



General Services Administration Federal Supply Service Authorized Federal Supply Schedule Price List

Online access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group:

Facilities (Facilities Maintenance and Repair) **Information Technology** (IT Services)
Professional Services (Business Administrative Services, Marketing and Public Relations, Logistical Services, Training)

FSC Class(es)/ Product Code(s):

Contract Number: 47QRAA25D0001

Contract Period: October 1, 2024 - September 30, 2029

Calique Management Solutions, Incorporated
4 Industrial Park Drive, Suite D, Waldorf, Maryland 20602-2757
Phone: 202-369-5130 ● Fax: 301-781-6484
Website: www.calique.com

Contract Administrator: Nicole Wilson, 202-369-5130, nwilson@calique.com

Business Size: Small Business, Women-Owned Small Business, SBA-Certified Women-Owned Small Business, SBA-Certified Economically Disadvantaged Women-Owned Small Business, SBA Certified Small Disadvantaged Business

For more information on ordering, go to the following website: <https://www.gsa.gov/schedules>.

Price list current as of modification number 22 effective August 8, 2024. This is the most recently awarded contractor-initiated modification and does not include any mass modifications.

Prices shown here and are net (discount deducted).



1.0 CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). *Example below.*

SIN	Description
561210FAC	Facilities Maintenance and Management
54151S	Information Technology Professional Services
541611	Management and Financial Consulting, Acquisition and Grants Management Su
541613	Marketing Consulting Services
541614	Deployment, Distribution and Transportation Logistics Services
611710	Educational Support Services

1b Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See page 5.

1c If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See page 7.

2. Maximum order:

561210FAC	\$1,000,000
54151S	\$500,000
541611	\$1,000,000
541613	\$1,000,000
541614	\$1,000,000
611710	\$1,000,000

3. Minimum order: \$100



4. Geographic coverage (delivery area): Domestic
5. Point(s) of production: Same as company address.
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).
7. Quantity discounts: Not applicable
8. Prompt payment terms: Net 30 days; Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Foreign items: None
- 10a. Time of delivery: Contact Contractor or To Be Determined at the Task Order level.
- 10b. Expedited delivery: Contact Contractor or To Be Determined at the Task Order level.
- 10c. Overnight and 2-day delivery: Contact Contractor or To Be Determined at the Task Order level.
- 10d. Urgent Requirements: Contact Contractor or To Be Determined at the Task Order level.
11. F.O.B point(s): Destination
- 12a. Ordering address(es): Same as Contractor address.
- 12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es): Same as Contractor address.
14. Warranty provision: Not applicable.
15. Export packing charges: Not applicable.
16. Terms and conditions of rental, maintenance, and repair: Not applicable.
17. Terms and conditions of installation: Not applicable.
- 18a. Terms and conditions of repair parts: Not applicable.
- 18b. Terms and conditions for any other services: Not applicable.



19. List of service and distribution points: Not applicable.

20. List of participating dealers: Not applicable.

21. Preventive maintenance: I Not applicable.

22a. Special attributes: Not applicable.

22b. Section 508 compliance: Not applicable.

23. Unique Entity Identifier (UEI) number: F7BPZCBAZMJ3

24. Notification regarding registration in System for Award Management (SAM) database: Registered, and Registration valid to March 2, 2025.



2.0 PRICE LIST

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
54151S	Computer Systems Analyst III	\$ 123.90	\$ 125.18	\$ 126.48	\$ 127.79	\$ 129.11
54151S	Computer Systems Analyst II	\$ 117.70	\$ 118.92	\$ 120.15	\$ 121.39	\$ 122.65
54151S	Computer Systems Analyst I	\$ 105.93	\$ 107.03	\$ 108.14	\$ 109.26	\$ 110.39
54151S	Cybersecurity Engineer III	\$ 189.66	\$ 191.63	\$ 193.61	\$ 195.62	\$ 197.64
54151S	Cybersecurity Engineer II	\$ 180.18	\$ 182.05	\$ 183.93	\$ 185.83	\$ 187.76
54151S	Cybersecurity Engineer I	\$ 162.16	\$ 163.84	\$ 165.53	\$ 167.24	\$ 168.98
611720, 54151S	Information Analyst III	\$ 107.86	\$ 108.98	\$ 110.11	\$ 111.24	\$ 112.39
611720, 54151S	Information Analyst II	\$ 102.46	\$ 103.52	\$ 104.58	\$ 105.66	\$ 106.76
541611, 54151S	Information Analyst I	\$92.22	\$93.18	\$94.15	\$95.12	\$96.11
54151S	Network Manager I	\$92.91	\$93.86	\$94.83	\$95.81	\$96.80
54151S	Network Manager II	\$ 103.23	\$ 104.30	\$ 105.38	\$ 106.47	\$ 107.57
54151S	Network Manager III	\$ 108.68	\$ 109.80	\$ 110.94	\$ 112.09	\$ 113.25
54151S	Programmer II	\$ 115.71	\$ 116.91	\$ 118.12	\$ 119.34	\$ 120.57
54151S	Programmer I	\$ 108.87	\$ 109.99	\$ 111.13	\$ 112.28	\$ 113.44
54151S	Programmer III	\$ 121.79	\$ 123.05	\$ 124.32	\$ 125.61	\$ 126.91
54151S	Systems Administrator I	\$87.99	\$88.90	\$89.81	\$90.74	\$91.68
54151S	Systems Administrator II	\$97.76	\$98.77	\$99.79	\$100.83	\$101.87
54151S	Systems Administrator III	\$ 102.91	\$ 103.98	\$ 105.06	\$ 106.15	\$ 107.24
54151S	Systems Analyst II	\$ 185.05	\$ 186.96	\$ 188.90	\$ 190.85	\$ 192.83
54151S	Systems Analyst I	\$ 166.55	\$ 168.27	\$ 170.02	\$ 171.78	\$ 173.55
54151S	Systems Analyst III	\$ 194.79	\$ 196.81	\$ 198.84	\$ 200.90	\$ 202.97
54151S	Infrastructure Engineer III	\$ 255.42	\$ 258.06	\$ 260.73	\$ 263.43	\$ 266.16
54151S	Infrastructure Engineer II	\$ 242.64	\$ 245.15	\$ 247.69	\$ 250.25	\$ 252.84
54151S	Infrastructure Engineer I	\$ 218.39	\$ 220.64	\$ 222.93	\$ 225.24	\$ 227.57
541611	Document Management Specialist I	\$92.47	\$93.43	\$94.40	\$95.38	\$96.36
541611	Document Management Specialist II	\$ 102.75	\$ 103.82	\$ 104.90	\$ 105.98	\$ 107.08
541611	Document Management Specialist III	\$ 108.16	\$ 109.28	\$ 110.41	\$ 111.55	\$ 112.71
541611, 54151S	Business Analyst II	\$ 115.90	\$ 117.10	\$ 118.31	\$ 119.54	\$ 120.78
541611, 54151S	Business Analyst I	\$ 104.31	\$ 105.39	\$ 106.48	\$ 107.58	\$ 108.70
541611, 54151S	Business Analyst III	\$ 121.99	\$ 123.25	\$ 124.53	\$ 125.82	\$ 127.12
541611	Financial Analyst I	\$99.13	\$ 100.16	\$ 101.20	\$ 102.25	\$ 103.30
541611	Financial Analyst II	\$ 110.16	\$ 111.29	\$ 112.44	\$ 113.61	\$ 114.79
541611	Financial Analyst III	\$ 115.95	\$ 117.15	\$ 118.36	\$ 119.59	\$ 120.83
541611	Contract Specialist II	\$ 110.16	\$ 111.29	\$ 112.44	\$ 113.61	\$ 114.79
541611	Contract Specialist III	\$ 126.77	\$ 128.08	\$ 129.41	\$ 130.75	\$ 132.10
541611	Contract Specialist I	\$99.13	\$ 100.16	\$ 101.20	\$ 102.25	\$ 103.30
541611	Procurement Analyst III	\$ 135.22	\$ 136.62	\$ 138.04	\$ 139.47	\$ 140.91
541611	Procurement Analyst I	\$ 101.42	\$ 102.47	\$ 103.53	\$ 104.59	\$ 105.67
541611	Procurement Analyst II	\$ 118.32	\$ 119.55	\$ 120.79	\$ 122.04	\$ 123.29
541611	Functional Specialist III	\$ 139.90	\$ 141.35	\$ 142.81	\$ 144.29	\$ 145.78
541611	Functional Specialist II	\$ 134.01	\$ 135.40	\$ 136.80	\$ 138.22	\$ 139.65
541611	Functional Specialist I	\$ 128.35	\$ 129.68	\$ 131.02	\$ 132.38	\$ 133.75
541611,541614,54151S	Records Management Analyst I	\$80.64	\$81.48	\$82.33	\$83.18	\$84.04
541611,541614,54151S	Records Management Analyst II	\$89.60	\$90.53	\$91.47	\$92.41	\$93.37
541611,541614,54151S	Records Management Analyst III	\$94.32	\$95.29	\$96.28	\$97.28	\$98.29
ALL SINS	Administrative Assistant I	\$56.98	\$57.57	\$58.17	\$58.77	\$59.38
ALL SINS	Administrative Assistant III	\$66.64	\$67.32	\$68.02	\$68.73	\$69.44
ALL SINS	Administrative Assistant II	\$63.31	\$63.97	\$64.63	\$65.30	\$65.97



SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
ALL SINS	Subject Matter Expert II	\$ 198.20	\$ 200.25	\$ 202.33	\$ 204.42	\$ 206.54
ALL SINS	Subject Matter Expert I	\$ 178.38	\$ 180.22	\$ 182.09	\$ 183.97	\$ 185.87
ALL SINS	Subject Matter Expert III	\$ 208.62	\$ 210.78	\$ 212.97	\$ 215.17	\$ 217.40
ALL SINS	Consultant I	\$ 152.52	\$ 154.11	\$ 155.70	\$ 157.31	\$ 158.94
ALL SINS	Consultant II	\$ 169.46	\$ 171.21	\$ 172.99	\$ 174.78	\$ 176.59
ALL SINS	Consultant III	\$ 178.39	\$ 180.23	\$ 182.10	\$ 183.98	\$ 185.88
ALL SINS	Program Manager II	\$ 189.92	\$ 191.89	\$ 193.87	\$ 195.88	\$ 197.90
ALL SINS	Program Manager I	\$ 170.93	\$ 172.71	\$ 174.49	\$ 176.29	\$ 178.12
ALL SINS	Program Manager III	\$ 199.91	\$ 201.97	\$ 204.06	\$ 206.18	\$ 208.31
ALL SINS	Project Manager III	\$ 155.83	\$ 157.44	\$ 159.07	\$ 160.72	\$ 162.38
ALL SINS	Project Manager II	\$ 148.04	\$ 149.57	\$ 151.12	\$ 152.69	\$ 154.27
ALL SINS	Project Manager I	\$ 133.24	\$ 134.62	\$ 136.01	\$ 137.42	\$ 138.84
ALL SINS	Quality Auditor I	\$ 130.74	\$ 132.09	\$ 133.46	\$ 134.84	\$ 136.24
ALL SINS	Quality Auditor II	\$ 145.26	\$ 146.76	\$ 148.28	\$ 149.81	\$ 151.37
ALL SINS	Quality Auditor III	\$ 152.91	\$ 154.49	\$ 156.09	\$ 157.70	\$ 159.34
561611, 611710, 54151S	Instructional Designer III	\$ 138.73	\$ 140.17	\$ 141.62	\$ 143.08	\$ 144.56
611710	Instructional Designer II	\$ 131.79	\$ 133.15	\$ 134.53	\$ 135.92	\$ 137.33
611710	Instructional Designer I	\$ 118.61	\$ 119.84	\$ 121.08	\$ 122.33	\$ 123.60
611720, 54151S	Information Resources Specialist III	\$ 117.89	\$ 119.11	\$ 120.34	\$ 121.59	\$ 122.85
611720, 54151S	Information Resources Specialist II	\$ 112.01	\$ 113.17	\$ 114.34	\$ 115.52	\$ 116.72
611720, 54151S	Information Resources Specialist I	\$ 100.81	\$ 101.85	\$ 102.91	\$ 103.98	\$ 105.06
611710	Knowledge Management Analyst II	\$ 105.29	\$ 106.38	\$ 107.48	\$ 108.58	\$ 109.71
611710	Knowledge Management Analyst I	\$ 94.75	\$ 95.73	\$ 96.72	\$ 97.71	\$ 98.72
561611, 611710, 54151S	Knowledge Management Analyst III	\$ 110.82	\$ 111.97	\$ 113.13	\$ 114.30	\$ 115.48
611720, 54151S	Electronic Resources Manager III	\$ 95.36	\$ 96.34	\$ 97.34	\$ 98.35	\$ 99.37
561611, 611710, 54151S	Electronic Resources Manager I	\$ 81.52	\$ 82.37	\$ 83.22	\$ 84.08	\$ 84.95
611720, 54151S	Electronic Resources Manager II	\$ 90.58	\$ 91.52	\$ 92.46	\$ 93.42	\$ 94.39
561611, 611710, 54151S, 541613	Writer/Editor I	\$ 112.32	\$ 113.48	\$ 114.66	\$ 115.85	\$ 117.05
561611, 611710, 54151S, 541613	Writer/Editor II	\$ 124.81	\$ 126.10	\$ 127.41	\$ 128.73	\$ 130.06
541611, 541613	Writer/Editor III	\$ 131.37	\$ 132.73	\$ 134.10	\$ 135.49	\$ 136.89
541611, 541613	Graphic Designer III	\$ 116.80	\$ 118.01	\$ 119.22	\$ 120.45	\$ 121.70
541611, 541613	Graphic Designer II	\$ 110.96	\$ 112.11	\$ 113.27	\$ 114.44	\$ 115.63
541611, 541613	Graphic Designer I	\$ 99.86	\$ 100.90	\$ 101.94	\$ 103.00	\$ 104.07
541614	Logistics Manager III	\$ 124.19	\$ 125.48	\$ 126.78	\$ 128.09	\$ 129.42
541614	Logistics Manager I	\$ 106.19	\$ 107.28	\$ 108.39	\$ 109.51	\$ 110.64
541614	Logistics Manager II	\$ 117.98	\$ 119.20	\$ 120.43	\$ 121.68	\$ 122.94
541614	Logistics Management Specialist III	\$ 77.71	\$ 78.52	\$ 79.34	\$ 80.15	\$ 80.98
541614	Logistics Management Specialist I	\$ 66.44	\$ 67.12	\$ 67.82	\$ 68.52	\$ 69.23
541614	Logistics Management Specialist II	\$ 73.82	\$ 74.59	\$ 75.37	\$ 76.14	\$ 76.93
541614	Equipment/Material Coordinator I	\$ 58.38	\$ 58.98	\$ 59.60	\$ 60.21	\$ 60.84
541614	Equipment/Material Coordinator III	\$ 68.28	\$ 68.99	\$ 69.70	\$ 70.43	\$ 71.15
541614	Equipment/Material Coordinator II	\$ 64.87	\$ 65.54	\$ 66.22	\$ 66.90	\$ 67.60
541614	Shipping and Receiving Clerk III	\$ 41.55	\$ 41.98	\$ 42.42	\$ 42.86	\$ 43.30
541614	Shipping and Receiving Clerk II	\$ 39.47	\$ 39.88	\$ 40.29	\$ 40.71	\$ 41.13
541614	Shipping and Receiving Clerk I	\$ 35.53	\$ 35.89	\$ 36.26	\$ 36.63	\$ 37.02
541614	Warehouse Manager III	\$ 92.06	\$ 93.02	\$ 93.98	\$ 94.96	\$ 95.95
541614	Warehouse Manager II	\$ 78.26	\$ 79.06	\$ 79.88	\$ 80.71	\$ 81.54
541614	Warehouse/Inventory/Stock Clerk I	\$ 38.37	\$ 38.76	\$ 39.16	\$ 39.57	\$ 39.98
541614	Warehouse/Inventory/Stock Clerk III	\$ 44.88	\$ 45.34	\$ 45.81	\$ 46.29	\$ 46.77
541614	Warehouse/Inventory/Stock Clerk II	\$ 42.63	\$ 43.07	\$ 43.52	\$ 43.97	\$ 44.42
541614	Warehouseman I	\$ 58.31	\$ 58.91	\$ 59.53	\$ 60.14	\$ 60.77



3.0 LABOR CATEGORY DESCRIPTIONS FOR SIN

INFORMATION TECHNOLOGY POSITIONS

COMPUTER SYSTEMS ANALYST

Computer Systems Analyst (Level I)

Minimum/General Experience: Three (3) years of technical experience which applies to the analysis and design techniques for complex data management and database systems. Requires competence in all phases of systems analysis techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, architecture and management practices.

Functional Responsibility: Performs detailed analysis; develops alternative solutions; designs technical and business solution; conducts feasibility studies; develops implementation plans; performs implementation tasks; conducts testing and insures results.

Minimum Education: High School Diploma. Bachelors Degree in Computer Science or related field preferred.

Computer Systems Analyst (Level II)

Minimum/General Experience: Five (5) years of technical experience which applies to the analysis and design techniques for complex data management and database systems. Requires competence in all phases of systems analysis techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, architecture and management practices. Systems include microfilm, microfiche, optical storage, imaging, data warehousing, and database.

Functional Responsibility: Performs detailed analysis; develops alternative solutions; designs technical and business solution; conducts feasibility studies; develops implementation plans; performs project management; performs implementation tasks; conducts testing and insures results.

Minimum Education: Bachelor's Degree in Computer Science. Degree is not required with 4 years of specialized experience and 7 years of general experience.

Computer Systems Analyst (Level III)

Minimum/General Experience: Seven (7) years of technical experience which applies to the analysis and design techniques for complex data management and database systems. Requires competence in all phases of systems analysis techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, architecture and management



practices. Systems include microfilm, microfiche, optical storage, imaging, data warehousing, and database.

Functional Responsibility: Performs detailed analysis; develops alternative solutions; designs technical and business solution; conducts feasibility studies; develops implementation plans; performs project management; performs implementation tasks; conducts testing and insures results.

Minimum Education: Bachelors Degree in Computer Science or related field required.

CYBERSECURITY ENGINEER

Cybersecurity Engineer (Level I)

Minimum/General Experience: Three (3) years of technical experience in managing, coordinating, or organizing department cyber operation strategies and activities.

Functional Responsibility: Identify and resolve highly complex issues to prevent cyber attacks on information systems and to keep computer information systems secure from interruption of service, intellectual property theft, network viruses, data mining, financial theft, and theft of sensitive customer data, allowing business to continue as normal. This is accomplished through the systematic implementation of a cyber framework and process. Designs, installs, and manages security mechanisms that protect networks and information systems against hackers, breaches, viruses, and spyware. Responds to incidents, investigates violations, and recommends enhancements to plug potential security gaps.

Minimum Education: Bachelors Degree in Computer Science or related field.

Cybersecurity Engineer (Level II)

Minimum/General Experience: Five (5) years of technical experience in managing, coordinating, or organizing department cyber operation strategies and activities.

Functional Responsibility: Identify and resolve highly complex issues to prevent cyber attacks on information systems and to keep computer information systems secure from interruption of service, intellectual property theft, network viruses, data mining, financial theft, and theft of sensitive customer data, allowing business to continue as normal. This is accomplished through the systematic implementation of a cyber framework and process. Designs, installs, and manages security mechanisms that protect networks and information systems against hackers, breaches, viruses, and spyware. Responds to incidents, investigates violations, and recommends enhancements to plug potential security gaps.

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Functional Responsibility: Identify and resolve highly complex issues to prevent cyber attacks on information systems and to keep computer information systems secure from interruption of service, intellectual property theft, network viruses, data mining, financial theft, and theft of sensitive customer data, allowing business to continue as normal. This is accomplished through the systematic implementation of a cyber framework and process. Designs, installs, and manages security mechanisms that protect networks and information systems against hackers, breaches, viruses, and spyware. Responds to incidents, investigates violations, and recommends enhancements to plug potential security gaps.

Minimum Education: Bachelors Degree in Computer Science or related field.

INFORMATION ANALYST

Information Analyst (Level I)

Minimum/General Experience: Three (3) years of technical experience in assisting organizations in making data-driven decisions by analyzing and interpreting complex data sets.

Functional Responsibility: Gathering, collecting, and compiling data from various sources such as databases, surveys, and reports. Analyzing data using statistical tools and techniques to identify trends, patterns, and insights that can inform decision-making. Creating visualizations such as charts, graphs, and dashboards to help stakeholders better understand data. Preparing reports and presentations that summarize data analysis and insights for various stakeholders, including management, clients, and other departments. Ensuring the accuracy, completeness, and consistency of data by conducting data cleaning and validation activities. Building models and simulations that help predict future trends and scenarios based on historical data. Ensuring the security, confidentiality, and integrity of data by implementing appropriate policies and procedures. Working with cross-functional teams such as IT, business, and operations to identify opportunities and solve problems using data analysis.

Minimum Education: Bachelor's degree in fields such as computer science, information technology, mathematics, statistics, or a related field.

Information Analyst (Level II)

Minimum/General Experience: Five (5) years of technical experience in assisting organizations in making data-driven decisions by analyzing and interpreting complex data sets.

Functional Responsibility: Gathering, collecting, and compiling data from various sources such as databases, surveys, and reports. Analyzing data using statistical tools and techniques to identify trends, patterns, and insights that can inform decision-making. Creating visualizations such as charts, graphs, and dashboards to help stakeholders better understand data. Preparing reports and presentations that summarize data analysis and insights for various stakeholders, including management, clients, and other departments.

Ensuring the accuracy, completeness, and consistency of data by conducting data cleaning and validation activities. Building models and simulations that help predict future trends and scenarios based on historical data. Ensuring the security, confidentiality, and integrity of data by



implementing appropriate policies and procedures. Working with cross-functional teams such as IT, business, and operations to identify opportunities and solve problems using data analysis.

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Ensuring the accuracy, completeness, and consistency of data by conducting data cleaning and validation activities. Building models and simulations that help predict future trends and scenarios based on historical data. Ensuring the security, confidentiality, and integrity of data by implementing appropriate policies and procedures. Working with cross-functional teams such as IT, business, and operations to identify opportunities and solve problems using data analysis.

Minimum Education: Bachelor's degree in fields such as computer science, information technology, mathematics, statistics, or a related field.

NETWORK MANAGER

Network Manager (Level I)

Minimum/General Experience: Three (3) years experience in network engineering/operations. Minimum of three (3) years as a CNE. Requires competence in all phases of systems administration techniques, concepts and methods; in addition to knowledge of available networking engineering design, implementation and troubleshooting services.

Functional Responsibility: Oversees local area network operations and maintenance; ensures day-to-day network problems are resolved; installs, configures and maintains file servers; maintain working relationship with network and system users to provide current technology solutions; establish and maintain network documentation; oversee installation and monitoring of connectivity.

Minimum Education: Bachelors Degree in Computer Science.

Network Manager (Level II)

Minimum/General Experience: Five (5) years experience in network engineering/operations. Minimum of three (3) years as a CNE. Requires competence in all phases of systems administration techniques, concepts and methods; in addition to knowledge of available networking engineering design, implementation and troubleshooting services.



Functional Responsibility: Oversees local area network operations and maintenance; ensures day-to-day network problems are resolved; installs, configures and maintains file servers; maintain working relationship with network and system users to provide current technology solutions; establish and maintain network documentation; oversee installation and monitoring of connectivity activities and provides network planning activities.

Minimum Education: Bachelors Degree in Computer Science.

Network Manager (Level III)

Minimum/General Experience: Seven (7) years years experience in network engineering/operations. Minimum of three (3) years as a CNE. Requires competence in all phases of systems administration techniques, concepts and methods; in addition to knowledge of available networking engineering design, implementation and troubleshooting services.

Functional Responsibility: Oversees local area network operations and maintenance; ensures day-to-day network problems are resolved; installs, configures and maintains file servers; maintain working relationship with network and system users to provide current technology solutions; establish and maintain network documentation; oversee installation and monitoring of connectivity activities and provides network planning activities.

Minimum Education: Bachelors Degree in Computer Science.

PROGRAMMER

Programmer (Level I)

Minimum/General Experience: Three (3) years of technical experience which applies to applications programming and design techniques for complex computer systems. Requires competence in all phases of applications programming techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, architecture and management practices.

Functional Responsibility: Performs detailed analysis; develops program specifications; designs technical program components; develops program code; performs implementation tasks; conducts testing and insures results.

Minimum Education: Bachelors degree in Computer Science or related field experience.

Programmer (Level II)

Minimum/General Experience: Five (5) years of technical experience which applies to applications programming and design techniques for complex computer systems. Requires competence in all phases of applications programming techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, architecture and management practices.

Functional Responsibility: Performs detailed analysis; develops program specifications; designs technical program components; develops program code; performs implementation tasks; conducts testing and insures results.



Minimum Education: Bachelor's degree in Computer Science or related field required.

Programmer (Level III)

Minimum/General Experience: Seven (7) years of technical experience which applies to applications programming and design techniques for complex computer systems. Requires competence in all phases of applications programming techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, architecture and management practices.

Functional Responsibility: Performs detailed analysis; develops program specifications; designs technical program components; develops program code; performs implementation tasks; conducts testing and insures results.

Minimum Education: Masters degree in Computer Science. Degree is not required with 6 years of specialized experience and 9 years of general experience.

SYSTEMS ADMINISTRATOR

Systems Administrator (Level I)

Minimum/General Experience: Three (3) years of technical experience which applies to operating systems and configuration analysis and design techniques for complex computer systems. Requires competence in all phases of operating systems analysis techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, architecture and management practices.

Functional Responsibility: Performs detailed analysis; develops alternative solutions; designs technical and business solution; conducts feasibility studies; develops implementation plans; performs implementation tasks; conducts testing and insures results.

Minimum Education: Bachelors Degree in Computer Science or related field.

Systems Administrator (Level II)

Minimum/General Experience: Five (5) years of technical experience which applies to operating systems and configuration analysis and design techniques for complex computer systems. Requires competence in all phases of operating systems analysis techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, architecture and management practices.

Functional Responsibility: Performs detailed analysis; develops alternative solutions; designs technical and business solution; conducts feasibility studies; develops implementation plans; performs project management; performs implementation tasks; conducts testing and insures results.

Minimum Education: Bachelors Degree in Computer Science. Degree is not required with 4 years of specialized experience and 7 years of general experience.



Systems Administrator (Level III)

Minimum/General Experience: Seven (7) years of technical experience which applies to operating systems and configuration analysis and design techniques for complex computer systems. Requires competence in all phases of operating systems analysis techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, architecture and management practices.

Functional Responsibility: Performs detailed analysis; develops alternative solutions; designs technical and business solution; conducts feasibility studies; develops implementation plans; performs project management; performs implementation tasks; conducts testing and insures results.

Minimum Education: Masters Degree in Computer Science. Degree is not required with 6 years of specialized experience and 9 years of general experience.

SYSTEMS ANALYST

Systems Analyst (Level I)

Minimum/General Experience: Three (3) years of technical experience. Requires competence in all phases of software utilization, analysis techniques, concepts and methods; in addition to knowledge of available features, hardware compatibility, architecture and management practices.

Functional Responsibility: Performs detailed analysis; develops alternative solutions; designs technical and business solutions; conducts feasibility studies; develops implementation plans; performs implementation tasks; conducts testing and insures results.

Minimum Education: Bachelors Degree in Computer Science or related field preferred..

Systems Analyst (Level II)

Minimum/General Experience: Five (5) years of technical experience which applies to commercially available software products and utilities for client/server, PC LAN, and mainframe computer systems. Requires competence in all phases of software utilization, analysis techniques, concepts and methods; in addition to knowledge of available features, hardware compatibility, architecture and management practices.

Functional Responsibility: Performs detailed analysis; develops alternative solutions; designs technical and business solutions; conducts feasibility studies; develops implementation plans; performs project management; performs implementation tasks; conducts testing and insures results.

Minimum Education: Bachelors Degree in Computer Science. Degree is not required with 4 years of specialized experience and 7 years of general experience.

Systems Analyst (Level III)

Minimum/General Experience: Seven (7) years of technical experience which applies to commercially available software products and utilities for client/server, PC LAN, and mainframe



computer systems. Requires competence in all phases of software utilization, analysis techniques, concepts and methods; in addition to knowledge of available features, hardware compatibility, architecture and management practices.

Functional Responsibility: Performs detailed analysis; develops alternative solutions; designs technical and business solutions; conducts feasibility studies; develops implementation plans; performs project management; performs implementation tasks; conducts testing and insures results.

Minimum Education: Bachelors Degree in Computer Science or related field experience.

INFRASTRUCTURE ENGINEER

Infrastructure Engineer (Level I)

Minimum/General Experience: Three (3) years of technical experience designing, building, deploying, and maintaining the underlying hardware, software, and networking systems that support an organization's technology infrastructure.

Functional Responsibility: Designs and implements infrastructure solutions that meet the organization's needs. This includes developing detailed plans, creating technical documentation, and deploying the infrastructure. Maintains and supports the organization's technology infrastructure including monitoring system performance, identifying and resolving issues, and implementing changes as necessary. Ensure that the organization's technology infrastructure is secure. Implementing security measures, such as firewalls and access controls, and monitoring the infrastructure for potential security threats. Monitor and analyze the organization's technology infrastructure to ensure that it can handle the current and future workload. Use automation tools to streamline processes and reduce the risk of human error. They write scripts and use tools to automate routine tasks, such as software updates and system backups.

Minimum Education: Bachelors Degree in Computer Science or related field preferred.

Infrastructure Engineer (Level II)

Minimum/General Experience: Five (5) years of technical experience designing, building, deploying, and maintaining the underlying hardware, software, and networking systems that support an organization's technology infrastructure.

Functional Responsibility: Designs and implements infrastructure solutions that meet the organization's needs. This includes developing detailed plans, creating technical documentation, and deploying the infrastructure. Maintains and supports the organization's technology infrastructure including monitoring system performance, identifying and resolving issues, and implementing changes as necessary. Ensure that the organization's technology infrastructure is secure. Implementing security measures, such as firewalls and access controls, and monitoring the infrastructure for potential security threats. Monitor and analyze the organization's technology infrastructure to ensure that it can handle the current and future workload. Use automation tools to streamline processes and reduce the risk of human error.



They write scripts and use tools to automate routine tasks, such as software updates and system backups.

Minimum Education: Bachelors Degree in Computer Science or related field

Infrastructure Engineer (Level III)

Minimum/General Experience: Seven (7) years of technical experience designing, building, deploying, and maintaining the underlying hardware, software, and networking systems that support an organization's technology infrastructure.

Functional Responsibility: Designs and implements infrastructure solutions that meet the organization's needs. This includes developing detailed plans, creating technical documentation, and deploying the infrastructure. Maintains and supports the organization's technology infrastructure including monitoring system performance, identifying and resolving issues, and implementing changes as necessary. Ensure that the organization's technology infrastructure is secure. Implementing security measures, such as firewalls and access controls, and monitoring the infrastructure for potential security threats. Monitor and analyze the organization's technology infrastructure to ensure that it can handle the current and future workload. Use automation tools to streamline processes and reduce the risk of human error. They write scripts and use tools to automate routine tasks, such as software updates and system backups.

Minimum Education: Bachelors Degree in Computer Science or related field experience.

BUSINESS LABOR CATEGORIES

DOCUMENT MANAGEMENT SPECIALIST

Document Management Specialist (Level I)

Minimum/General Experience: Three years (3) of technical experience in preparing, processing, and publishing technical documents, data, and records. Requires competence in performing administrative support work such as preparing correspondence, maintaining files, familiarity with publications software, and strong computer skills.

Functional Responsibility: Assists with the maintenance and administration of publishing documents; reviews manuscripts and drafts for changes and updates; proofreads completed documents to ensure accuracy, prepares publication specifications and distribution requirements; prepares periodic or special reports. Developing document management policies and procedures, document identification and classification, document version control: and document archiving and disposal.

Minimum Education: High School Diploma. Bachelor's Degree in English preferred. Degree is not required with 2 years of specialized experience and 5 years of general experience.



Document Management Specialist (Level II)

Minimum/General Experience: Five (5) years of technical experience in preparing, processing, and publishing technical documents, data, and records. Requires competence in performing administrative support work such as preparing correspondence, maintaining files, familiarity with publications software, and strong computer skills.

Functional Responsibility: Assists with the maintenance and administration of publishing documents; reviews manuscripts and drafts for changes and updates; proofreads completed documents to ensure accuracy, prepares publication specifications and distribution requirements; prepares periodic or special reports. Developing document management policies and procedures, document identification and classification, document version control: and document archiving and disposal.

Minimum Education: Bachelor's Degree in English or related field.

Document Management Specialist (Level III)

Minimum/General Experience: Seven years (7) of technical experience in preparing, processing, and publishing technical documents, data, and records. Requires competence in performing administrative support work such as preparing correspondence, maintaining files, familiarity with publications software, and strong computer skills.

Functional Responsibility: Assists with the maintenance and administration of publishing documents; reviews manuscripts and drafts for changes and updates; proofreads completed documents to ensure accuracy, prepares publication specifications and distribution requirements; prepares periodic or special reports. Developing document management policies and procedures, document identification and classification, document version control: and document archiving and disposal.

Minimum Education: Bachelor's Degree in English or related field

BUSINESS ANALYST

Business Analyst (Level I)

Minimum/General Experience: Three (3) years of overall experience.

Functional Responsibility: The Financial Analyst analyzes past and present financial data of organization and estimates future revenues and expenditures, applying principles of finance. The Financial Analyst may run and document financial analysis projects and aid organization to support management's quest for performance improvement to determine the most useful business solution.

Minimum Education: Bachelors Degree in Business or related discipline. Degree is not required with 4 years of specialized experience.

Business Analyst (Level II)

Minimum/General Experience: Five (5) years of overall experience

Functional Responsibility: The Financial Analyst analyzes past and present financial data of organization and estimates future revenues and expenditures, applying principles of finance.



The Financial Analyst may run and document financial analysis projects and aid organization to support management's quest for performance improvement to determine the most useful business solution.

Minimum Education: Bachelors Degree in Business or related discipline. Degree is not required with 4 years of specialized experience.

Business Analyst (Level III)

Minimum/General Experience: Seven (7) years of overall experience

Functional Responsibility: The Financial Analyst analyzes past and present financial data of organization and estimates future revenues and expenditures, applying principles of finance. The Financial Analyst may run and document financial analysis projects and aid organization to support management's quest for performance improvement to determine the most useful business solution. Determine and document user requirements for business processes and abide by those requirements for future projects Reviews and analyzes information, forecasts, methods, schedules, systems, processes and procedures Provides expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis and Technical Analysis Is competent in subject matter and concepts and may lead individuals assisting in the work.

Minimum Education: Bachelors Degree in Business or related discipline. Degree is not required with 4 years of specialized experience.

BUDGET/FINANCIAL ANALYST

Budget/Financial (Level I)

Minimum/General Experience: Three (3) years of overall experience. **Functional Responsibility:** Analyzes past and present financial data of organization and estimates future revenues and expenditures, applying principles of finance. The Financial Analyst may • Run and document financial analysis projects, • Aid organization with financial functions, such as assessing, auditing, planning, budgeting, taxes, consolidation, cost control, and project control • Evaluate and analyze capital expenditures, depreciation, proposals, investment opportunities, rate of return, profit plans, operating records, financial statements, etc.

Minimum Education: Bachelors Degree in Business or related discipline. Degree is not required with 4 years of specialized experience.

Budget/Financial (Level II)

Minimum/General Experience: Five (5) years of overall experience

Functional Responsibility: Analyzes past and present financial data of organization and estimates future revenues and expenditures, applying principles of finance. The Financial Analyst may • Run and document financial analysis projects, • Aid organization with financial functions, such as assessing, auditing, planning, budgeting, taxes, consolidation, cost control, and project control • Evaluate and analyze capital expenditures, depreciation, proposals,



investment opportunities, rate of return, profit plans, operating records, financial statements, etc.

Minimum Education: Bachelors Degree in Business or related discipline. Degree is not required with 4 years of specialized experience.

Budget/Financial (Level III)

Minimum/General Experience: Seven (7) years of overall experience

Functional Responsibility: Analyzes past and present financial data of organization and estimates future revenues and expenditures, applying principles of finance. The Financial Analyst may • Run and document financial analysis projects, • Aid organization with financial functions, such as assessing, auditing, planning, budgeting, taxes, consolidation, cost control, and project control • Evaluate and analyze capital expenditures, depreciation, proposals, investment opportunities, rate of return, profit plans, operating records, financial statements, etc.

Minimum Education: Bachelors Degree in Business or related discipline. Degree is not required with 4 years of specialized experience.

RECORDS MANAGEMENT SPECIALIST

Records Management Specialist (Level I)

Minimum/General Experience: Three (3) years of professional experience in analysis of full text processing and information retrieval systems. Must have working knowledge of storage devices and media; text editing devices on microcomputers; and graphics for electronic display.

Functional Responsibility: Scans materials to microfilm or digital images systems; evaluates hardware to include optical scanning devices, applications, operations systems, and databases; uses on-line systems and tools for analysis of bibliographic database input and output processes; analyzes document processing, storage, inventory control, and management reporting systems; gathers, sorts, delivers mail and documents.

Minimum Education: High school degree or G.E.D. equivalent.

Records Management Specialist (Level II)

Minimum/General Experience: Five (5) years of professional experience in analysis of full text processing and information retrieval systems. Must have working knowledge of storage devices and media; text editing devices on microcomputers; and graphics for electronic display.

Functional Responsibility: Scans materials to microfilm or digital images systems; evaluates hardware to include optical scanning devices, applications, operations systems, and databases; uses on-line systems and tools for analysis of bibliographic database input and output processes; analyzes document processing, storage, inventory control, and management reporting systems; gathers, sorts, delivers mail and documents.

Minimum Education: High school degree or G.E.D. equivalent.



Records Management Specialist (Level III)

Minimum/General Experience: Seven (7) years of professional experience in analysis of full text processing and information retrieval systems. Must have working knowledge of storage devices and media; text editing devices on microcomputers; and graphics for electronic display.

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Minimum Education: High school degree or G.E.D. equivalent.

ADMINISTRATIVE ASSISTANT

Administrative Assistant (Level I)

Minimum/General Experience: Three (3) years of professional experience in administrative support to an organization or individual.

Functional Responsibility: Managing schedules and appointments, Answering calls and emails, Organizing files and records, Data entry and management, Drafting correspondence, Coordinating projects and Office management.

Minimum Education: High school degree or G.E.D. equivalent.

Administrative Assistant (Level II)

Minimum/General Experience: Five (5) years of professional experience in administrative support to an organization or individual.

Functional Responsibility: Managing schedules and appointments, Answering calls and emails, Organizing files and records, Data entry and management, Drafting correspondence, Coordinating projects and Office management.

Minimum Education: High school degree or G.E.D. equivalent.

Administrative Assistant (Level III)

Minimum/General Experience: Seven (7) years of professional experience in administrative support to an organization or individual.

Functional Responsibility: Managing schedules and appointments, Answering calls and emails, Organizing files and records, Data entry and management, Drafting correspondence, Coordinating projects and Office management.

Minimum Education: High school degree or G.E.D. equivalent.



SUBJECT MATTER EXPERT

Scientific Subject Matter Expert

Functional Responsibility: Provides consulting services to members of management, professional staff, and to the customer on IT projects; develops solutions to specific technical problems; reviews reports and other products for technical merit. Maintains continuous communication with client on use of installed equipment; conducts field training, and ensures high level hardware equipment maintenance.

Scientific Subject Matter Expert (Level I)

Minimum/General Experience: Minimum of five (5) years of general professional experience in science-related field planning, conducting, and directing work on complex projects necessitating the origination and application of new and unique approaches.

Minimum Education: Degree in computer science, physics, biochemistry, engineering, or an associated scientific field.

Scientific Subject Matter Expert (Level II)

Minimum/General Experience: Minimum of ten (10) years of general professional experience in science-related field planning, conducting and directing work on complex projects necessitating the origination and application of new and unique approaches,

Minimum Education: Degree in computer science, physics, biochemistry, engineering, or and associated scientific field. Doctorate is desired.

Scientific Subject Matter Expert (Level III)

Minimum/General Experience: Minimum of fifteen (15) years of general professional experience in science-related field planning, conducting and directing work on complex projects necessitating the origination and application of new and unique approaches. Must be able to direct supervision and provide technical direction and guidance to professional/technical subordinates.

Minimum Education: Desired Masters degree in computer science, physics, biochemistry, engineering, or and associated scientific field.

Business Subject Matter Expert

Functional Responsibility: Provides consulting services to members of management, professional staff, and to the customer on scientific projects; develops solutions to specific technical problems; develops and analyzes appropriate mathematical models when required by subject systems; reviews reports and other products for technical merit; acts in advisory capacity for the approach utilized in performing technical tasks of unusual difficulty or complexity.



Business Subject Matter Expert (Level I)

Minimum/General Experience: Minimum of five (5) years of professional experience in business management or related fields planning, conducting, and directing work on complex projects necessitating the origination and application of new and unique approaches.

Minimum Education: Degree in Business Management or associated fields.

Business Subject Matter Expert (Level II)

Minimum/General Experience: Minimum of ten (10) years of professional experience in business management or related fields planning, conducting, and work on complex projects necessitating the origination and application of new and unique approaches.

Minimum Education: Masters Degree in Business Management or associated fields. Doctorate candidates may hold degree.

Business Subject Matter Expert (Level III)

Minimum/General Experience: Minimum of fifteen (15) years of professional experience in business management or related fields planning, conducting, and directing work on complex projects necessitating the origination and application of new and unique approaches. Must have achieved recognized standing in professional field through outstanding contribution and competent in advising superiors, as well as subordinates, of problems of an advanced nature.

Minimum Education: Doctorate Degree in Business Management or associated fields.

Technical Subject Matter Expert

Functional Responsibility: Provides consulting services in the analysis and design of software and hardware components of large-scale computer systems and other projects; oversees system analysis and auditing activities; recommends general methods of investigation in research and development; validates completed assessments; assist in maintenance and support of hardware and software systems; develops solutions to specific technical problems; forecasts hardware and software needs; develops processes, policies and procedures; develops and analyzes appropriate mathematical models and conducts original research into modeling techniques; analyzes problem studies and problem histories; prepares technical and managerial reports.

Technical Subject Matter Expert (Level I)

Minimum/General Experience: Three (3) years of experience in a technical field, such as information system security, systems auditing or quality assurance, and is able to work independently in providing consulting services on specialized projects that are technical in nature.

Minimum Education: Bachelor's degree preferably in engineering, telecommunications, mathematics, or computer science.



Technical Subject Matter Expert (Level II)

Minimum/General Experience: Five (5) years of experience in a technical field, such as information systems management, systems auditing, access controls or systems analysis and ability to work independently to provide consulting services on specialized projects that are technical in nature.

Minimum Education: Bachelor's degree preferably in engineering, telecommunications, mathematics, or computer science.

Technical Subject Matter Expert (Level III)

Minimum/General Experience: Seven (7) years of experience in a technical field, such as information systems management, systems auditing, access controls or systems analysis; ability to manage diverse projects and work independently to provide consulting services on specialized projects that are technical in nature.

Minimum Education: Master's degree preferably in engineering, telecommunications, mathematics or computer science.

CONSULTANT

Consultant (Level I):

Minimum/General Experience: Three (3) years of overall experience in the management of systems development, knowledge of business processes, technical background or supervisory capacity to implement business solutions.

Functional Responsibility:

Consultants may perform tasks such as develop functional and technical information system designs, supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula, lead business process redesign teams in the development of new business process architectures, design training programs for information systems users, participate in quality reviews to ensure work complies with specified standards, develop teamwork plans, and perform workflow analyses.

Minimum Education: Bachelors Degree in in Business or related field preferred.

Consultant (Level II):

Minimum/General Experience: Five (5) years of overall experience in the management of systems development, knowledge of business processes, technical background or supervisory capacity to implement business solutions.

Functional Responsibility:

Consultants may perform tasks such as develop functional and technical information system designs, supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula, lead business process redesign teams in the development of new business process architectures, design training programs for information systems users, participate in quality



reviews to ensure work complies with specified standards, develop teamwork plans, and perform workflow analyses.

Minimum Education: Bachelors Degree in in Business or related field preferred.

Consultant (Level III):

Minimum/General Experience: Seven (7) years of overall experience in the management of systems development, knowledge of business processes, technical background or supervisory capacity to implement business solutions.

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Minimum Education: Bachelors Degree in in Business or related field preferred.

PROGRAM MANAGER

Program Manager (Level I):

Minimum/General Experience: Three (3) years of overall experience in the management of complex business and technical Programs. Requires competence in all phases of systems Program management, concepts and methods; in addition to knowledge of resource management, services, hardware, software, solutions architecture and financial management practices.

Functional Responsibility: Performs detailed analysis; develops alternative solutions; designs technical and business solution; conducts feasibility studies; develops implementation plans; performs Program management; performs implementation tasks; conducts testing and insures results. Demonstrated knowledge in resolving contractual issues, systems migrations, upgrades, licensing, pricing; capable of providing sound advice to clients, developing a team approach, and ensures the efficient operation of the Program.

Minimum Education: Bachelors Degree in in Business or related field preferred.

Program Manager (Level II):

Minimum/General Experience: Five (5) years of overall experience in the management of complex business and technical Programs. Requires competence in all phases of systems Program management, concepts and methods; in addition to knowledge of resource management, services, hardware, software, solutions architecture and financial management practices.

Functional Responsibility: Program Managers plan and manage projects to control overall project scope, budgets and schedules for multi-project engagements. Program Managers



maintain contractor interface with the senior levels of the customer's organization, and consult with customer and contractor personnel to formulate and review task plans and deliverables, and provide conformance with program and project task schedules and costs and contractual obligations.

Minimum Education: Bachelor's Degree in Business or related field required.

Program Manager (Level III):

Minimum/General Experience: Seven (7) years of overall experience in the management of complex business and technical Programs. Requires competence in all phases of systems Program management, concepts and methods; in addition to knowledge of resource management, services, hardware, software, solutions architecture and financial management practices.

Functional Responsibility: Has overall accountability for business solution programs. Responsible for product delivery and/or financial management of client engagements. Performs independent quality assurance reviews of program performance and deliverables. Lend thought leadership to engagement teams in developing creative solutions to client business problems.

Minimum Education: Masters Degree in Business or related field. Degree is not required with 6 years of specialized experience and 9 years of general experience.

PROJECT MANAGER

Project Manager (Level I):

Minimum/General Experience: Three (3) years of overall experience in the management of complex business and technical projects. Requires competence in all phases of systems project management, concepts and methods.

Functional Responsibility: Manages, plans and coordinates activities of projects. Reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. Establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. Identifies functional or cross functional requirements and resources required for each task.

Minimum Education: Bachelor's Degree in Business or related field preferred.

Project Manager (Level II):

Minimum/General Experience: Five (5) years of overall experience in the management of complex business and technical projects. Requires competence in all phases of systems project management, concepts and methods.

Functional Responsibility: Manages, plans and coordinates activities of projects. Reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. Establishes work plans and coordinates staffing for each phase of project



and arranges for recruitment or assignment of project personnel. Identifies functional or cross functional requirements and resources required for each task.

Minimum Education: Bachelor's Degree in Business or related field preferred.

Project Manager (Level III):

Minimum/General Experience: Seven (7) years of overall experience in the management of complex business and technical projects. Requires competence in all phases of systems project management, concepts and methods.

Functional Responsibility: Manages, plans and coordinates activities of projects. Reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. Establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. Identifies functional or cross functional requirements and resources required for each task.

Minimum Education: Masters Degree in Business or related field. Degree is not required with 6 years of specialized experience and 9 years of general experience.

QUALITY AUDITOR

Quality Process Auditor (Level I)

Minimum/General Experience:

One (1) year experience of quality-related experience with demonstrated knowledge and experience in quality systems, inspection and reporting, and in-plant quality systems and procedures.

Functional Responsibility:

Analytical problem analysis and solution determination, knowledge of manufacturing operations and processes, ability to perform quality systems audits.

Minimum Education:

Bachelor's Degree.

Quality Process Auditor (Level II)

Minimum/General Experience:

Five (5) years experience of quality-related experience with demonstrated knowledge and experience in quality systems, inspection and reporting, and in-plant quality systems and procedures.

Functional Responsibility:

Analytical problem analysis and solution determination, knowledge of manufacturing operations and processes, ability to perform quality systems audits, assistance in coordinating quality activities or performing Lead Auditor or Auditor functions.

Minimum Education:

Bachelor's Degree.



Quality Process Auditor (Level III)

Minimum/General Experience:

Ten (10) years experience of quality-related experience with demonstrated knowledge and experience in quality systems, inspection and reporting, and in-plant quality systems and procedures.

Functional Responsibility:

Analytical problem analysis and solution determination, knowledge of manufacturing operations and processes, ability to perform quality systems audits, assistance in coordinating quality activities or performing Lead Auditor or Auditor functions.

Minimum Education:

Bachelor's Degree.

INSTRUCTIONAL SYSTEMS DESIGNER

Manages and coordinates teaching groups for training courses; determines training schedules; provides technical guidance and direction to teaching groups; develops curriculum, training manuals, and guides for training courses; evaluates training courses to ensure integrity, efficiency, and consistency.

Instructional Systems Designer (Level I)

Minimum/General Experience: Three (3) years of experience in the development and management of ADP related training programs. Specific experience in designing, developing, and teaching training courses for ADP personnel in microcomputer and mainframe software applications. Must be capable of working independently and providing technical guidance to professional training personnel.

Minimum Education: Bachelors degree in associated discipline. Degree is not required with 2 years of specialized experience and 5 years of general experience.

Instructional Systems Designer (Level II)

Minimum/General Experience: Five (5) years of experience in the development and management of ADP related training programs. Specific experience in designing, developing, and teaching training courses for ADP personnel in microcomputer and mainframe software applications. Must be capable of working independently and providing technical guidance to professional training personnel.

Minimum Education: Bachelors degree in associated discipline. Degree is not required with 4 years of specialized experience and 7 years of general experience.

Instructional Systems Designer (Level III)

Minimum/General Experience: Seven (7) years of experience in the development and management of ADP related training programs. Specific experience in designing, developing, and teaching training courses for ADP personnel in microcomputer and mainframe software



applications. Must be capable of working independently and providing technical guidance to professional training personnel.

Minimum Education: Bachelors degree in associated discipline. Degree is not required with 6 years of specialized experience and 9 years of general experience.

INFORMATION RESOURCES SPECIALIST

Information Resources Specialist (Level I)

Minimum/General Experience: Three (3) years of specialized experience with information and data retrieval with on-line systems. Must have a working knowledge of several databases.

Functional Responsibility: Develops search strategies through a variety of methods; identifies and uses Internet resources and search aides; assists persons with use of on-line and CD-ROM systems; monitors and coordinates preparation of documents in electronic formats; oversees development of prototype systems for full-text retrieval, electronic bulletin board systems, and CD-ROM.

Minimum Education: Bachelors Degree in Library Sciences or related disciplines. Degree is not required with 2 years of specialized experience and 5 years of general experience.

Information Resources Specialist (Level II)

Minimum/General Experience: Five (5) years of specialized experience with information and data retrieval with on-line systems. Must have a working knowledge of several database mechanics such as DIALOG and BRS systems, and experienced in providing PC support in a fully automated library.

Functional Responsibility: Develops search strategies through a variety of on-line and other methods for obtaining information; identifies and uses Internet resources and search aides; assists persons with use of on-line and CD-ROM systems; monitors and coordinates preparation of documents in electronic formats; oversees development of prototype systems for full-text retrieval, electronic bulletin board systems, and CD-ROM; and provides hardware and software support.

Minimum Education: Bachelors Degree in Library Science or related disciplines or equivalent experience. Course emphasis in computer applications is preferred.

Information Resources Specialist (Level III)

Minimum/General Experience: Seven (7) years of specialized experience with information and data retrieval with on-line systems. Must have a working knowledge of several database mechanics such as DIALOG and BRS systems, and experienced in providing PC support in a fully automated library.

Functional Responsibility: Develops search strategies through a variety of on-line and other methods for obtaining information; retrieves information from on-line database system; identifies and uses Internet resources and search aides; assists persons with use of on-line and CD-ROM systems; monitors and coordinates preparation of documents in electronic formats;



oversees development of prototype systems for full-text retrieval, electronic bulletin board systems, and CD-ROM; and provides hardware and software support.

Minimum Education: Master's degree in library sciences or related disciplines or equivalent experience. Course emphasis in computer applications.

LIBRARIAN

Librarian (Level I)

Minimum/General Experience: Three (3) years of professional experience in a library environment to include analysis of problems or processes and design of computerized systems for accomplishment of library functions.

Functional Responsibility: Collection development: This involves selecting materials to add to the library's collection based on patron needs and interests, budget, and the library's collection development policy. Cataloging and classification: This involves organizing and describing library materials using standardized systems such as the Dewey Decimal Classification system or the Library of Congress Classification system. Reference services: This involves assisting patrons with finding and using library resources, answering reference questions, and providing guidance on research methods and techniques. Library instruction: This involves providing instruction and training to library patrons on how to use library resources effectively, including research databases, search engines, and other tools. Circulation services: This involves managing the loan and return of library materials, enforcing library policies, and collecting fines and fees as needed. Outreach and programming: This involves developing and implementing programs and events that promote the library and its resources, such as author talks, book clubs, and other community events. Technology management: This involves managing library technology, such as computers, databases, and online catalogs, to ensure that they are functioning properly and meeting patron needs.

Minimum Education: Master's degree in library sciences or related disciplines or equivalent experience.

Librarian (Level II)

Minimum/General Experience: Five (5) years of professional experience in a library environment to include analysis of problems or processes and design of computerized systems for accomplishment of library functions.

Functional Responsibility: Collection development: This involves selecting materials to add to the library's collection based on patron needs and interests, budget, and the library's collection development policy. Cataloging and classification: This involves organizing and describing library materials using standardized systems such as the Dewey Decimal Classification system or the Library of Congress Classification system. Reference services: This involves assisting patrons with finding and using library resources, answering reference questions, and providing guidance on research methods and techniques. Library instruction: This involves providing instruction and training to library patrons on how to use library resources effectively, including research databases, search engines, and other tools. Circulation services: This involves



managing the loan and return of library materials, enforcing library policies, and collecting fines and fees as needed. Outreach and programming: This involves developing and implementing programs and events that promote the library and its resources, such as author talks, book clubs, and other community events. Technology management: This involves managing library technology, such as computers, databases, and online catalogs, to ensure that they are functioning properly and meeting patron needs.

Minimum Education: Master's degree in library sciences or related disciplines or equivalent experience

Librarian (Level III)

Minimum/General Experience: Seven (7) years of professional experience in a library environment to include analysis of problems or processes and design of computerized systems for accomplishment of library functions.

Functional Responsibility: Collection development: This involves selecting materials to add to the library's collection based on patron needs and interests, budget, and the library's collection development policy. Cataloging and classification: This involves organizing and describing library materials using standardized systems such as the Dewey Decimal Classification system or the Library of Congress Classification system. Reference services: This involves assisting patrons with finding and using library resources, answering reference questions, and providing guidance on research methods and techniques. Library instruction: This involves providing instruction and training to library patrons on how to use library resources effectively, including research databases, search engines, and other tools. Circulation services: This involves managing the loan and return of library materials, enforcing library policies, and collecting fines and fees as needed. Outreach and programming: This involves developing and implementing programs and events that promote the library and its resources, such as author talks, book clubs, and other community events. Technology management: This involves managing library technology, such as computers, databases, and online catalogs, to ensure that they are functioning properly and meeting patron need. Manages, designs, develops, implements and integrates systems; conducts feasibility studies of proposed computer applications in the library; conducts analysis of bibliographic database input and output processes, as well as Document Management including storage and inventory control, request and customer service systems, quality assurance, and management reporting systems.

Minimum Education: Master's degree in library sciences or related disciplines or equivalent experience.

LIBRARY TECHNICIAN

Library Technician (Level I)

Minimum/General Experience: Three (3) years of professional experience in a library environment providing support to librarians in managing library operations and ensuring that library patrons can access the resources they need.



Functional Responsibility: Circulation services: This involves managing the loan and return of library materials, enforcing library policies, and collecting fines and fees as needed. Shelving and organizing materials: This involves shelving books and other materials in their proper location, ensuring that materials are properly labeled and organized, and conducting periodic inventory checks. Interlibrary loan: This involves managing the loan and return of materials to and from other libraries as part of an interlibrary loan program. Technical services: This involves providing support to librarians in cataloging and classifying materials, as well as managing the library's collection of materials. Reference services: This involves assisting patrons with finding and using library resources, answering reference questions, and providing guidance on research methods and techniques.

Minimum Education: High School Diploma.

Library Technician (Level II)

Minimum/General Experience: Five (5) years of professional experience in a library environment providing support to librarians in managing library operations and ensuring that library patrons can access the resources they need.

Functional Responsibility: Circulation services: This involves managing the loan and return of library materials, enforcing library policies, and collecting fines and fees as needed. Shelving and organizing materials: This involves shelving books and other materials in their proper location, ensuring that materials are properly labeled and organized, and conducting periodic inventory checks. Interlibrary loan: This involves managing the loan and return of materials to and from other libraries as part of an interlibrary loan program. Technical services: This involves providing support to librarians in cataloging and classifying materials, as well as managing the library's collection of materials. Reference services: This involves assisting patrons with finding and using library resources, answering reference questions, and providing guidance on research methods and techniques.

Minimum Education: High School Diploma..

Library Technician (Level III)

Minimum/General Experience: Seven (7) years of professional experience in a library environment providing support to librarians in managing library operations and ensuring that library patrons can access the resources they need.

Functional Responsibility: Circulation services: This involves managing the loan and return of library materials, enforcing library policies, and collecting fines and fees as needed. Shelving and organizing materials: This involves shelving books and other materials in their proper location, ensuring that materials are properly labeled and organized, and conducting periodic inventory checks. Interlibrary loan: This involves managing the loan and return of materials to and from other libraries as part of an interlibrary loan program. Technical services: This involves providing support to librarians in cataloging and classifying materials, as well as managing the library's collection of materials. Reference services: This involves assisting patrons with finding and using library resources, answering reference questions, and providing guidance on research methods and techniques.



Minimum Education: Bachelors degree in associated discipline.

ELECTRONIC RESOURCES LIBRARIAN

Electronic Resources Librarian (Level I)

Minimum/General Experience: Three (3) years of professional experience in a library environment managing the library's electronic resources, including databases, e-books, e-journals, and other digital materials.

Functional Responsibility: Acquiring and managing electronic resources: This involves selecting and purchasing electronic resources that meet the needs of library patrons, negotiating licenses and contracts with vendors, and managing subscriptions and access. Cataloging and metadata management: This involves ensuring that electronic resources are properly cataloged and classified so that they are discoverable by library patrons, and managing metadata associated with electronic resources. Troubleshooting and support: This involves providing technical support to patrons and staff for accessing and using electronic resources, and troubleshooting technical problems as needed. Instruction and outreach: This involves providing instruction and training to library patrons and staff on how to access and use electronic resources, and promoting the library's electronic resources through outreach and marketing efforts.

Minimum Education: Master's degree in library sciences or related disciplines or equivalent experience.

Electronic Resources Librarian (Level II)

Minimum/General Experience: Five (5) years of professional experience in a library environment managing the library's electronic resources, including databases, e-books, e-journals, and other digital materials.

Functional Responsibility: Acquiring and managing electronic resources: This involves selecting and purchasing electronic resources that meet the needs of library patrons, negotiating licenses and contracts with vendors, and managing subscriptions and access. Cataloging and metadata management: This involves ensuring that electronic resources are properly cataloged and classified so that they are discoverable by library patrons, and managing metadata associated with electronic resources. Troubleshooting and support: This involves providing technical support to patrons and staff for accessing and using electronic resources, and troubleshooting technical problems as needed. Instruction and outreach: This involves providing instruction and training to library patrons and staff on how to access and use electronic resources, and promoting the library's electronic resources through outreach and marketing efforts.

Minimum Education: Master's degree in library sciences or related disciplines or equivalent experience



Electronic Resources Librarian (Level III)

Minimum/General Experience: Seven (7) years of professional experience in a library environment managing the library's electronic resources, including databases, e-books, e-journals, and other digital materials.

Functional Responsibility: Acquiring and managing electronic resources: This involves selecting and purchasing electronic resources that meet the needs of library patrons, negotiating licenses and contracts with vendors, and managing subscriptions and access. Cataloging and metadata management: This involves ensuring that electronic resources are properly cataloged and classified so that they are discoverable by library patrons, and managing metadata associated with electronic resources. Troubleshooting and support: This involves providing technical support to patrons and staff for accessing and using electronic resources, and troubleshooting technical problems as needed. Instruction and outreach: This involves providing instruction and training to library patrons and staff on how to access and use electronic resources, and promoting the library's electronic resources through outreach and marketing efforts.

Minimum Education: Master's degree in library sciences or related disciplines or equivalent experience.

WRITER/EDITOR

Writer/Editor (Level I)

Minimum/General Experience: Three (3) years of general experience as an editor/writer of a variety of publications to include newsletters, technical documents, promotional materials, and training manuals. Must have extensive knowledge of automated word processing programs.

Functional Responsibility: Copies, edits, and rewrites on-line and hardcopy documents for grammatical, syntactical and usage errors; monitors the consistency and quality of deliverables; prepares and manages data and records databases; assists in document tracking and logging, schedules printing and copying requirements with vendors; assembles master copies including graphics, appendices, table of contents, and title pages.

Minimum Education: Bachelors degree in English or related discipline. Degree is not required with 2 years of specialized experience and 5 years of general experience.

Writer/Editor (Level II)

Minimum/General Experience: Five (5) years of general experience as an editor/writer of a variety of publications to include newsletters, technical documents, promotional materials, and training manuals. Must have extensive knowledge of automated word processing programs.

Functional Responsibility: Copies, edits, and rewrites on-line and hardcopy documents for grammatical, syntactical and usage errors; monitors the consistency and quality of deliverables; prepares and manages data and records databases; assists in document tracking and logging, schedules printing and copying requirements with vendors; assembles master copies including graphics, appendices, table of contents, and title pages.



Minimum Education: Bachelors degree in English or related discipline. Degree is not required with 4 years of specialized experience and 7 years of general experience.

Writer/Editor (Level III)

Minimum/General Experience: Seven (7) years of general experience as an editor/writer of a variety of publications to include newsletters, technical documents, promotional materials, and training manuals. Must have extensive knowledge of automated word processing programs.

Functional Responsibility: Copies, edits, and rewrites on-line and hardcopy documents for grammatical, syntactical and usage errors; monitors the consistency and quality of deliverables; prepares and manages data and records databases; assists in document tracking and logging, schedules printing and copying requirements with vendors; assembles master copies including graphics, appendices, table of contents, and title pages.

Minimum Education: Bachelors degree in English or related discipline. Degree is not required with 6 years of specialized experience and 9 years of general experience.

GRAPHIC DESIGNER

Graphics Designer (Level I)

Minimum/General Experience: Three (3) years of overall experience in graphic design and publishing utilizing graphics software packages and manual graphics production. Requires knowledge of database planning and design.

Functional Responsibility: Creates graphic design concepts; designs, develops and enhances graphics documents in various media; develops database programs.

Minimum Education: Bachelors Degree in Computer Science or related field.

Graphics Designer (Level II)

Minimum/General Experience: Five (5) years of overall experience in graphic design and publishing utilizing graphics software packages and manual graphics production. Requires knowledge of database planning and design.

Functional Responsibility: Creates graphic design concepts; designs, develops and enhances graphics documents in various media; develops database programs.

Minimum Education: Bachelors Degree in Computer Science. Degree is not required with 4 years of specialized experience and 7 years of general experience.

Graphics Designer (Level III)

Minimum/General Experience: Seven (7) years of overall experience in graphic design and publishing utilizing graphics software packages and manual graphics production. Requires knowledge of database planning and design.

Functional Responsibility: Creates graphic design concepts; designs, develops and enhances graphics documents in various media; develops database programs.

Minimum Education: Bachelors Degree in Computer Science. Degree is not required with 6 years of specialized experience and 9 years of general experience.



LOGISTICS LABOR CATEGORIES

LOGISTICS MANAGER

Logistics Manager (Level I)

Minimum/General Experience:

One (1) year of recent progressive logistics experience such as test evaluation, systems analysis, configuration management, integrated logistics support categories, operations research, or reliability and maintainability is required.

Functional Responsibility:

Experience with logistics integration requirements and implementation techniques, as applied to complex systems.

Minimum Education:

Bachelor's degree from an accredited university or college.

Logistics Manager (Level II)

Minimum/General Experience:

Five (5) years of recent progressive logistics experience such as test evaluation, systems analysis, configuration management, integrated logistics support categories, operations research, or reliability and maintainability is required.

Functional Responsibility:

Experience with logistics integration requirements and implementation techniques, as applied to complex systems.

Minimum Education:

Bachelor's degree from an accredited university or college.

Logistics Manager (Level III)

Minimum/General Experience:

Seven (7) years of recent progressive logistics experience in scientific or specialized systems such as test evaluation, systems analysis, configuration management, integrated logistics support categories, operations research, or reliability and maintainability is required.

Functional Responsibility:

Experience with logistics integration requirements and implementation techniques, as applied to complex systems.

Minimum Education:

Bachelor's degree from an accredited university or college.



LOGISTICS MANAGEMENT SPECIALIST

Logistics Management Specialist (Level I)

Minimum/General Experience:

Experience consistent with education and/or training on managing the flow of goods and materials between suppliers, manufacturers, distributors, and customers.

Functional Responsibility:

Planning and coordinating logistics activities: This involves developing and implementing logistics strategies and plans that optimize the transportation, storage, and distribution of goods. Managing inventory: This involves ensuring that inventory levels are maintained at appropriate levels to meet customer demand while minimizing costs. Negotiating with suppliers and carriers: This involves negotiating contracts with suppliers and carriers to ensure that goods are delivered on time and at the lowest possible cost. Tracking and analyzing logistics performance: This involves monitoring logistics performance metrics such as on-time delivery, inventory levels, and transportation costs, and using that data to identify areas for improvement. Ensuring compliance with regulations: This involves ensuring that all logistics activities comply with relevant regulations, such as transportation and hazardous materials regulations.

Minimum Education:

High School degree. Bachelor's degree in related field and 1 year of experience preferred. In lieu of degree, 2 years of specialized experience and 5 years of general experience.

Logistics Management Specialist (Level II)

Minimum/General Experience:

Experience consistent with education and/or training compiling and recording production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of equipment management.

Functional Responsibility:

Planning and coordinating logistics activities: This involves developing and implementing logistics strategies and plans that optimize the transportation, storage, and distribution of goods. Managing inventory: This involves ensuring that inventory levels are maintained at appropriate levels to meet customer demand while minimizing costs. Negotiating with suppliers and carriers: This involves negotiating contracts with suppliers and carriers to ensure that goods are delivered on time and at the lowest possible cost. Tracking and analyzing logistics performance: This involves monitoring logistics performance metrics such as on-time delivery, inventory levels, and transportation costs, and using that data to identify areas for improvement. Ensuring compliance with regulations: This involves ensuring that all logistics activities comply with relevant regulations, such as transportation and hazardous materials regulations.

Minimum Education:

High School degree. Bachelor's degree in related field and 5 years of experience preferred. In lieu of degree, 4 years of specialized experience and 7 years of general experience.



Logistics Management Specialist (Level III)

Minimum/General Experience:

Experience consistent with education and/or training compiling and recording production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of equipment management.

Functional Responsibility: Planning and coordinating logistics activities: This involves developing and implementing logistics strategies and plans that optimize the transportation, storage, and distribution of goods. Managing inventory: This involves ensuring that inventory levels are maintained at appropriate levels to meet customer demand while minimizing costs. Negotiating with suppliers and carriers: This involves negotiating contracts with suppliers and carriers to ensure that goods are delivered on time and at the lowest possible cost. Tracking and analyzing logistics performance: This involves monitoring logistics performance metrics such as on-time delivery, inventory levels, and transportation costs, and using that data to identify areas for improvement. Ensuring compliance with regulations: This involves ensuring that all logistics activities comply with relevant regulations, such as transportation and hazardous materials regulations. Managing logistics personnel: This involves managing logistics personnel such as warehouse workers, transportation staff, and other logistics specialists.

Minimum Education:

High School degree. Bachelor's degree in related field and 10 years of experience preferred. In lieu of degree, 6 years of specialized experience and 9 years of general experience.

EQUIPMENT COORDINATOR

Material/Equipment Custodian (Level I)

Minimum/General Experience:

Experience consistent with education and/or training compiling and recording production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of equipment management.

Functional Responsibility:

Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates. Writes production reports based on data compiled, tabulated and computed, following prescribed formats.

Minimum Education:

High School degree. Bachelor's degree in related field and 1 year of experience preferred. In lieu of degree, 2 years of specialized experience and 5 years of general experience.

Material/Equipment Custodian (Level II)

Minimum/General Experience:



Experience consistent with education and/or training compiling and recording production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of equipment management.

Functional Responsibility:

Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates. Writes production reports based on data compiled, tabulated and computed, following prescribed formats.

Minimum Education:

High School degree. Bachelor's degree in related field and 5 years of experience preferred. In lieu of degree, 4 years of specialized experience and 7 years of general experience.

Material/Equipment Custodian (Level III)

Minimum/General Experience:

Experience consistent with education and/or training compiling and recording production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of equipment management.

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Minimum Education:

High School degree. Bachelor's degree in related field and 10 years of experience preferred. In lieu of degree, 6 years of specialized experience and 9 years of general experience.

SHIPPING & RECEIVING CLERK

Shipping & Receiving Clerk (Level I)

Minimum/General Experience:

One (1) year of related experience performing clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials.

Functional Responsibility:

Verifies that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Verifies the correctness of incoming goods.



Minimum Education:

A high school diploma or equivalent.

Shipping & Receiving Clerk (Level II)

Minimum/General Experience:

Experience consistent with education and/or training in performing clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials.

Functional Responsibility:

Verifies that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Verifies the correctness of incoming goods.

Minimum Education:

High school diploma or equivalent and 5 years of general experience, or Associates degree and 4 years of general experience, or Bachelor's degree and 1 year of general experience.

Shipping & Receiving Clerk (Level III)

Minimum/General Experience:

Experience consistent with education and/or training in performing clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials.

Functional Responsibility:

Verifies that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Verifies the correctness of incoming goods.

Minimum Education:

High school diploma or equivalent and 7 years of general experience, or Associates degree and 8 years of general experience, or Bachelor's degree and 2 years of general experience.

STOCK CLERK

Stock Clerk (Level I)

Minimum/General Experience:

One (1) years of related experience receiving, storing, and issuing equipment, materials, supplies, merchandise, foodstuffs, or tools.

Functional Responsibility:



Compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Locates, tags, and codes equipment which has been purchased by or loaned to the university; processes equipment check-out and return forms. Manages equipment databases; enters data and generates periodic reports. Maintains and reconciles departmental ledgers to the university accounting system; prepares purchasing documents and monitors departmental expenditures.

Minimum Education:

High school diploma or equivalent.

Stock Clerk (Level II)

Minimum/General Experience:

Five (5) years of related experience receiving, storing, and issuing equipment, materials, supplies, merchandise, foodstuffs, or tools.

Functional Responsibility:

Compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Locates, tags, and codes equipment which has been purchased by or loaned to the university; processes equipment check-out and return forms. Manages equipment databases; enters data and generates periodic reports. Maintains and reconciles departmental ledgers to the university accounting system; prepares purchasing documents and monitors departmental expenditures.

Minimum Education:

High school diploma or equivalent.

Stock Clerk (Level III)

Minimum/General Experience:

Seven (7) years of related experience receiving, storing, and issuing equipment, materials, supplies, merchandise, foodstuffs, or tools.

Functional Responsibility:

Compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Locates, tags, and codes equipment which has been purchased by or loaned



to the university; processes equipment check-out and return forms. Manages equipment databases; enters data and generates periodic reports. Maintains and reconciles departmental ledgers to the university accounting system; prepares purchasing documents and monitors departmental expenditures.

Minimum Education:

High school diploma or equivalent.

WAREHOUSEMAN

Warehouseman (Level I)

Minimum/General Experience:

One (1) year of experience performing a variety of warehousing duties which require an understanding of the establishment's storage plan.

Functional Responsibility:

Verifies materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. Ability to operate hand or power trucks in performing warehousing duties.

Minimum Education:

High school diploma or equivalent.

Warehouseman (Level II)

Minimum/General Experience:

Five (5) years of experience performing a variety of warehousing duties which require an understanding of the establishment's storage plan.

Functional Responsibility:

Verifies materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. Ability to operate hand or power trucks in performing warehousing duties.

Minimum Education:

High school diploma or equivalent.

Warehouseman (Level III)

Minimum/General Experience:

Seven (7) years of experience performing a variety of warehousing duties which require an understanding of the establishment's storage plan.

Functional Responsibility:



Verifies materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. Ability to operate hand or power trucks in performing warehousing duties.

Minimum Education:

High school diploma or equivalent.

JANITOR

Janitor (Level I)

Minimum/General Experience: One (1) years of maintaining cleanliness and orderliness in a building or facility.

Functional Responsibility: Cleaning and maintaining the facility to include sweeping, mopping, vacuuming, dusting, and wiping down surfaces to keep them clean and presentable. Sweeping, mopping, vacuuming, dusting, and wiping down surfaces to keep them clean and presentable. Emptying trash and recycling bins. Restocking supplies. Performing minor repairs. Monitoring building security. Responding to emergencies. Maintaining equipment.

Minimum Education: High school degree or G.E.D. equivalent.

Janitor (Level II)

Minimum/General Experience: Three (3) years of maintaining cleanliness and orderliness in a building or facility.

Functional Responsibility: Cleaning and maintaining the facility to include sweeping, mopping, vacuuming, dusting, and wiping down surfaces to keep them clean and presentable. Sweeping, mopping, vacuuming, dusting, and wiping down surfaces to keep them clean and presentable. Emptying trash and recycling bins. Restocking supplies. Performing minor repairs. Monitoring building security. Responding to emergencies. Maintaining equipment.

Minimum Education: High school degree or G.E.D. equivalent.

Janitor (Level III)

Minimum/General Experience: Five (5) years of maintaining cleanliness and orderliness in a building or facility.

Functional Responsibility: Cleaning and maintaining the facility to include sweeping, mopping, vacuuming, dusting, and wiping down surfaces to keep them clean and presentable. Sweeping, mopping, vacuuming, dusting, and wiping down surfaces to keep them clean and presentable. Emptying trash and recycling bins. Restocking supplies. Performing minor repairs. Monitoring building security. Responding to emergencies. Maintaining equipment.

Minimum Education: High school degree or G.E.D. equivalent.