

# LOGWORLD PRICE LIST



## GS-10F-0288T

(With year headers)

Effective  
July 1, 2012  
Through  
June 30, 2017

Prime Contractor



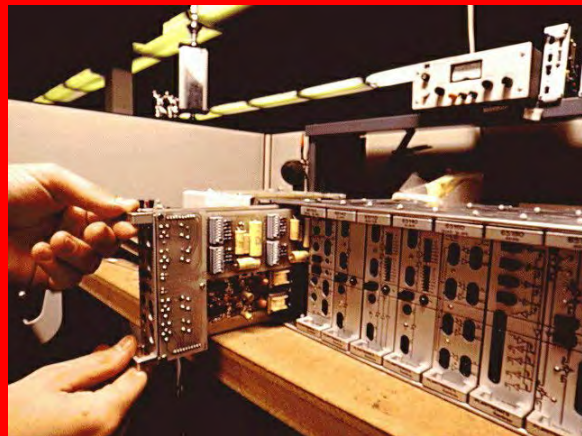
*Innovative logistics  
solutions for a stronger  
America!*



**Industrial Operations**



**Military Operations**



**Electronics Maintenance**

*... and more!*

**GSA Logistics Worldwide**

# GENERAL SERVICES ADMINISTRATION

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

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

**Schedule for - Logistics Worldwide (LogWorld)**  
**Federal Supply Group:** 874V **Class:** R706  
**Contract Number:** GS-10F-0288T  
**Price List Current through:** Mod PS-0006

**For more information on ordering from Federal Supply Schedules**  
**Click on the FSS Schedules button at <http://www.fss.gsa.gov>**  
**Contract Period:** July 01, 2012 through June 30, 2017

**Contractor:** Systems Support Alternatives, Inc.  
500 Montgomery Street, Suite 400  
Alexandria, VA 22314

**Business Size:** Small Business

**Telephone:** (571) 483-2100

**Extension:**

**FAX Number:** (571) 483-2101

**Web Site:** [www.ssai.com](http://www.ssai.com)

**E-mail:** [lemiret@ssai.com](mailto:lemiret@ssai.com)

**Contract Administration:** Toni Larson Lemire

## CUSTOMER INFORMATION:

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

874-501, 874-501R, 874-502, 874-502R, 874-503, 874-503R, 874-504, 874-504R, 874-507 and 874-507R

**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.**

- 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.**
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$300.00
- 4. Geographic Coverage (delivery Area):** Domestic only
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery:** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery:** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements:** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

14. **Payment address(es):** Same as company address
15. **Warranty provision:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:**  
[www.Section508.gov/](http://www.Section508.gov/).
25. **Data Universal Numbering System (DUNS) number:** 18-8403125
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered

SSA Site	Option 1 (5 Years)				
	Year 6	Year 7	Year 8	Year 9	Year 10
SINs	2.60%	2.60%	2.60%	2.60%	2.60%
<b>874-501, 874-501R, 874-502, 874-502R, 874-503, 874-503R, 874-504, 874-504R, 874-507, and 874-507R</b>	7/1/12 - 6/30/13	7/1/13 - 6/30/14	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/16 - 6/30/17
Accounting Clerk I	\$ 33.54	\$ 34.41	\$ 35.31	\$ 36.22	\$ 37.17
Accounting Clerk II	\$ 37.24	\$ 38.21	\$ 39.21	\$ 40.23	\$ 41.27
Accounting Clerk III	\$ 47.96	\$ 49.20	\$ 50.48	\$ 51.79	\$ 53.14
General Clerk I	\$ 31.40	\$ 32.21	\$ 33.05	\$ 33.91	\$ 34.79
General Clerk II	\$ 35.25	\$ 36.17	\$ 37.11	\$ 38.08	\$ 39.07
General Clerk III	\$ 42.88	\$ 43.99	\$ 45.14	\$ 46.31	\$ 47.51
Bus Driver	\$ 45.50	\$ 46.69	\$ 47.90	\$ 49.15	\$ 50.42
CBT Specialist/Instructor	\$ 76.47	\$ 78.46	\$ 80.50	\$ 82.59	\$ 84.74
Computer Operator I	\$ 39.00	\$ 40.02	\$ 41.06	\$ 42.13	\$ 43.22
Computer Operator II	\$ 44.91	\$ 46.08	\$ 47.27	\$ 48.50	\$ 49.76
Computer Operator III	\$ 49.17	\$ 50.44	\$ 51.76	\$ 53.10	\$ 54.48
Computer Operator IV	\$ 61.64	\$ 63.24	\$ 64.89	\$ 66.58	\$ 68.31
Computer Operator V	\$ 63.19	\$ 64.83	\$ 66.52	\$ 68.25	\$ 70.02
Computer Programmer I	\$ 63.19	\$ 64.83	\$ 66.52	\$ 68.25	\$ 70.02
Computer Programmer II	\$ 63.19	\$ 64.83	\$ 66.52	\$ 68.25	\$ 70.02
Computer Programmer III	\$ 63.19	\$ 64.83	\$ 66.52	\$ 68.25	\$ 70.02
Computer Programmer IV	\$ 63.19	\$ 64.83	\$ 66.52	\$ 68.25	\$ 70.02
Computer Systems Analyst I	\$ 63.19	\$ 64.83	\$ 66.52	\$ 68.25	\$ 70.02
Computer Systems Analyst II	\$ 63.19	\$ 64.83	\$ 66.52	\$ 68.25	\$ 70.02
Computer Systems Analyst III	\$ 63.19	\$ 64.83	\$ 66.52	\$ 68.25	\$ 70.02
Dispatcher, Motor Vehicle	\$ 54.41	\$ 55.82	\$ 57.27	\$ 58.76	\$ 60.29
Document Preparation Clerk	\$ 34.66	\$ 35.56	\$ 36.48	\$ 37.43	\$ 38.41
Electronics Technician, Maintenance I	\$ 55.49	\$ 56.93	\$ 58.41	\$ 59.93	\$ 61.49
Electronics Technician, Maintenance II	\$ 66.74	\$ 68.48	\$ 70.26	\$ 72.08	\$ 73.96
Electronics Technician, Maintenance III	\$ 71.25	\$ 73.10	\$ 75.00	\$ 76.95	\$ 78.95
Engineering Technician I	\$ 43.01	\$ 44.13	\$ 45.28	\$ 46.45	\$ 47.66
Engineering Technician II	\$ 48.29	\$ 49.55	\$ 50.84	\$ 52.16	\$ 53.52
Engineering Technician III	\$ 55.25	\$ 56.69	\$ 58.16	\$ 59.67	\$ 61.22
Engineering Technician IV	\$ 68.04	\$ 69.81	\$ 71.63	\$ 73.49	\$ 75.40
Engineering Technician V	\$ 80.67	\$ 82.77	\$ 84.92	\$ 87.13	\$ 89.40
Engineering Technician VI	\$ 99.07	\$ 101.65	\$ 104.29	\$ 107.00	\$ 109.78
Environmental Technician	\$ 52.42	\$ 53.78	\$ 55.18	\$ 56.61	\$ 58.09
Forklift Operator	\$ 39.77	\$ 40.80	\$ 41.86	\$ 42.95	\$ 44.07
Fuel Distribution System Mechanic	\$ 56.74	\$ 58.21	\$ 59.73	\$ 61.28	\$ 62.87
Fuel Distribution System Operator	\$ 48.07	\$ 49.32	\$ 50.60	\$ 51.92	\$ 53.27
General Maintenance Worker	\$ 43.49	\$ 44.62	\$ 45.78	\$ 46.97	\$ 48.19
Graphic Artist	\$ 68.66	\$ 70.45	\$ 72.28	\$ 74.16	\$ 76.08
Heavy Equipment Operator	\$ 78.66	\$ 80.71	\$ 82.81	\$ 84.96	\$ 87.17
Heavy Equipment Mechanic	\$ 61.72	\$ 63.33	\$ 64.98	\$ 66.66	\$ 68.40

Illustrator I	\$ 53.72	\$ 55.12	\$ 56.55	\$ 58.02	\$ 59.53
Illustrator II	\$ 68.66	\$ 70.45	\$ 72.28	\$ 74.16	\$ 76.08
Illustrator III	\$ 83.88	\$ 86.06	\$ 88.29	\$ 90.59	\$ 92.94
Laboratory Technician	\$ 50.97	\$ 52.30	\$ 53.66	\$ 55.05	\$ 56.48
Material Coordinator	\$ 49.65	\$ 50.94	\$ 52.26	\$ 53.62	\$ 55.02
Material Expediter	\$ 49.65	\$ 50.94	\$ 52.26	\$ 53.62	\$ 55.02
Material Handling Laborer	\$ 38.64	\$ 39.64	\$ 40.67	\$ 41.73	\$ 42.82
Messenger (Courier)	\$ 27.38	\$ 28.10	\$ 28.83	\$ 29.58	\$ 30.34
Motor Vehicle Mechanic	\$ 63.99	\$ 65.66	\$ 67.36	\$ 69.11	\$ 70.91
Motor Vehicle Mechanic, Helper	\$ 49.81	\$ 51.11	\$ 52.44	\$ 53.80	\$ 55.20
Order Clerk I	\$ 41.30	\$ 42.37	\$ 43.47	\$ 44.60	\$ 45.76
Order Clerk II	\$ 49.58	\$ 50.87	\$ 52.19	\$ 53.54	\$ 54.94
Order Filler	\$ 32.40	\$ 33.24	\$ 34.11	\$ 34.99	\$ 35.90
Recycling Worker	\$ 37.93	\$ 38.92	\$ 39.93	\$ 40.97	\$ 42.03
Secretary I	\$ 40.42	\$ 41.48	\$ 42.55	\$ 43.66	\$ 44.80
Secretary II	\$ 44.91	\$ 46.08	\$ 47.27	\$ 48.50	\$ 49.76
Secretary III	\$ 49.85	\$ 51.15	\$ 52.48	\$ 53.84	\$ 55.24
Shipping Packer	\$ 34.96	\$ 35.86	\$ 36.80	\$ 37.75	\$ 38.74
Shipping/Receiving Clerk	\$ 34.96	\$ 35.86	\$ 36.80	\$ 37.75	\$ 38.74
Shuttle Bus Driver	\$ 39.92	\$ 40.96	\$ 42.02	\$ 43.12	\$ 44.24
Stock Clerk	\$ 38.90	\$ 39.91	\$ 40.94	\$ 42.01	\$ 43.10
Store Worker I	\$ 32.20	\$ 33.03	\$ 33.89	\$ 34.77	\$ 35.68
Supply Technician	\$ 58.07	\$ 59.58	\$ 61.13	\$ 62.72	\$ 64.35
Technical Writer	\$ 53.81	\$ 55.21	\$ 56.65	\$ 58.12	\$ 59.63
Tools and Parts Attendant	\$ 39.77	\$ 40.80	\$ 41.86	\$ 42.95	\$ 44.07
Truck Driver, Light Truck	\$ 40.61	\$ 41.66	\$ 42.75	\$ 43.86	\$ 45.00
Truck Driver, Medium Truck	\$ 42.92	\$ 44.03	\$ 45.18	\$ 46.35	\$ 47.56
Truck Driver, Heavy Truck	\$ 50.75	\$ 52.07	\$ 53.42	\$ 54.81	\$ 56.23
Truck Driver, Tractor Trailer	\$ 50.75	\$ 52.07	\$ 53.42	\$ 54.81	\$ 56.23
Warehouse Specialist	\$ 39.77	\$ 40.80	\$ 41.86	\$ 42.95	\$ 44.07
Logistics Program Director	\$ 163.20	\$ 167.44	\$ 171.79	\$ 176.26	\$ 180.84
Logistics Program Manager	\$ 123.54	\$ 126.75	\$ 130.05	\$ 133.43	\$ 136.90
Logistics Project Manager	\$ 101.82	\$ 104.47	\$ 107.18	\$ 109.97	\$ 112.83
Logistics Functional Supervisor	\$ 91.85	\$ 94.24	\$ 96.69	\$ 99.20	\$ 101.78
Logistician I	\$ 48.14	\$ 49.39	\$ 50.68	\$ 51.99	\$ 53.35
Logistician II	\$ 68.11	\$ 69.88	\$ 71.69	\$ 73.56	\$ 75.47
Logistician III	\$ 91.50	\$ 93.88	\$ 96.32	\$ 98.82	\$ 101.39
ILS Specialist I	\$ 63.24	\$ 64.89	\$ 66.57	\$ 68.30	\$ 70.08
ILS Specialist II	\$ 88.47	\$ 90.77	\$ 93.13	\$ 95.55	\$ 98.04
ILS Specialist III	\$ 119.43	\$ 122.53	\$ 125.72	\$ 128.99	\$ 132.34
Functional Analyst I	\$ 40.91	\$ 41.97	\$ 43.06	\$ 44.18	\$ 45.33
Functional Analyst II	\$ 58.24	\$ 59.75	\$ 61.30	\$ 62.90	\$ 64.53
Functional Analyst III	\$ 78.38	\$ 80.41	\$ 82.50	\$ 84.65	\$ 86.85
Supply Analyst I	\$ 46.70	\$ 47.92	\$ 49.16	\$ 50.44	\$ 51.75
Supply Analyst II	\$ 66.54	\$ 68.27	\$ 70.04	\$ 71.86	\$ 73.73
Supply Analyst III	\$ 87.48	\$ 89.75	\$ 92.08	\$ 94.48	\$ 96.94
Transportation Manager	\$ 92.20	\$ 94.59	\$ 97.05	\$ 99.58	\$ 102.17
Logistics Subject Expert I	\$ 113.74	\$ 116.70	\$ 119.73	\$ 122.85	\$ 126.04

Logistics Subject Expert II	\$ 137.69	\$ 141.27	\$ 144.94	\$ 148.71	\$ 152.58
Logistics Subject Expert III	\$ 174.26	\$ 178.79	\$ 183.43	\$ 188.20	\$ 193.10

Client Site	Option 1 (5 Years)				
	Year 6	Year 7	Year 8	Year 9	Year 10
<b>SINs</b>	2.60%	2.60%	2.60%	2.60%	2.60%
<b>874-501, 874-501R, 874-502, 874-502R, 874-503, 874-503R, 874-504, 874-504R, 874-507, and 874-507R</b>	7/1/12 - 6/30/13	7/1/13 - 6/30/14	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/16 - 6/30/17
Accounting Clerk I	\$ 30.49	\$ 31.29	\$ 32.10	\$ 32.93	\$ 33.79
Accounting Clerk II	\$ 33.86	\$ 34.74	\$ 35.64	\$ 36.57	\$ 37.52
Accounting Clerk III	\$ 43.59	\$ 44.73	\$ 45.89	\$ 47.08	\$ 48.31
General Clerk I	\$ 28.53	\$ 29.27	\$ 30.04	\$ 30.82	\$ 31.62
General Clerk II	\$ 32.05	\$ 32.89	\$ 33.74	\$ 34.62	\$ 35.52
General Clerk III	\$ 38.05	\$ 39.04	\$ 40.06	\$ 41.10	\$ 42.17
Bus Driver	\$ 41.37	\$ 42.44	\$ 43.55	\$ 44.68	\$ 45.84
CBT Specialist/Instructor	\$ 69.51	\$ 71.32	\$ 73.17	\$ 75.08	\$ 77.03
Computer Operator I	\$ 35.59	\$ 36.52	\$ 37.47	\$ 38.44	\$ 39.44
Computer Operator II	\$ 40.83	\$ 41.90	\$ 42.99	\$ 44.10	\$ 45.25
Computer Operator III	\$ 44.70	\$ 45.87	\$ 47.06	\$ 48.28	\$ 49.54
Computer Operator IV	\$ 56.03	\$ 57.49	\$ 58.98	\$ 60.51	\$ 62.09
Computer Operator V	\$ 57.45	\$ 58.94	\$ 60.47	\$ 62.04	\$ 63.66
Computer Programmer I	\$ 57.45	\$ 58.94	\$ 60.47	\$ 62.04	\$ 63.66
Computer Programmer II	\$ 57.45	\$ 58.94	\$ 60.47	\$ 62.04	\$ 63.66
Computer Programmer III	\$ 57.45	\$ 58.94	\$ 60.47	\$ 62.04	\$ 63.66
Computer Programmer IV	\$ 57.45	\$ 58.94	\$ 60.47	\$ 62.04	\$ 63.66
Computer Systems Analyst I	\$ 57.45	\$ 58.94	\$ 60.47	\$ 62.04	\$ 63.66
Computer Systems Analyst II	\$ 57.45	\$ 58.94	\$ 60.47	\$ 62.04	\$ 63.66
Computer Systems Analyst III	\$ 57.45	\$ 58.94	\$ 60.47	\$ 62.04	\$ 63.66
Dispatcher, Motor Vehicle	\$ 49.46	\$ 50.75	\$ 52.07	\$ 53.42	\$ 54.81
Document Preparation Clerk	\$ 31.51	\$ 32.33	\$ 33.17	\$ 34.03	\$ 34.92
Electronics Technician, Maintenance I	\$ 50.44	\$ 51.75	\$ 53.10	\$ 54.48	\$ 55.89
Electronics Technician, Maintenance II	\$ 60.68	\$ 62.26	\$ 63.87	\$ 65.53	\$ 67.24
Electronics Technician, Maintenance III	\$ 64.77	\$ 66.46	\$ 68.18	\$ 69.96	\$ 71.77
Engineering Technician I	\$ 39.10	\$ 40.12	\$ 41.16	\$ 42.23	\$ 43.33
Engineering Technician II	\$ 43.91	\$ 45.05	\$ 46.23	\$ 47.43	\$ 48.66
Engineering Technician III	\$ 50.23	\$ 51.54	\$ 52.88	\$ 54.25	\$ 55.66
Engineering Technician IV	\$ 61.86	\$ 63.47	\$ 65.12	\$ 66.81	\$ 68.55
Engineering Technician V	\$ 73.34	\$ 75.25	\$ 77.20	\$ 79.21	\$ 81.27
Engineering Technician VI	\$ 90.06	\$ 92.40	\$ 94.81	\$ 97.27	\$ 99.80
Environmental Technician	\$ 47.65	\$ 48.89	\$ 50.16	\$ 51.46	\$ 52.80
Forklift Operator	\$ 36.15	\$ 37.09	\$ 38.05	\$ 39.04	\$ 40.05
Fuel Distribution System Mechanic	\$ 51.59	\$ 52.93	\$ 54.30	\$ 55.72	\$ 57.17
Fuel Distribution System Operator	\$ 43.70	\$ 44.83	\$ 46.00	\$ 47.20	\$ 48.42

General Maintenance Worker	\$ 39.54	\$ 40.57	\$ 41.62	\$ 42.71	\$ 43.82
Graphic Artist	\$ 62.42	\$ 64.04	\$ 65.71	\$ 67.42	\$ 69.17
Heavy Equipment Operator	\$ 71.51	\$ 73.37	\$ 75.28	\$ 77.24	\$ 79.24
Heavy Equipment Mechanic	\$ 56.12	\$ 57.58	\$ 59.08	\$ 60.61	\$ 62.19
Illustrator I	\$ 48.84	\$ 50.11	\$ 51.41	\$ 52.75	\$ 54.12
Illustrator II	\$ 62.42	\$ 64.04	\$ 65.71	\$ 67.42	\$ 69.17
Illustrator III	\$ 76.25	\$ 78.23	\$ 80.27	\$ 82.36	\$ 84.50
Laboratory Technician	\$ 46.34	\$ 47.55	\$ 48.79	\$ 50.05	\$ 51.36
Material Coordinator	\$ 45.13	\$ 46.31	\$ 47.51	\$ 48.75	\$ 50.01
Material Expediter	\$ 45.13	\$ 46.31	\$ 47.51	\$ 48.75	\$ 50.01
Material Handling Laborer	\$ 35.13	\$ 36.04	\$ 36.98	\$ 37.94	\$ 38.93
Messenger (Courier)	\$ 24.90	\$ 25.55	\$ 26.21	\$ 26.89	\$ 27.59
Motor Vehicle Mechanic	\$ 58.17	\$ 59.69	\$ 61.24	\$ 62.83	\$ 64.46
Motor Vehicle Mechanic, Helper	\$ 45.28	\$ 46.45	\$ 47.66	\$ 48.90	\$ 50.17
Order Clerk I	\$ 37.54	\$ 38.52	\$ 39.52	\$ 40.55	\$ 41.60
Order Clerk II	\$ 45.07	\$ 46.24	\$ 47.45	\$ 48.68	\$ 49.95
Order Filler	\$ 29.46	\$ 30.22	\$ 31.01	\$ 31.81	\$ 32.64
Recycling Worker	\$ 34.48	\$ 35.38	\$ 36.30	\$ 37.24	\$ 38.21
Secretary I	\$ 36.75	\$ 37.71	\$ 38.69	\$ 39.69	\$ 40.73
Secretary II	\$ 40.83	\$ 41.90	\$ 42.99	\$ 44.10	\$ 45.25
Secretary III	\$ 45.32	\$ 46.50	\$ 47.71	\$ 48.95	\$ 50.22
Shipping Packer	\$ 31.79	\$ 32.61	\$ 33.46	\$ 34.33	\$ 35.22
Shipping/Receiving Clerk	\$ 31.79	\$ 32.61	\$ 33.46	\$ 34.33	\$ 35.22
Shuttle Bus Driver	\$ 36.30	\$ 37.24	\$ 38.21	\$ 39.21	\$ 40.22
Stock Clerk	\$ 35.36	\$ 36.28	\$ 37.22	\$ 38.19	\$ 39.18
Store Worker I	\$ 29.26	\$ 30.02	\$ 30.80	\$ 31.60	\$ 32.43
Supply Technician	\$ 52.79	\$ 54.16	\$ 55.57	\$ 57.01	\$ 58.50
Technical Writer	\$ 48.92	\$ 50.19	\$ 51.50	\$ 52.84	\$ 54.21
Tools and Parts Attendant	\$ 36.15	\$ 37.09	\$ 38.05	\$ 39.04	\$ 40.05
Truck Driver, Light Truck	\$ 36.92	\$ 37.88	\$ 38.86	\$ 39.87	\$ 40.91
Truck Driver, Medium Truck	\$ 39.02	\$ 40.03	\$ 41.07	\$ 42.14	\$ 43.24
Truck Driver, Heavy Truck	\$ 46.13	\$ 47.33	\$ 48.56	\$ 49.82	\$ 51.12
Truck Driver, Tractor Trailer	\$ 46.13	\$ 47.33	\$ 48.56	\$ 49.82	\$ 51.12
Warehouse Specialist	\$ 31.90	\$ 32.73	\$ 33.58	\$ 34.45	\$ 35.35
Logistics Program Director	\$ 148.36	\$ 152.22	\$ 156.17	\$ 160.24	\$ 164.40
Logistics Program Manager	\$ 89.53	\$ 91.86	\$ 94.24	\$ 96.70	\$ 99.21
Logistics Project Manager	\$ 92.57	\$ 94.97	\$ 97.44	\$ 99.98	\$ 102.57
Logistics Functional Supervisor	\$ 83.50	\$ 85.67	\$ 87.89	\$ 90.18	\$ 92.52
Logistician I	\$ 43.26	\$ 44.38	\$ 45.53	\$ 46.72	\$ 47.93
Logistician II	\$ 61.91	\$ 63.52	\$ 65.17	\$ 66.86	\$ 68.60
Logistician III	\$ 74.49	\$ 76.42	\$ 78.41	\$ 80.45	\$ 82.54
ILS Specialist I	\$ 57.49	\$ 58.98	\$ 60.51	\$ 62.09	\$ 63.70
ILS Specialist II	\$ 80.43	\$ 82.52	\$ 84.66	\$ 86.87	\$ 89.12
ILS Specialist III	\$ 108.57	\$ 111.39	\$ 114.29	\$ 117.26	\$ 120.31
Functional Analyst I	\$ 37.19	\$ 38.16	\$ 39.15	\$ 40.17	\$ 41.21
Functional Analyst II	\$ 52.94	\$ 54.32	\$ 55.73	\$ 57.18	\$ 58.67
Functional Analyst III	\$ 71.25	\$ 73.10	\$ 75.00	\$ 76.95	\$ 78.95
Supply Analyst I	\$ 42.46	\$ 43.56	\$ 44.69	\$ 45.85	\$ 47.05



Supply Analyst II	\$ 60.49	\$ 62.07	\$ 63.68	\$ 65.34	\$ 67.03
Supply Analyst III	\$ 79.53	\$ 81.59	\$ 83.71	\$ 85.89	\$ 88.12
Transportation Manager	\$ 83.81	\$ 85.99	\$ 88.23	\$ 90.52	\$ 92.88
Logistics Subject Expert I	\$ 103.40	\$ 106.09	\$ 108.85	\$ 111.68	\$ 114.58
Logistics Subject Expert II	\$ 125.17	\$ 128.43	\$ 131.77	\$ 135.19	\$ 138.71
Logistics Subject Expert III	\$ 158.41	\$ 162.53	\$ 166.76	\$ 171.09	\$ 175.54

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

<b>SCA MATRIX</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Accounting Clerk I	01011 - Accounting Clerk I	See List Below
Accounting Clerk II	01012 - Accounting Clerk II	See List Below
Accounting Clerk III	01013 - Accounting Clerk III	See List Below
General Clerk I	01111 - General Clerk I	See List Below
General Clerk II	01112 - General Clerk II	See List Below
General Clerk III	01113 - General Clerk III	See List Below
Bus Driver	31030 - Bus Driver	See List Below
CBT Specialist/Instructor	15050 - CBT Specialist/Instructor	See List Below
Computer Operator I	14041 - Computer Operator I	See List Below
Computer Operator II	14042 - Computer Operator II	See List Below
Computer Operator III	14043 - Computer Operator III	See List Below
Computer Operator IV	14044 - Computer Operator IV	See List Below
Computer Operator V	14045 - Computer Operator V	See List Below
Computer Programmer I	14071 - Computer Programmer I	See List Below
Computer Programmer II	14072 - Computer Programmer II	See List Below
Computer Programmer III	14073 - Computer Programmer III	See List Below
Computer Programmer IV	14074 - Computer Programmer IV	See List Below
Computer Systems Analyst I	14101 - Computer Systems Analyst I	See List Below
Computer Systems Analyst II	14102 - Computer Systems Analyst II	See List Below
Computer Systems Analyst III	14103 - Computer Systems Analyst III	See List Below
Dispatcher, Motor Vehicle	01060 - Dispatcher, Motor Vehicle	See List Below
Document Preparation Clerk	01070 - Document Preparation Clerk	See List Below
Electronics Technician, Maintenance I	23181 - Electronics Technician, Maintenance I	See List Below
Electronics Technician, Maintenance II	23182 - Electronics Technician, Maintenance II	See List Below
Electronics Technician, Maintenance III	23183 - Electronics Technician, Maintenance III	See List Below
Engineering Technician I	30081 - Engineering Technician I	See List Below
Engineering Technician II	30082 - Engineering Technician II	See List Below
Engineering Technician III	30083 - Engineering Technician III	See List Below
Engineering Technician IV	30084 - Engineering Technician IV	See List Below
Engineering Technician V	30085 - Engineering Technician V	See List Below

Engineering Technician VI	30086 - Engineering Technician VI	See List Below
Environmental Technician	30090 - Environmental Technician	See List Below
Forklift Operator	21030 - Forklift Operator	See List Below
Fuel Distribution System Mechanic	23311 - Fuel Distribution System Mechanic	See List Below
Fuel Distribution System Operator	23312 - Fuel Distribution System Operator	See List Below
General Maintenance Worker	23370 - General Maintenance Worker	See List Below
Graphic Artist	15080 - Graphic Artist	See List Below
Heavy Equipment Operator	23440 - Heavy Equipment Operator	See List Below
Heavy Equipment Mechanic	23430 - Heavy Equipment Mechanic	See List Below
Illustrator I	13041 - Illustrator I	See List Below
Illustrator II	13042 - Illustrator II	See List Below
Illustrator III	13043 - Illustrator III	See List Below
Laboratory Technician	30210 - Laboratory Technician	See List Below
Material Coordinator	30230 - Material Coordinator	See List Below
Material Expediter	21040 - Material Expediter	See List Below
Material Handling Laborer	21050 - Material Handling Laborer	See List Below
Messenger (Courier)	01141 - Messenger (Courier)	See List Below
Motor Vehicle Mechanic	05190 - Motor Vehicle Mechanic	See List Below
Motor Vehicle Mechanic, Helper	05220 - Motor Vehicle Mechanic, Helper	See List Below
Order Clerk I	01191 - Order Clerk I	See List Below
Order Clerk II	01192 - Order Clerk II	See List Below
Order Filler	21071 - Order Filler	See List Below
Recycling Worker	99710 - Recycling Laborer	See List Below
Secretary I	01311 - Secretary I	See List Below
Secretary II	01312 - Secretary II	See List Below
Secretary III	01313 - Secretary III	See List Below
Shipping Packer	21110 - Shipping Packer	See List Below
Shipping/Receiving Clerk	21130 - Shipping/Receiving Clerk	See List Below
Shuttle Bus Driver	31290 - Shuttle Bus Driver	See List Below
Stock Clerk	21150 - Stock Clerk	See List Below
Store Worker I	21140 - Store Worker I	See List Below
Supply Technician	01410 - Supply Technician	See List Below
Technical Writer	30461 - Technical Writer I	See List Below
Tools and Parts Attendant	21210 - Tools and Parts Attendant	See List Below
Truck Driver, Light Truck	31361 - Truck Driver, Light	See List Below
Truck Driver, Medium Truck	31362 - Truck Driver, Medium	See List Below
Truck Driver, Heavy Truck	31363 - Truck Driver, Heavy	See List Below
Truck Driver, Tractor Trailer	31364 - Truck Driver, Tractor Trailer	See List Below
Warehouse Specialist	21410 - Warehouse Specialist	See List Below

**Wage determination 05-2103, Revision 11, 6/13/11**, District of Columbia, Maryland, Virginia, Areas: District of Columbia, statewide, Maryland counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St. Mary's; Virginia counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford.

**Wage determination 05-2449, Revision 11, 6/13/2011**, States: New Jersey, Pennsylvania, Areas: New Jersey counties of Burlington, Camden, Gloucester, Pennsylvania counties of Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, Philadelphia.

**Wage determination 05-2375, Revision 11, 6/13/2011**, State: New York, Areas: New York counties of Bronx, Kings, New York, Putnam, Queens, Richmond, Rockland, Westchester.

**Wage determination 05-2413, Revision 11, 6/13/2011**, States: Indiana, Kentucky, Ohio, Areas: Indiana counties of Dearborn, Franklin, Ohio, Ripley, Switzerland, Kentucky counties of Boone, Bracken, Campbell, Carroll, Gallatin, Grant, Kenton, mason, Pendleton, Ohio counties of Brown, Butler, Clermont, Hamilton, Warren.

**Wage determination 05-2393, Revision 12, 6/13/2011**, States: North Carolina, South Carolina, Areas: North Carolina counties of Beaufort, Bladen, Brunswick, Carteret, Columbus, Craven, Cumberland, Dare, Duplin, Greene, Harnett, Hoke, Hyde, Johnston, Jones, Lee, Lenoir, martin, Moore, New Hanover, Onslow, Pamlico, Pender, Pitt, Richmond, Robeson, Sampson, Scotland, Tyrrell, Washington, Wayne, Wilson, South Carolina counties of Dillon, Horry, Marion, Marlboro.

**Wage determination 05-2115, Revision 11, 6/13/2011**, States: Florida, Georgia, Areas: Florida counties of Baker, Clay, Columbia, Duval, Hamilton, Lafayette, Madison, Nassau, Putnam, Saint Johns, Suwannee, Taylor, Georgia counties of Brantley, Camden, Charlton, Glynn, Pierce.

**Wage determination 05-2047, Revision 12, 6/13/2011**, State: California, Areas: California counties of Los Angeles, Orange.

**Wage determination 05-2509, Revision 12, 6/13/2011**, State: Texas, counties of Collin, Cooke, Dallas, Delta, Denton, Ellis, Fannin, Grayson, Henderson, Hopkins, Hunt, Kaufman, Lamar, Navarro, Rains, Rockwall, Smith, Van Zandt, Wood.

**Wage determination 05-2153, Revision 15, 6/13/2011**, State: Hawaii, Areas: Hawaii statewide.

## **Approved Labor Categories**

### **Logistics Program Director**

Position Characteristics – Responsible for directing and managing major logistics contracts requiring executive-level planning, management, scheduling, quality control, and cost control of management personnel and/or subject experts possessing diverse or unique skills/experience.

Education – Graduate Degree in Logistics, Engineering, Computer Science, Mathematics, or Physics. With client pre-approval, an undergraduate degree, coupled with sufficient “environment specific” experience may be substituted for the graduate degree.

Experience – At least 12 years of progressive experience managing/directing a workforce of professional logisticians (exempt) and logistics support personnel (non-exempt). Experience generally involves delivery of broad acquisition logistics expertise to military and commercial clients. Military clients, for example, may be involved in any phase of a major systems acquisition conforming to Department of Defense Regulation 5000.2-R – Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Information System (MAIS) Acquisition Programs, including Post Production Support.

## **Logistics Program Manager**

Position Characteristics – Responsible for providing management of logistics contracts requiring the planning, management, scheduling, quality control, and cost control of personnel possessing diverse skills and experience in the logistics profession.

Education – Bachelors Degree in Logistics, Engineering, Computer Science, Mathematics, or Physics. In certain instances, and with client pre-approval, an individual's experience and training derived while serving as a Federal manager (DoD or civilian agency) may be combined with experience shown below as a substitute for an undergraduate degree.

Experience – At least 10 years experience managing a workforce of professional logisticians (exempt) and logistics support personnel (non-exempt). Experience typically involves delivery of acquisition logistics and/or post-production logistics expertise to Federal military or civilian agencies, or commercial clients. Military clients, for example, may be involved in any phase of a major systems acquisition conforming to Department of Defense Regulation 5000.2-R – Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Information System (MAIS) Acquisition Programs. Has acquired working familiarity with acquisition logistics directives and instructions, including MIL-STD-1388-1A and MIL-STD-1388-2B (Logistics Support Analysis (LSA) and Logistics Support Analysis Record (LSAR)).

## **Logistics Project Manager**

Position Characteristics – Responsible for providing management of logistics projects requiring the planning, management, scheduling, quality control, and cost control of personnel possessing project-specific skills and experience in one or more logistics disciplines, such as, but not limited to, provisioning, technical publications, supply, warehousing, maintenance, asset management, packaging, and transportation operations.

Education – Bachelors Degree in Logistics, Engineering, Computer Science, Mathematics, or Physics. In certain instances, and with client approval, an individual's experience and training derived while serving as a Federal manager (DoD or civilian agency) may be combined with experience shown below as a substitute for an undergraduate degree.

Experience – At least 7 years of progressive experience managing a workforce of professional logisticians (exempt) and logistics support personnel (non-exempt). Experience may involve delivery of one or more specific logistics disciplines in an acquisition, operational and/or post-production environment covering fielded systems or capabilities, including support of non-developmental items (NDI).

## **Logistics Functional Supervisor**

Position Characteristics – Responsible for supervising logistics personnel and applying the necessary planning, management, scheduling, quality control, and cost control of logistics functional operations.

Education – Bachelors Degree in Logistics, Engineering, Computer Science, Mathematics, Physics, or Business. In certain instances, with client approval, individual experience and training derived while serving as a Federal (military or civilian agency) or Industry supervisor may be combined with

experience shown below as a substitute for the 4-year degree.

Experience – At least 5 years of progressive experience supervising and coaching a workforce of professional logisticians (exempt) and support personnel (non-exempt) in the required technical and/or administrative disciplines. Experience may involve delivery of one or more specific logistics disciplines in an acquisition and/or post-production operating environment covering fielded systems or capabilities.

## **Logistician**

Position Characteristics – Works as a contributing member of an integrated product team (IPT) performing cross-discipline activities in support of developmental, pre-production, and/or operational (fielded) systems/products. Applies knowledge and experience in one or more logistics disciplines: Maintenance Planning; Repair Analysis; Support and Test Equipment (S&TE); Supply Support; Manpower, Personnel and Training (MPT); Facilities; Packaging, Handling, Storage and Transportation (PHS&T); Post Production Support. Applies specialized skills and knowledge toward achieving established system/product supportability and cost objectives. May be called upon to evaluate engineering changes for impact on supportability, readiness, and life cycle costs. Recommends courses of action for supporting legacy systems. Identifies/recommends systems/products for service-life extension programs (SLEP). May be called to serve as an expert evaluator of industry proposals for logistics products and services.

### Education

Level I – A Bachelors degree is desired. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

Level II – A graduate degree is desired. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

Level III – A graduate degree, or a Bachelors degree in combination with status as a Certified Professional Logistician (CPL), is desired. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

### Experience

Level I – Requires at least 4 years experience collecting and analyzing various data and information in support of mission objectives for systems/products of a developmental, pre-production, production, or post-production nature. Knowledgeable in acquisition logistics objectives and methodologies, including knowledge of automated tools and models.

Level II – Requires at least 6 years experience collecting and analyzing various data and information in support of mission objectives for systems/products of a developmental, pre-production, production, or post-production nature. Has advanced knowledge and experience-based comprehension of acquisition logistics objectives and methodologies, including various automated tools and models.

Level III – Requires at least 8 years experience in the logistics field, including 3 years experience leading and managing cross-discipline teams of logisticians, analysts, technicians, and other support personnel. Experienced in designing, planning and implementing data collection and analysis processes, and instructing others in their use and application. Experienced with various automated tools and models. Experienced in preparing and conducting formal briefings for high-level managers, acquisition personnel, and executives.

## **ILS Specialist**

Position Characteristics – Works as an acquisition logistics specialist contributing to the development, implementation, and ongoing maintenance of Integrated Logistics Support Plans (ILSP), typically for new and emerging systems/products. Holds specialized knowledge in one or more logistics disciplines: Maintenance Planning; Repair Analysis; Support and Test Equipment (S&TE); Supply Support; Manpower, Personnel and Training (MPT); Facilities; Packaging, Handling, Storage and Transportation (PHS&T); Post Production Support. Participates as a member of an Integrated Logistics Support Management Team (ILSMT), applying specialized skills and knowledge toward maximizing product supportability and achieving life cycle cost objectives. The ILS Specialist role attempts to influence system/product design elements and support characteristics to optimize supportability and achieve lower life-cycle costs.

### Education

Level I – An Associates degree or equivalent is desired. Incumbent generally has received training in one or more logistics disciplines.

Level II – A Bachelors degree or equivalent is desired. Incumbent generally has received training and has acquired hands-on experience in one or more logistics disciplines.

Level III – A Bachelors degree or equivalent is desired, in combination with advanced training and hands-on experience in multiple logistics disciplines.

### Experience

Level I – Has at least 2 years experience researching and analyzing technical specifications, technical manuals, and other data/information, e.g., provisioning data or technical data packages, relevant to integration of multi-disciplined support requirements. Has at least 1 year of experience working with structured processes for verifying system/product support needs and capabilities.

Level II – Has at least 4 years experience researching and analyzing technical specifications, technical manuals, and other data/information, e.g., provisioning data or technical data packages, relevant to integration of multi-disciplined support requirements. Has at least 2 years experience with Logistics Support Analysis/Records or similar structured processes for verifying system/product supportability needs and capabilities.

Level III – Has at least 6 years experience researching and analyzing technical specifications, technical manuals, and other relevant materials. Has at least 4 years experience developing Logistics Support Analysis/Records or similar structured processes for verifying and validating system/product supportability needs and capabilities.

## **Functional Analyst**

Position Characteristics – Applies functional knowledge of logistics processes and systems. Functional knowledge may be applied toward analysis of: logistics programs, program changes, work schedules and operations, technical specifications, value engineering principles and techniques, benefit/cost tradeoff, configuration control, inventory management, equipment maintenance, property use and disposal, and similar processes/technologies. When performing in an acquisition logistics environment, may be tasked to perform analysis of engineering change proposals, retrofit plans, RFP statements of

work, contract performance requirements, and metrics development.

### Education

Level I – A Bachelors degree is desired. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

Level II – A graduate degree is desired. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

Level III – A graduate degree and advanced training in logistics analysis is desired. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

### Experience

Level I – Requires at least 2 years experience collecting and analyzing functional data and information for systems/products of a developmental, pre-production, or production nature. Knowledgeable in acquisition logistics objectives and methodologies, including knowledge of automated tools and models.

Level II – Requires at least 4 years experience collecting and analyzing functional data and information for systems/products of a developmental, pre-production, or production nature. Has advanced knowledge and experience-based comprehension of acquisition logistics objectives and methodologies, including various automated tools and models.

Level III – Requires at least 6 years experience in the logistics field, including 2 years experience leading teams of functional analysts. Experienced in planning and implementing data collection and analysis processes, and instructing others in their use and application. Experienced with various automated tools and models. As applicable, may be required to demonstrate experience in post-production support requirements analysis.

## **Supply Analyst**

Position Characteristics – Performs analyses of automated supply, logistics, inventory and/or financial management systems and operations. Evaluates system procedures and workflow practices, establishes appropriate metrics, and provides recommendations for improving operational aspects of client's supply chain.

### Education

Level I – Associates Degree or equivalent is desired. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

Level II – Bachelors Degree or equivalent is desired. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

Level III – Bachelors Degree, coupled with advanced training in supply operations/systems, is desired. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

## Experience

Level I – Three years experience working with automated supply and logistics systems. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

Level II – Five years experience working with automated supply and logistics systems. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

Level III – Eight years experience working with automated supply and logistics systems. Should have experience as a team leader and senior analyst, able to prepare and conducts briefings to senior management personnel. Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

## **Transportation Manager**

Position Characteristics – Directs transportation of commodities and/or raw materials. Determines routing and method of transportation. Controls scheduling of outbound and inbound shipments, and arranges protection of outbound shipments. Complies with Federal, state and local legal requirements, including regulations controlling the transport of hazardous materials. Collects, analyses, and summarizes information trends for reports. Completes operational requirements and maintains inter- and intradepartmental workflow. Coordinates and schedules maintenance of fleet vehicles and related records.

Education – A Bachelors degree is desired, coupled with ongoing hazardous material training and certification in accordance with Code of Federal Regulations (Title 49 CFR). Other combinations of experience and education (such as military or industry career experience and training) may be substituted, with client approval.

Experience - Three years of administrative management and supervisory experience in the transportation field. As applicable to a client's requirements, motor pool operations experience may also be required.

## **Logistics Subject Expert**

Position Characteristics – Persons holding the position of Logistics Subject Expert are typically recognized as credentialed professionals in a technical, scientific, logistics, business, financial, or economics discipline(s). Their expertise is sought for advising on or solving current and future logistics and supply chain challenges. Engagements may involve research and analysis of complex systems support issues, life cycle cost analysis, predictive modeling/analysis, system engineering alternatives, logistics business process reengineering, or other LOGWORLD-relevant matters.

## Education

Level I – A Bachelors degree, coupled with advanced studies/training in logistics-relevant disciplines, is desired. Other combinations of experience and education (such as extensive military or industry career experience and professional recognition) may be substituted, with client approval.

Level II – A Masters degree, coupled with advanced studies/training in logistics-relevant disciplines, is desired. Other combinations of experience and education (such as extensive military or industry career



experience and professional recognition) may be substituted, with client approval.

Level III – A post-graduate degree is desired. Other combinations of experience and education (such as extensive military or industry career experience and professional recognition) may be substituted, with client approval.

### Experience

Level I – A Level I Expert has acquired and applied sufficient experience and knowledge to be considered by peers, and by the client, to be a locally recognized authority within the logistics industry, or within a specific system technology. May have authored or co-authored on a subject relevant to the engagement being performed.

Level II – A Level II Expert has acquired and applied sufficient experience and knowledge to be considered by peers, and by the client, to be a more widely recognized authority within the logistics industry, or within a specific system technology. May have authored or co-authored on subject(s) relevant to the engagement being performed.

Level III – A level III Expert has acquired and applied sufficient experience and knowledge to be considered by peers, and by the client, to be a preeminent authority within the logistics industry, or within a specific system technology. Has authored or co-authored on one or more subject(s) relevant to the engagement being performed.

### **01010 ACCOUNTING CLERK (Occupational Base)**

The Accounting Clerk performs one or more accounting tasks such as; posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings.

This position is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level I requires a basic knowledge of routine clerical methods, office practices and procedures as they relate to the clerical processing and recording of transactions. Levels II and III require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system where there are few variations in the types of transactions handled. In addition, most jobs at each level will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

### **01011 ACCOUNTING CLERK I**

This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

**Training: On-the-job or military training (accounting/bookkeeping, purchasing/supply)**

**Certification: none**

**Education: High School diploma or GED**

**Experience: 1 to 2 years, preferably in military purchasing and supply field**

### **01012 ACCOUNTING CLERK II**

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

**Training: On-the-job or military training (accounting/bookkeeping, purchasing/supply)**

**Certification: none**

**Education: High School diploma or GED**

**Experience: 2 to 3 years, preferably in military purchasing and supply field**

### **01013 ACCOUNTING CLERK III**

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

**Training: military training and/or college-level coursework; CPA-level coursework (accounting/bookkeeping, purchasing/supply) is desirable**

**Certification: none**

**Education: High School diploma, some college accounting or retailing courses**

**Experience: 3 to 4 years**

### **01060 DISPATCHER, MOTOR VEHICLE (Motor Vehicle Utilization Assistant)**

This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies.

**Training: Trade school or military technical school (transportation)**

**Certification: none**

**Education: High School or GED**

**Experience: 2 to 3 years**

### **01070 DOCUMENT PREPARATION CLERK (Document Preparer)**

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to

improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

**Training: Trade school or military technical school (office systems and computer use)**

**Certification: none**

**Education: High School or GED**

**Experience: 2 to 3 years**

### **01110 GENERAL CLERK (Occupational Base)**

The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine).

### **01111 GENERAL CLERK I**

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

**Training: Trade school or military technical school (computers, office systems, recordkeeping)**

**Certification: none**

**Education: High School or GED**

**Experience: 1 to 2 years**

### **01112 GENERAL CLERK II**

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

**Training: Trade school or military technical school (computers, office systems, recordkeeping)**

**Certification: none**

**Education: High School or GED**

**Experience: 2 to 3 years**

### **01113 GENERAL CLERK III**

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

**Training: Trade school or military technical school (computers, office systems, recordkeeping)**

**Certification: none**

**Education: High School or GED**

**Experience: 3 to 5 years**

#### **01141 MESSENGER COURIER**

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

**(Note: Employees who regularly perform driving duties should be classified as a Driver Courier, which is listed under Transportation.)**

**Training: Trade school or military technical school (vehicle operator training)**

**Certification: none**

**Education: High School or GED**

**Experience: 2 to 3 years**

#### **01190 ORDER CLERK (Occupational Base)**

The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up, or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders.

This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

#### **01191 ORDER CLERK I**

This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.

**Training: Trade school or military technical school (computers, office systems, purchasing)**

**Certification: none**

**Education: High School or GED**

**Experience: 1 to 2 years**

#### **01192 ORDER CLERK II**

This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

**Training: Trade school or military technical school (computers, office systems, purchasing)**

**Certification: none**

**Education: High School or GED**

**Experience: 2 to 3 years**

## **01310 SECRETARY\* (Occupational Base)**

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

### **Classification by Level**

Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

#### **Level of Secretary's Supervisor (LS)**

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

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

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

- LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and

checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

- a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
- b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
- c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
- d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

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

- a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
- b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;
- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;
- e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

- LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
- d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

***Excludes secretaries performing any of the following duties:***

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization.

Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

**CRITERIA FOR MATCHING SECRETARIES BY LEVEL**

Secretary I (01311), Secretary II (01312), Secretary III (01313),

Intentionally blank	LR-1	LR-2	LR-3
LS-1	I 01311	II 01312	III 01313
LS-2	I 01311	III 01313	See Note
LS-3	I 01311	See Note	See Note

**Training: Trade school or military technical school (computers, office systems, recordkeeping, telephone etiquette)**

**Certification: none**

**Education: High School or GED**

**Experience: 1 to 2 years (LS-1)**

**2 to 3 years (LS-2)**

**3 to 5 years (LS-3)**

**01410 SUPPLY TECHNICIAN**

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

**Training: Trade school or military technical school (supply systems, accounting, finance, computers, purchasing)**

**Certification: none**

**Education: High School or GED plus coursework in military/civilian supply/warehousing**

**Experience: 2 to 3 years**

**05190 MOTOR VEHICLE MECHANIC**

The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. *In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.*

**Training:** Trade school, apprenticeship, or military technical school (automotive servicing, troubleshooting (electronic diagnostics) and repair

**Certification:** varies depending on specialty (generally requires EPA certification for proper processing of hazardous materials, fluids, disposal and reclamation); may require a CDL operator's license

**Education:** High School or GED plus coursework in military/civilian automotive maintenance career field

**Experience:** 2 to 3 years; progressively higher for specialty work, such as diesel, hydraulics, electrical systems, etc.

### **05220 MOTOR VEHICLE MECHANIC HELPER**

The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

**Training:** Trade school, apprenticeship, or military technical school (automotive parts counter training, vehicle servicing, troubleshooting (electronic diagnostics) and repair

**Certification:** none, except may be required to possess valid operator's license for the type(s) of vehicular equipment supported

**Education:** High School or GED plus coursework in automotive maintenance career field

**Experience:** 1 to 2 years

### **13040 ILLUSTRATOR (Occupational Base)**

The Illustrator prepares illustrations and drawings using common art media to depict medical and scientific subjects or technical equipment, renders preliminary or final products such as assembly and component drawings, exploded views, functional, perspective and isometric drawings, and schematic diagrams from rough sketches or notes provided by subject matter specialists, using art media such as oil, water color or pen-and-ink. This person lays out proposed illustrations in conformity with established style and format taking into account perspective, angle of view, and artistic effect, discusses illustration or drawing at various stages of completion with higher-grade illustrator or supervisor, and makes changes as necessary.

### **13041 ILLUSTRATOR I**

Duties for this position require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. The Illustrator I copies drawings, either by tracing or freehand; applies coloring or wash to line drawings; letters by hand or by use of templates, and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment this Illustrator acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, someone in this position acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

**Training:** Trade school, apprenticeship or college coursework in graphic arts

**Certification:** none

**Education:** High School or GED

**Experience:** 1 to 2 years

### **13042 ILLUSTRATOR II**

The Illustrator II usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the Illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. This illustrator does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations, but does



acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

**Training: Trade school, apprenticeship, or college coursework in graphic arts**

**Certification: none**

**Education: High School or GED, plus college-level coursework in graphic arts**

**Experience: 2 to 3 years**

### **13043 ILLUSTRATOR III**

The projects to which the Illustrator III are assigned, usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium.

The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

**Training: Trade school, apprenticeship, or college coursework in graphic arts**

**Certification: none**

**Education: High School or GED, plus college-level courses in graphic arts**

**Experience: 3 to 5 years**

### **14000 INFORMATION TECHNOLOGY OCCUPATIONS**

This category includes occupations concerned with the utilization of the computer in the analysis and solution of business, scientific, engineering and other technical problems to include the following: operating electronic, optical, and electromechanical machines that record, store, process, and transcribe data from magnetic tape or other sources to solve mathematical, engineering, accounting, or technical problems, to keep records or to supply information; programming computer languages to perform mathematical, engineering and scientific computations or auditing, payroll, mailing list and text handling functions; and storing and retrieving computer files.

#### **14040 COMPUTER OPERATOR (Occupational Base)**

The Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following:

- Studies operating instructions to determine equipment setup needed.
- Loads equipment with required items (tapes, cards, paper, etc.).
- Switches necessary auxiliary equipment into system;
- Diagnoses and corrects equipment malfunctions;
- Reviews error messages and makes corrections during operation or refers problems;
- Maintains operating record.

This operator may test run new or modified programs and assists in modifying systems or programs. Included within the scope of this definition are fully qualified Computer Operators, trainees working to

become fully qualified operators, and lead operators providing technical assistance to lower level positions.

#### **14041 COMPUTER OPERATOR I**

The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

**Training:** Trade school, apprenticeship, or military technical training in computer technology

**Certification:** none

**Education:** Associate's degree (AS) in Information Systems, Computer Operations, or related field

**Experience:** 1-2 years experience in a large-systems or multi-tiered operational environment

#### **14042 COMPUTER OPERATOR II**

The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.

**Training:** Trade school, apprenticeship, or military training in computer technology

**Certification:** none

**Education:** Associate's degree (AS) in Information Systems, Computer Operations, or related field

**Experience:** 2-3 years experience in a large-systems or multi-tiered operational environment

#### **14043 COMPUTER OPERATOR III**

The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

**Training:** Trade school, apprenticeship, or military training in computer technology

**Certification:** none

**Education:** Associate's degree (AS) in Information Systems, Computer Operations, or related field

**Experience:** 3-4 years experience in a large-systems or multi-tiered operational environment

#### **14044 COMPUTER OPERATOR IV**

The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

**Training:** Trade school, apprenticeship, or military training in computer technology

**Certification:** none

**Education:** Bachelors degree in Information Systems, Computer Operations, or related field

**Experience:** 4-5 years experience in a large-systems or multi-tiered operational environment

## **14045 COMPUTER OPERATOR V**

The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.

**Training: Trade school, apprenticeship, or military training in computer technology**

**Certification: none**

**Education: Bachelors degree in Information Systems, Computer Operations, or related field**

**Experience: 5-6 years experience in a large-systems or multi-tiered operational environment**

## **14070 COMPUTER PROGRAMMER (Occupational Base)**

The Computer Programmer performs programming services for establishments or for outside organizations that may contract for services, converts specifications (precise descriptions) about business or scientific problems into a sequence of detailed instructions to solve problems by electronic data processing (EDP) equipment, i.e. digital computers; draws program flow charts to describe the processing of data, and develops the precise steps and processing logic which, when entered into the computer in coded language (COBOL, FORTRAN, or other programming language) to cause the manipulation of data to achieve desired results. The Computer Programmer tests and corrects programs, prepares instructions for operators who control the computer during runs, modifies programs to increase operating efficiency or to respond to changes in work processes, and maintains records to document program development and revisions.

At levels I, II and III, Computer Programmers may also perform programming analysis such as: gathering facts from users to define their business or scientific problems, and to investigate the feasibility of solving problems through new or modified computer programs; developing specifications for data inputs, flow, actions, decisions, and outputs; and participating on a continuing basis in the overall program planning along with other EDP personnel and users. In contrast, at level IV, some programming analysis must be performed as part of the programming assignment. The analysis duties are identified in a separate paragraph at levels I, II, III, and IV. However, the systems requirements are defined by systems analysts or scientists.

Positions are classified into levels based on the following definitions:

## **14071 COMPUTER PROGRAMMER I**

The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision.

In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

**Training: Apprenticeship or trade school providing computer operating system and/or applications software training**

**Certification: none**

**Education: Bachelor's degree in computer science or a related field or experience in lieu of education required.**

**Experience: Six months to one year experience required**

### **14072 COMPUTER PROGRAMMER II**

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. This Computer Programmer performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements, and works according to clear-cut and complete specifications. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.

The Computer Programmer II maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc.

In addition, the Computer Programmer II may evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. This Worker reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.

**Training: Apprenticeship or trade school providing computer operating system and/or applications software training**

**Certification: may be required to hold certification in computer technology**

**Education: Bachelor's degree in computer science or a related field or experience in lieu of education required.**

**Experience: 2-3 years experience required**

### **14073 COMPUTER PROGRAMMER III**

As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent works according to approved statements of requirements and detailed specifications.

While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.)

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

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

The Computer Programmer III works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures, resolves problems and deviations according to established practices, and obtains advice where precedents are unclear or not available. This Worker, may guide or instruct lower level programmers; supervise technicians and others who assist in specific assignments, works on complex programs under close direction of higher level staff or supervisor, and may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Work at a level above this is deemed Supervisory or Individual Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.

**Training: Apprenticeship or trade school providing computer operating system and/or applications software training**

**Certification: may be required to hold certification in computer technology**

**Education: Bachelor's degree in computer science or a related field or experience in lieu of education required.**

**Experience: 3-4 years experience required**

#### **14074 COMPUTER PROGRAMMER IV**

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

This Programmer performs such duties as: developing, modifying, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; works with problems or concepts and develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special

programs, e.g. a critical path analysis program to assist in managing a special project. This Worker tests, documents, and writes operating instructions for all work, confers with other EDP personnel to secure information, investigate and resolve problems, and coordinates work efforts.

In addition, this incumbent performs such programming analyses as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources. Duties include the following: assisting user personnel in defining problems or needs, determining work organization on typical maintenance projects and smaller scale, working on limited new projects, the necessary files and records, and their interrelation with the program or working on large or more complicated projects, and participating as a team member along with other EDP personnel and users, holding responsibility for a portion of the project.

The Computer Programmer IV works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications and modifying and adapting precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This Worker may function as team leader or supervise a few lower level programmers or technicians on assigned work.

**Training: Apprenticeship or trade school providing computer operating system and/or applications software training**

**Certification: may be required to hold certification in computer technology**

**Education: Bachelor's degree in computer science or a related field or experience in lieu of education required.**

**Experience: 4-5 years experience required**

#### **14100 COMPUTER SYSTEMS ANALYST (Occupational Base)**

The Computer Systems Analyst analyzes business or scientific problems for resolution through electronic data processing, gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. This Worker develops complete specifications or enables other Computer Programmers to prepare required programs and analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst may also write the computer programs.

Positions are classified into levels based on the following definitions:

#### **14101 COMPUTER SYSTEMS ANALYST I**

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

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

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for

conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.

**Training: Apprenticeship or trade school providing computer operating system and/or applications software training**

**Certification: May be required to hold MCSE or other certification applicable to the customer's computer/networking environment**

**Education: Degree in Computer Science and/or a combination of education and experience**

**Experience: 1-2 years experience in the management of user accounts; network rights; and access to systems and equipment**

### **14102 COMPUTER SYSTEMS ANALYST II**

This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.

The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

In this position, the incumbent works independently under overall project objectives and requirements, and appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.

**Training: Apprenticeship or trade school providing computer operating system and/or applications software training**

**Certification: May be required to hold MCSE or other certification applicable to the customer's computer/networking environment**

**Education: Degree in Computer Science and/or a combination of education and experience**

**Experience: 2-3 years experience in the management of user accounts; network rights; and access to systems and equipment**

### **14103 COMPUTER SYSTEMS ANALYST III**

The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users

of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems. The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

**Training: Apprenticeship or trade school providing computer operating system and/or applications software training**

**Certification: May be required to hold MCSE or other certification applicable to the customer's computer/networking environment**

**Education: Degree in Computer Science and/or a combination of education and experience**

**Experience: 3-4 years experience in the management of user accounts; network rights; and access to systems and equipment**

### **15080 GRAPHIC ARTIST**

The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

**Training: Requires trade school or college-equivalent (structured) coursework in graphics arts and/or technical writing; completion of on-line coursework may qualify; requires training in contemporary graphics software applications**

**Certification: Certificate of Completion**

**Education: High School or GED as minimum, prefer college-level courses in technical writing, graphic arts, and computer user training (familiarity with browsers, e-mail, and computer file systems) and graphics software applications**

**Experience: 1 to 3 years**

## **21000 MATERIALS HANDLING AND PACKING OCCUPATIONS**

This category includes occupations concerned with preparing and arranging materials and products in bulk and non-bulk forms for distribution or storage; moving and loading or unloading equipment, materials, and products; operating or tending pipelines pumps and valves to transfer liquids; driving forklifts and related material-handling machinery and equipment; and using scoops, hand trucks, and wheelbarrows to load and move materials.

### **21020 FORKLIFT OPERATOR**



The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

**Training: Requires OSHA-compliant training, typically through trade school or military school; some Industrial equipment suppliers also provide training-for-fee services**

**Certification: none**

**Education: High School or GED**

**Experience: 2 to 3 years**

### **21030 MATERIAL COORDINATOR**

The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified.

This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

**Training: Training can be acquired on-the-job or through apprenticeship, and/or military schooling; requires training in industrial practices for material receipt, storage, issue and inventory control methods; requires training in inventory systems**

**Certification: none**

**Education: High School or GED**

**Experience: 3 to 5 years**

### **21040 MATERIAL EXPEDITER**

The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.

**Training: Training can be acquired on-the-job or through apprenticeship, and/or military schooling; requires training in industrial safety and safe operation of equipment used for product movement (e.g., pallet jack, forklift)**

**Certification: none**

**Education: High School or GED**

**Experience: 2 to 3 years**

### **21050 MATERIAL HANDLING LABORER**

This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

*Excluded from this definition are workers whose primary function involves:*

- a. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
- b. Stocking merchandise for sale;
- c. Counting or routing merchandise;
- d. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
- e. Loading and unloading ships (alongshore workers);
- f. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

**Training: Training can be acquired on-the-job or through apprenticeship, and/or military schooling; requires training in industrial safety and safe operation of equipment used for product movement (e.g., pallet jack, forklift)**

**Certification: none**

**Education: High School or GED**

**Experience: 1 to 2 years**

#### **21071 ORDER FILLER**

The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

**Training: Training can be acquired on-the-job or through apprenticeship, and/or military schooling; requires training in recordkeeping, computer use, and inventory receipt, storage and issue**

**Certification: none**

**Education: High School or GED**

**Experience: 1 to 2 years**

#### **21110 SHIPPING PACKER**

Someone in this position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container.

Exclude packers who also make wooden boxes or crates.

**Training: Training can be acquired on-the-job or through apprenticeship, and/or military schooling; requires training in packaging materials, systems and methods**

**Certification: none**

**Education: High School or GED**

**Experience: 0 to 1 years**

#### **21130 SHIPPING/RECEIVING CLERK**

The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems,

this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

**Training: Training can be acquired on-the-job or through apprenticeship, and/or military schooling; requires training in recordkeeping, computer use, and inventory control**

**Certification: none**

**Education: High School or GED**

**Experience: 0 to 1 years**

### **21140 STORE WORKER I**

The Store Worker I will perform the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment, move merchandise by use of non-motorized equipment that is intended for display and resale purposes, include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. This worker will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise.

**Note: this class excludes any work performed in a warehouse, see warehousing classifications.**

**Training: Training can be acquired on-the-job or through apprenticeship, and/or military schooling; requires training in recordkeeping, computer use, and inventory control methods**

**Certification: none**

**Education: High School or GED**

**Experience: 0 to 1 years**

### **21150 STOCK CLERK (Shelf Stocker; Store Worker II)**

The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker 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, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.

**Training: Training can be acquired on-the-job or through apprenticeship, and/or military schooling; requires training in recordkeeping, computer use, and inventory control methods**

**Certification: none**

**Education: High School or GED**

**Experience: 1 to 2 years**

### **21210 TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)**

This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the following keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.

**Training: Training can be acquired on-the-job or through apprenticeship, and/or military schooling; requires training in recordkeeping, computer use, and inventory control methods in an industrial environment**

**Certification: none**

**Education: High School or GED, with good verbal communications skills**

**Experience: 2 to 4 years**

### **21410 WAREHOUSE SPECIALIST (Warehouse Worker)**

As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties. **Note: Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).**

**Training: Training can be provided on-the-job or through apprenticeship, and/or military schooling**

**Certification: none**

**Education: High School or GED**

**Experience: 2 to 3 years**

### **23180 ELECTRONICS TECHNICIAN, MAINTENANCE (Occupational Base)**

The Electronics Technician, Maintenance maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance.

### **23181 ELECTRONICS TECHNICIAN MAINTENANCE I**

The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.

**Training: Acquired through an apprentice program that trains students as professional electronics maintenance technicians, exposing them to electronic components, circuits, microprocessors, industrial computer systems, and troubleshooting applications.**

**Certification: None**

**Education: High School or GED, coupled with vocational schooling or military schooling**

**Experience: 1 to 2 years**

### **23182 ELECTRONICS TECHNICIAN MAINTENANCE II**

The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.

**Training: Acquired through an apprentice program that trains students as professional electronics maintenance technicians, exposing them to electronic components, circuits, microprocessors, industrial computer systems, and troubleshooting applications.**

**Certification: None**

**Education: High School or GED, coupled with vocational schooling or military schooling**

**Experience: 2 to 4 years**

### **23183 ELECTRONICS TECHNICIAN MAINTENANCE III**

The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.

**Training: Acquired through an apprentice program that trains students as professional electronics maintenance technicians, exposing them to electronic components, circuits, microprocessors, industrial computer systems, and troubleshooting applications.**

**Certification: May be required to meet technological needs of the customer, including potential certification for FAA-related work**

**Education: High School or GED, coupled with Vocational schooling or military schooling**

**Experience: 3 to 5 years**

### **23311 FUEL DISTRIBUTION SYSTEM MECHANIC**

The Fuel Distribution System Mechanic maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments, inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges, (such as distribution lines, float gauges, piping valves, pumps, and roof sumps); inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment, lubricates and repacks valves; lubricates pumps, replaces gaskets, seals and corrects pumping equipment misalignment, and cleans strainers and filters.

This mechanic services water separators, checks meters for correct delivery and calibration, overhauls system components such as pressure regulating valves and excess valves, disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them, removes and installs equipment such as filters and piping to modify system or repair and replace system component. Duties include: cleaning fuel tanks

and distribution lines, removing corrosion and repainting surfaces, overhauling vacuum and pressure vents, floating roof seals, hangers, and roof sumps, and maintaining record of inspections and repairs.

**Training: Requires training in fuel distribution systems maintenance technologies and industrial safety, either through apprenticeship, trade school, and/or military training**

**Certification: Certification requirement may depend on state location/regulations, Federal regulations (e.g., EPA/OSHA) and/or military customer requirements**

**Education: High School or GED, plus applicable college coursework (e.g., physics, electrical,**

**Experience: 3 to 5 years**

### **23312 FUEL DISTRIBUTION SYSTEM OPERATOR**

The Fuel Distribution System Operator receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge, prepares and checks receiving or ship's documents, connects lines, grounding wires, and loading and off loading arms or hoses to pipelines; and visually inspects samples of fuel, and checks gravity and flashpoint. This operator gauges tanks for water, temperature, and fuel levels, checks pumping systems for correct operating pressure or unusual noises, performs preventive maintenance and repairs on terminal systems, assists in maintenance of government-owned railroad loading and switch area, performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

**Training: Requires training in fuel distribution systems operations and safety, either through apprenticeship, trade school, or military training**

**Certification: Certification requirement depends on factors such as state location/regulations, Federal regulations (e.g., EPA/OSHA) and/or military customer requirements**

**Education: High School or GED, plus applicable college coursework (e.g., physics, electrical,**

**Experience: 3 to 5 years**

### **23370 GENERAL MAINTENANCE WORKER**

The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.

#### ***Excluded are:***

- a. Craft workers included in a formal apprenticeship or progression program based on training and experience;
- b. Skilled craft workers required to demonstrate proficiency in one or more trades;
- c. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

**Training: Requires hands-on training (through apprenticeship), or through accredited trade school course**

**Certification: depending on the particular trade, e.g., workers performing electrician or plumber duties may be required to pass state-level certification**

**Education: High School or GED, plus vocational training as appropriate to the position**

**Experience: 1 to 2 years**

### **23430 HEAVY EQUIPMENT MECHANIC**

The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging

machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

**Training: Requires completion of coursework in diesel and/or gasoline engine servicing/repair, and servicing/repair of equipment drive trains; training should be obtained through accredited vocational learning institutions and/or military training**

**Certification: Vocational certificate of completion**

**Education: High School or GED**

**Experience: 2 to 4 years**

### **23440 HEAVY EQUIPMENT OPERATOR**

The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.

**Training: Requires completion of Heavy Equipment Operator course through accredited trade school and/or military training**

**Certification: Vocational certificate of completion; requires state-issued operator's license**

**Education: Prefer High School or GED**

**Experience: 2 to 4 years**

### **29035 COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR**

Has primary responsibility for the effective delivery of instruction by means of computer. During the design phase of Instructional Systems Development (ISD), contributes to the effective use of graphics, windowing, animation, feedback, and branching. Plans, designs, and coordinates the use of the Interactive Video Disc. Uses hardware and software to input data efficiently and to program and restructure both the Computer Aided Instruction and Computer Managed Instructional Programs. Verifies tests and validates computer based courseware.

**Training: Requires training in preparation, packaging and delivery of Internet-based technical training (distance learning) solutions**

**Certification: CBT Instructors typically hold dual credentials, first, in their chosen field (e.g., in the medical field (RN, PA, MD), and certification as a CBT Instructor, which could be recognized by computer technology credentials, including MCSE.**

**Education: Bachelors Degree in Computer Technology or a scientific field, couple with advanced training in Internet-based training methods; requires excellent communications skills**

**Experience: 3 to 5 years**

### **30080 ENGINEERING TECHNICIAN (Occupational Base)**

To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of

mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.

**Excluded are:**

- a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians);
- b. Model Makers and other craft workers;
- c. Quality Control Technicians and Testers;
- d. Chemical and other non-engineering laboratory technicians;
- e. Civil Engineering Technicians and Drafters;
- f. Positions (below Level I) which are limited to simple tasks such as: measuring items or regular shapes with a caliper and computing cross-sectional areas; identifying, weighing, and marking easy-to-identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles.

**30081 ENGINEERING TECHNICIAN I**

This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:

- a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting.
- b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data.
- c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.

**Training: Vocational schooling or military schooling in engineering related subjects**

**Certification: none**

**Education: Possession of a high school diploma or equivalent including coursework in algebra, geometry, and trigonometry; or a combination of training, education, and experience that is equivalent to required knowledge and abilities.**

**Experience: 1-2 years with knowledge of engineering technology, drafting, mathematics**

**30082 ENGINEERING TECHNICIAN II**

The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:

- a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment;
- b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors;
- c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.

**Training: Vocational schooling or military schooling in engineering related subjects**

**Certification: none**



**Education: Possession of a high school diploma or equivalent including coursework in algebra, geometry, and trigonometry; or a combination of training, education, and experience that is equivalent to required knowledge and abilities.**

**Experience: 2-3 years experience**

### **30083 ENGINEERING TECHNICIAN III**

The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This technician performs at this level one or a combination of such typical duties as:

- a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions;
- b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data;
- d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation.
- e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

**Training: Vocational schooling or military schooling in engineering related subjects**

**Certification: none**

**Education: Possession of a high school diploma or equivalent including coursework in algebra, geometry, and trigonometry; or a combination of training, education, and experience that is equivalent to required knowledge and abilities.**

**Experience: 3-4 years experience**

### **30084 ENGINEERING TECHNICIAN IV**

The Engineering Technician IV performs non-routine assignments of substantial variety and complexity, using operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments, are screened to eliminate unusual design problems. This incumbent may plan such assignments. This technician receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). This position may be assisted by lower level technicians and have frequent contact with professionals and others within the establishment, and performs one or a combination of such typical duties as:

- a. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. (Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts).
- b. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports.

- c. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.

**Training: Vocational schooling or military schooling in engineering related subjects**

**Certification: none**

**Education: Possession of a high school diploma or equivalent including coursework in algebra, geometry, and trigonometry; or a combination of training, education, and experience that is equivalent to required knowledge and abilities.**

**Experience: 4-5 years experience**

### **30085 ENGINEERING TECHNICIAN V**

This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:

- a. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.
- b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.
- c. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

**Training: Vocational schooling or military schooling in engineering related subjects**

**Certification: none**

**Education: Possession of a high school diploma or equivalent including coursework in algebra, geometry, and trigonometry; or a combination of training, education, and experience that is equivalent to required knowledge and abilities.**

**Experience: 5-6 years experience**

### **30086 ENGINEERING TECHNICIAN VI**

This technician independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:

- a. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).
- b. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.
- c. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.
- d. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

**Training: Vocational schooling or military schooling in engineering related subjects**

**Certification: none**

**Education: Possession of a high school diploma or equivalent including coursework in algebra, geometry, and trigonometry; or a combination of training, education, and experience that is equivalent to required knowledge and abilities.**

**Experience: 6-7 years experience**

### **30090 ENVIRONMENTAL TECHNICIAN**

The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. This worker conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment.

This worker collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation.

This worker may operate fixed or mobile monitoring or data collection station, may conduct bacteriological or other tests related to research in environmental or pollution control activity, may collect and analyze engine exhaust emissions to determine type and amount of pollutants, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

**Training: basic record-keeping practices, basic research techniques**

**Certification: May require state-issued certification and/or EPA/OSHA certification**

**Education: High School Diploma that included coursework in chemistry, biology, and physics**

**Experience: 1 year experience**

### **30210 LABORATORY TECHNICIAN (Laboratory Tester)**

The Laboratory Technician (Laboratory Tester) performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous

materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. This incumbent sets up and adjusts laboratory apparatus, and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. This worker performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Work involves running tests of the following: raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness; dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscometer, torsion balance scale, and pH meter; solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications; materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust, and samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductibility, and other specifications, and examines materials, using microscope.

The Laboratory Technician (Laboratory Tester) records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts, cleans and sterilizes laboratory apparatus, may prepare chemical solutions according to standard formulae, and may add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

**Training: Formal training is required in the customer's field of endeavor; generally, a college student participates in a student internship program working in a laboratory environment.**

**Certification: As required by the customer**

**Education: Bachelor's Degree in Science (e.g., Physics, Medical, Bio-Engineering)**

**Experience: 2 to 3 years of practical experience in a research and development (R&D) or production environment (e.g., chemicals, fluids, medical products)**

### **30460 TECHNICAL WRITER (Occupational Base)**

Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials.

### **30461 TECHNICAL WRITER I**

The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, 123 diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

**Training: Requires trade school or college-equivalent (structured) coursework in technical writing; completion of on-line coursework may qualify**

**Certification: Certificate of Completion**

**Education: High School or GED as minimum, prefer college-level courses in technical writing, graphic arts, and computer user training (familiarity with browsers, e-mail, and computer file systems)**

**Experience: 1 to 3 years**

### **31030 BUS DRIVER**

The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.

**Training: Requires completion of training course, at state level, trade school, or military training**

**Certification: Certificate of completion**

**Education: Prefer High School or GED**

**Experience: 1 to 3 years**

### **31043 DRIVER/COURIER**

The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.

**Training: Requires training in recordkeeping (daily logs)**

**Certification: Must possess state-issued driver's license; may require background investigation and/or security clearance depending on customer requirements**

**Education: High School or GED**

**Experience: 1 to 3 years**

### **31290 SHUTTLE BUS DRIVER (Van Driver)**

The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.

**Training: Requires bus driver's training, obtained through commercial driver's school or military school; ability to read/understand maps;**

**Certification: Requires state-issued Commercial Driver's License (CDL) with passenger endorsement**

**Education: Prefer High School or GED**

**Experience: 1 to 3 years, including experience with equipment deployment for transporting disabled persons; clean driver's license (no convictions)**

### **31360 TRUCKDRIVER (Occupational Base)**

The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

**Sales route and over-the-road drivers are excluded.**

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle:

**31361 TRUCKDRIVER, LIGHT TRUCK**

Straight truck, less than 1 1/2 tons, usually 4 wheels.

**Training:** ability to read/understand maps

**Certification:** Requires state driver's license, depending on customer requirement; may require security clearance for access to customer sites

**Education:** High School or GED

**Experience:** 1 to 3 years driving light trucks; clean drivers license (no convictions)

**31362 TRUCKDRIVER, MEDIUM TRUCK**

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

**Training:** Requires medium truck driver's training, obtained through commercial driver's school or military school, ability to read/understand maps

**Certification:** Requires state driver's license, depending on customer requirement; may require security clearance for access to customer sites

**Education:** High School or GED

**Experience:** 1 to 3 years driving medium trucks; clean drivers license (no convictions)

**31363 TRUCKDRIVER, HEAVY TRUCK**

Straight truck, over 4 tons, usually 10 wheels.

**Training:** Requires heavy truck driver's training, obtained through commercial driver's school or military school, ability to read/understand maps

**Certification:** May require Class B Commercial Driver's License, depending on customer requirement; may require security clearance for access to customer sites

**Education:** High School or GED

**Experience:** 3 to 5 years driving heavy trucks; clean drivers license (no convictions)

**31364 TRUCKDRIVER, TRACTOR-TRAILER**

A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.

**Training:** Requires Class A or Class B Training, obtained through commercial driver's school or military school, ability to read/understand maps

**Certification:** Commercial Driver's License Class A or Class B, depending on customer requirement; may require security clearance for access to customer sites

**Education:** prefer High School/GED or some college; ability to read maps

**Experience:** 3 to 5 years Over-the-Road (OTR) experience; clean driver's license (no convictions)

## **99710 RECYCLING WORKER**

The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.

**Training: Requires safety training (OSHA), and hazardous materials identification and disposal training (EPA), obtained through trade school, apprenticeship, or military training courses**

**Certification: none at Recycling Worker level; career advancement requires EPA certification at Technician level**

**Education: High School or GED**

**Experience: 0 to 1 years**