steel cutters, crowbar, claw hammer, or other hand tools. Loads and unloads materials onto or from pallets, trays racks, and shelves by hand. Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit, using hand tools. Convey materials to or from storage or work site to designated area, using hand truck, electric dolly, wheelbarrow, or other device. Secures lifting attachments to materials and conveys load to destination, using hand-operated crane or hoist, or signal crane or hoisting operators to move load to destination.
Order Filler			Fills customer's mail and telephone orders and marks price of merchandise on order form. Reads order to ascertain catalog number, size, color, and quantity of merchandise. Obtains merchandise from bins or shelves. Computer price of each group of items. Places merchandise on conveyor leading to wrapping area.
Production Line Worker			Works on assembly line in food processing.
Shipper Packer			Load and unload packages to and from trucks. Assemble wooden or cardboard containers or selects pre-assembled containers. Inserts items into containers, binds containers with metal tape and using a strapping machine. Stamps, stencils or glues identifying information and shipping instructions onto crates or containers.
Shipping/Receiving Clerk			Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates. Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons, using stencil equipment. Assembles wooden or cardboard containers or selects assembled containers. Inserts items into containers, using spacers, fillers, and protective padding. Nails covers on wooden crates and binds containers with metal tape, using strapping machine. Stamps, stencils, or glues identifying information and shipping instructions onto crates or containers. Posts weights and shipping charges, and affixes postage. Unpacks and examines incoming

			shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Routes items to departments.
Store Worker I			Unpack/pack/issue supplies and equipment take inventory operate forklift, pallet jack and truck. Load, unload, and pick up parts/equipment supplies. Fills orders. Must have 2 years experience.
Stock Clerk			Check incoming materials and goods against purchase orders and other documents. Verifying that goods are of the right quality and amount and take action if anything is wrong. Arrange goods in storage areas by type, size, style, etc. before using the available storage space, assessing storage limits, like height, weight and shape of items, and how long to be stored. Other duties may include reordering supplies, filling orders and keeping records of receipts and disbursements, often using computers.
Tools and Parts Attendant			Receives stores and issues tools and dies. Keeps record of tools issued and returned by workers. Searches for lost or misplaced tools. Conducts periodic perpetual inventory. Unpacks and stores new tools. Visually inspects tools for wear or defects, and reports damaged and worn equipment. Must be certified to drive a forklift and be able to adhere to all procedures pertaining to safe and proper work practices.
Warehouse Specialist			Responsible for overseeing shipping, packaging, receiving, storing and issuance of surplus equipment. Filing, inventory control, preparing inventory reports for departmental distribution. Inventory reconciliation. Three (3) years of increasingly responsible warehouse experience required.
Electronics Technician Maintenance I			The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.
Electronics Technician Maintenance II			The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.
Electronics Technician Maintenance III			The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering; changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.
Fuel Distribution System Mechanic			
General maintenance Worker			
Ground Support Equipment Mechanic			The Ground Support Equipment Mechanic diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring

			diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools.
Ground Support Equipment Servicer			The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.
Ground Support Equipment Worker			The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems. This worker performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, disassembles and assembles malfunctioning GSE accessories and components.
Heating, Ventilation and Air Conditioning Mechanic			The Heating, Ventilation, and Air-Conditioning Mechanic 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, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also 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.
Heating, Ventilation and Air Conditioning Mechanic (Research Facility)			The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs, modifies and repairs refrigeration – hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This person performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature

			control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems.
Heavy Equipment Mechanic			The Heavy Equipment Mechanic uses heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.
Heavy Equipment Operator			The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.
Instrument Mechanic			The Instrument Mechanic installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. This worker disassembles malfunctioning instruments, examines and tests mechanism and circuitry for defects; troubleshoots equipment in or out of control system and replaces or repairs defective parts, reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, and makes minor calibration adjustments to insure functioning within specified standards. This mechanic may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.
Laboratory/Shelter Mechanic			The Laboratory/Shelter Mechanic performs and, on occasion, will work alone performing removal, repair and installation to a variety of items pertaining to rebuilding and the repair of air transport galley laboratories, communications shelters, trailers and vans; this worker removes, repairs or replaces broken screws, bolts riv-nuts, pop rivets, brackets, skids, floors, and luge, etc. This person fills holes, dents and grooves on the various shelters with filler materials such as Scotch Weld, silastic, and plastic filler, fits positions and attaches patches, removes old and worn gaskets and replaces insuring that gasket is fitted properly to assure water tightness. On occasion, this mechanic removes, makes minor repairs, installs minor appliances, installs the various marking and identifications plates, works with higher-grade employees in providing estimates as to man-hours required to accomplish repairs. On familiar projects, this mechanic works with technical manuals and repair specifications and procedures, properly laying out and installing equipment racks, brackets, tool boards, holding devices, benches, mounts tables, etc.
Laborer			Performs any combination of following tasks using hand tools. Digs trenches for building foundation, carry or move equipment, tools, and materials to the worksite. Loads and unloads trucks by hand and using hand trucks. Mixes concrete using shovel. Cleans up at end of workday. Maintain grounds, operating tractors, electric and hand mowers. Till, cultivate and grade new areas. Use of fertilizers, pesticides and other materials to keep ground areas in good condition. Perform minor repairs on fences, gates, sprinkler systems, clear the grounds of litter and rake leaves.
Machinery Maintenance Mechanic			The Machinery Maintenance Mechanic 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. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include 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.
Machinist, Maintenance			The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: interpreting written instructions and specifications, planning and laying out of work, using a variety of machinist's hand tools and precision measuring instruments, setting up and operating standard machine tools. This incumbent is responsible for the shaping of metal parts to close tolerances, making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals, selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice, usually acquired through a formal apprenticeship or equivalent training and experience.
Maintenance Trades Helper			The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.
Metrology Technician I			The Metrology Technician I will do most or all of the following: calibrate and certify electronic and physical/dimensional measuring and test equipment to technical data specifications, maintaining traceability to the NIST, US Department of Commerce or by reference to natural constants. This person will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, accuracy and precision requirements, troubleshoot, align, and repair malfunctioning measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics. This worker inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, and will document results of measurements and calibrations on calibration certificates.
Metrology technician II			The Metrology Technician II independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. The incumbent will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements.
Metrology Technician III			The Metrology Technician III will independently determine and perform operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute

			of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. This Worker assess and utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements, analyzes magnitude of error sources contributing to uncertainty of results and/or test accuracy ratios to determine reliability of measurement process in quantitative terms. The Incumbent will recommend substitution of standards or measuring equipment if required, diagnose and repair malfunctions in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level.
Millwright			
Painter, Maintenance			The Painter, Maintenance 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. This person 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 and experience.
Pipe fitter, Maintenance			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
Plumber, Maintenance			The Plumber, Maintenance assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand. The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets,

			mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.
Pneudraulic Systems Mechanic			The Pneudraulic Systems Mechanic maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases), tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics, and modifies repairs or disassembles and overhauls systems or components.
Rigger			A Rigger assembles rigging to lift and move equipment or material in manufacturing plant or shipyard, selects 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 devices, such as loops, wires, ropes and 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. The Rigger also 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, and may direct workers engaged in hoisting machinery and equipment into ships.
Scale Mechanic			The Scale Mechanic installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights, moves scale into position, using hoists and rollers, inserts shims between scale base and foundation to level scale, secures scale to foundation, using hand tools. This worker tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications, turns setscrews to adjust spring scales disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings. This worker straightens, cleans, and repaints structural parts of scale, and may install, adjust and repair electronically controlled scales.
Sheet Metal Worker			The Woodcraft Worker makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. This worker marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications, matches materials for color, grain, or texture, sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. This worker trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files; bores holes for insertion of screws or dowels by hand or using boring machine, glues, fits, and clamps parts and subassemblies together to form complete unit using clamps or clamping machine, and drives nails or other fasteners into joints at designated places to reinforce joints. This worker sands and scrapes surfaces and joints of articles to prepare articles for finishing, may dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint, and may install hardware, such as hinges, catches, and drawer pulls.
Small Engine Mechanic			The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power

			<p>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, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.</p>
Telecommunication Mechanic			<p>The Telecommunications Mechanic installs, removes, tests, troubleshoots, programs, maintains, and repairs voice and non-voice communications systems including intercom and public address systems, alarm systems, digital switching equipment, miscellaneous telephone, radio, fire alarms, intrusion alarms and compute data circuits, and related apparatus required in central switching office.</p>
Telecommunication Mechanic II			<p>The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker 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. Employees in this position 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.</p>
Welder, Combination, Maintenance			<p>This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment.</p> <p>This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.</p>
Well Driller			<p>Water well drillers sink wells into the earth to tap natural water supplies. They drill agricultural wells for irrigation, commercial or industrial wells, and wells for homes that are not served by municipal water systems. They keep records of wells drilled and, in many states, report their work to government officials.</p>
Woodcraft Worker			<p>The Woodcraft Worker makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or</p>

			<p>repaired, and plans sequence of cutting or shaping operations to be performed. This worker marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications, matches materials for color, grain, or texture, sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. This worker trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files; bores holes for insertion of screws or dowels by hand or using boring machine, glues, fits, and clamps parts and subassemblies together to form complete unit using clamps or clamping machine, and drives nails or other fasteners into joints at designated places to reinforce joints. This worker sands and scrapes surfaces and joints of articles to prepare articles for finishing, may dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint, and may install hardware, such as hinges, catches, and drawer pulls.</p>
Woodworker			<p>The Woodworker 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. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.</p>
Contract Specialist I	1-5 years of experience		<p>Possess knowledge and demonstrated experience in the Contracts Specialist category and: Additionally, possesses more years experience in contracts administrative duties to include additional exposure to limited cost/price analysis, evaluation of performance, contract termination, contract closeout FAR and/or DFAR.</p>
Contract Specialist II	5-9 years of experience		<p>Possess knowledge and demonstrated experience in the Contracts Specialist / Administrator IV category and:</p> <p>Functions in a senior level/supervisory capacity. Carries out pre-determined and recurring cradle to grave contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and exposure to cost reimbursement/cost sharing contracts and review of claims and equitable adjustments.</p> <p>Provide guidance and direction to lower level administrators.</p> <p>Have ability to work independently. Ability to simultaneously manage, coordinate and pursue multiple, complex projects and activities.</p> <p>Interface with corporate management and government officials. Has limited commitment authority.</p> <p>Extensive knowledge of the FAR and / or DFAR.</p>
Sr. Contract Specialist III	10 years of experience		<p>Possess knowledge and demonstrated experience in the Contracts Specialist / Administrator IV category and:</p> <p>Functions in supervisory level capacity. Carries out tasks that may include acquisition strategy, analysis and development of an A-76 Procurement, termination for convenience/default and review of bid protests</p> <p>Experience setting performance standards and provide guidance to lower level administrators.</p> <p>Has ability to independently complete difficult and complex</p>

			<p>assignments, simultaneously manage, coordinate and pursue multiple, complex projects and activities.</p> <p>Interface with senior corporate management and government officials.</p> <p>Mastery of procurement regulation and contracting principles. Mastery of negotiation techniques to serve as advisor during pre-negotiation strategy development.</p>
Cartographic Technician			<p>Provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. Performs any or a combination of duties such as collecting, evaluating and selecting source materials; compiling information from source materials and developing a plan for using the information in accordance with product specifications; obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogram metric techniques and equipment; using drafting tools and automated equipment to make maps and charts; assembling aerial photographs into mosaics; and reviewing and editing map and chart manuscripts.</p>
Civil Engineering Technician			<p>Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Reviews project specifications and confers with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests.</p> <p>Prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt.</p>
Drafter I			<p>Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.</p> <p>Typical assignments include:</p> <p>From marked-up prints, revises the original drawings of a plumbing system by increasing pipe diameters.</p> <p>From sketches, draws building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.</p> <p>Draws simple land profiles from predetermined structural dimensions and reduced survey notes.</p> <p>Traces river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.</p>
Drafter/CAD Operator II			<p>Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product.</p>

			<p>Typical assignments include: From a layout and manual references, prepares several views of a simple gear system.</p> <p>Obtains dimensions and tolerances from manuals and by measuring the layout.</p> <p>Prepares and revises detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.</p> <p>Draws base and elevation views, sections, and details of new bridges or other structures; revises complete sets of roadway drawings for highway construction projects; or prepares block maps, indicating water and sewage line locations.</p>
<p>Drafter/CAD Operator III</p>			<p>Prepares 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. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include: From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required. • Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design. <p>Excludes drafter performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.</p>
<p>Drafter/CAD Operator IV</p>			<p>Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced.</p>

			Exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.
Engineering Technician I			<p>Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> • Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. • Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. • Gathers and maintains 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.
Engineering Technician II			<p>Performs standardized or prescribed assignments involving a sequence of related operations. Follows 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:</p> <ul style="list-style-type: none"> • Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. • Conducts 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. • Extracts 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.
Engineering Technician III			<p>Performs assignments that are not completely standardized or prescribed. Selects or adapts 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. Performs at this level one or a combination of such typical duties as:</p> <p>Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.</p> <p>Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.</p> <p>Conducts 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.</p> <p>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.</p> <p>Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify</p>

			information.
Engineering Technician IV			<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Engineering Technician V			<p>Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as: Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.</p> <p>From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.</p> <p>Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.</p>
Engineering Technician VI			<p>Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish</p>

			<p>work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives.</p> <p>May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:</p> <p>Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).</p> <p>Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.</p> <p>Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.</p> <p>Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.</p>
Environmental Technician			<p>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 waste water, 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.</p>
Laboratory Technician (Laboratory Tester)			<p>Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. Sets up and adjusts laboratory apparatus and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. Performs physical tests on samples of cement or raw materials and controls quality of materials and mix during</p>

			<p>manufacturing process. Tests raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness. Tests dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscosimeter, torsion balance scale, and pH meter. Tests solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications. Tests materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust. Tests samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductibility, and other specifications.</p> <p>Examines materials, using microscope. Records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts. Cleans and sterilizes laboratory apparatus. May prepare chemical solutions according to standard formulae. May add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.</p>
Mathematical Technician			<p>Applies standardized mathematical formulas, principles, and methodology to technological problems in engineering and physical sciences in relation to specific industrial and research objectives, processes, equipment and products. Confers with professional, scientific, and engineering personnel to plan project. Analyzes raw data recorded on magnetic tape, punched cards, photographic film or other media. Selects most practical and accurate combination and sequence of computational methods using algebra, trigonometry, geometry, vector analysis and calculus to reduce raw data to meaningful and manageable terms. Selects most economical and reliable combination of manual, mechanical, or electronic data processing methods and equipment consistent with data reduction requirements. Modifies standard formulas to conform to data processing method selected.</p> <p>Translates data into numerical values, equations, flow charts, graphs or other media. Analyzes processed data to detect errors. May operate card punching or sorting machines, calculators, or data processing equipment.</p>
Paralegal/Legal Assistant I			<p>Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties:</p> <ul style="list-style-type: none"> • Consults prescribed sources of information for facts relating to matters of interest to the program; • Reviews documents to extract selected data and information relating to specific items; • Reviews and summarizes information in prescribed format on case precedent and decisions; • Searches and extracts legal references in libraries and computer-data banks; • Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.
Paralegal/Legal Assistant II			<p>At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent:</p> <ul style="list-style-type: none"> • Reviews case materials to become familiar with questions under consideration; • Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal

			<p>documents;</p> <ul style="list-style-type: none"> • Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; • Interviews potential witnesses and prepares summary interview reports for the attorney's review; • Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; • Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; • Verifies citations and legal references on prepared legal documents; • Prepares summaries of testimony and depositions; • Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.
<p>Paralegal/Legal Assistant III</p>			<p>At this level, participates in the substantive development of cases by performing the following functions: Analyzes and evaluates case files against litigation worthiness standards;</p> <p>Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;</p> <p>Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;</p> <p>Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;</p> <p>Interviews relevant personnel and potential witnesses to gather information;</p> <p>Reviews and analyzes relevant statistics;</p> <p>Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;</p> <p>Consults with statistical experts on reliability evaluations;</p> <p>May testify in court concerning relevant data.</p>
<p>Paralegal/Legal Assistant IV</p>			<p>At this level, assists in the evaluation, development and litigation of cases by performing the following duties: Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;</p> <p>Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;</p> <p>Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;</p> <p>Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;</p> <p>Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;</p>

			<p>Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;</p> <p>Interviews potential witnesses for information and prepares witnesses for court appearances;</p> <p>Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;</p> <p>Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;</p> <p>May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.</p>
Photo-Optics Technician			<p>Sets up and operates photo-optical instrumentation to record and photograph data for scientific and engineering projects. Operates and calibrates photo-optical equipment according to formalized procedures, maintenance manuals, and schematic diagrams.</p> <p>Operates test equipment and performs analysis of data for engineering and scientific personnel. May install and calibrate optical and photographic data collection equipment in missiles, aircraft, weaponry, weather or communication satellites, underwater devices, or other installations. May evaluate adequacy of data obtained to determine need for future changes in instrumentation. May modify existing equipment and participate in planning and testing modified equipment and instrumentation procedures.</p>
Technical Writer I			<p>Develops, writes, and edits 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. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail.</p> <p>Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies 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 assignment 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 assist in laying out material for publication. 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 regarding work methods and procedures.</p>
Technical Writer II			<p>Superior writing and editing skills with the ability to digest large amounts of information into a clear, concise format needed for technical and training documentation. Excellent working understanding of software technology. Excellent analytical, problem-solving, and project management skills with the ability to interpret technical information and independently develop technical / operational knowledge of Bowman Systems technologies.</p>

			Strong creative skills, excellent verbal and interpersonal communication skills for effective interaction with both technical and non-technical individuals. Knowledge of instructional design process and adult learning principles, or equivalent relevant experience, Proficient with the Microsoft Office Suite of products Organized, goal oriented, motivated self starter who can work well in a team environment
Technical Writer III			Gathers, analyzes, translates and composes technical information into clear, readable documents to be used by technical and non technical personnel. Composes technical documents including, user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology.

Sr. Project Manager	Minimum/General Experience: Minimum of Fifteen (15) years of experience	Minimum Education BS/BA or alternative advanced education certification Masters degree preferred	Providing consulting support to customer. Requires competence in program planning and scheduling, requirements and configuration management, resource and cost performance budgeting and control. Functional Responsibility; Advises customer and makes recommendations to improve the overall efficiency of a program or project. Participates in periodic reviews and assessments.
Project Manager	Minimum of five (5) years of experience	Minimum Education: BS/BA or alternative advanced education	Responsible for overall running of a program, project or task order. Responsible to customer for the coordination and execution of assigned task order. Jointly assess project/task order status with customer. Advises customer in matters of program administration.
Project Scheduler	Minimum of five (5) years of experience	Minimum Education: BS/BA	Assists in the development and maintenance of programmatic Integrated Master Plan, Integrated Master Schedule and Schedule Roadmap. Assist in the maintenance of work flow. Incorporate events, milestones and accomplishments to align activities with related tasks. Tasks will be connected to project start dates based on calendar schedules.
Program Assistant	Minimum of three (3) years of experience	Minimum Education: BS/BA	Detailed oriented with excellent analytical, research, writing and oral communications skills. Possess strong documentation skills to support the facilitation of meetings and working sessions. Capable of researching biometric capabilities of other countries information through various means; Must be proficient in MS Excel, PowerPoint and Word with the capabilities to link and manipulate information across for purposes of tracking and communication of information.
Program Analyst	Minimum of three (3) years of experience	Minimum Education: BS/BA	Assists in the development of briefings, budget presentations, project reviews, meeting minutes, flowcharts and periodic reports. Possess strong writing, analytical and interpersonal skills. Accustomed to short deadlines, fast paced environment and frequent refinement to given tasks. Must be adept at independent priority setting and problem solving while delivering innovative solutions.
Document Administrator	Minimum of three (3) years of experience	Minimum Education: BS/BA	Guides and processes through quality assurance and quality control activities; follow and promulgate process and procedures; particularly the document management and configuration management processes. Generate and update DM processes and procedures as well as process and tools training material; Develop, write and edit material for reports, manuals, briefs, proposals, instructional material, catalogs, technical publications and software and hardware documentation while maintaining version control. Organize written material to conform to standards regarding order, clarity, conciseness, style and terminology; Review technical material and recommends revisions or changes in scope, format, content and methods of reproduction and binding. Assesses data grouping to determine correct level of data/document decomposition, tracking and change control proper to final configuration item assignment and tagging; Formulate and assign configuration identification tags, apply file name conventions to items.

Business Analyst	Minimum of five (5) years of experience	Minimum Education: BS/BA	Must generate financial reports and other ad hoc reports. Receive and process all contractor invoices; knowledge in accounting systems; excellent communication skills. Assists in the development of briefings, budget presentations, project reviews, flow charts, and periodic reports. Provides research and information analysis. Conduct tracking, researching and reviewing data.
-------------------------	---	--------------------------	--

1st Choice Staffing, LLC
dba
1st Choice Government Solutions

400 E Pratt Street, Suite 811
Baltimore, MD 21202-3122
Phone number: (443) 759-3200

8121 Georgia Avenue, Suite 700
Silver Spring, MD 20910
Phone number: (301)563-6404

Fax number: (301) 563-6482

E-Mail: mbell@1stchoicegov.com

Web Site: www.1stchoicegov.com