

Appendix

Abacus Service Corporation

Catalog Information

Labor Categories and Pricing

Company Name	ABACUS SERVICE CORPORATION
Company Address	35055 West Twelve Mile, Suite 215
Phone	866-402-2228
Fax Number	248-479-0811
Web Address	http://www.abacusservice.com
Point of Contact	April M Szlaga
Contract Number	GS GS-02F-037CA
Contract Period	04/01/2015 through 03/31/2020
Schedule Number and Description	Schedule 736 - Temporary Administrative and Professional Staffing Services
SIN Numbers and Description	736 1 Administrative Support and Clerical Occupations 736 2 Automatic Data Processing Occupations 736 5 Technical and Professional Occupations

About Us

Abacus Service Corporation was founded in Farmington Hills, Michigan and has grown to become a nationwide presence with offices in 16 locations and two international offices. Through our locations, we have been able to offer our clients cost-effective, quality solutions and services regardless of the geographic coverage.

We are MBE and WBE certified nationally and uphold our commitment to diversity by adhering to a philosophy of recruiting employees from diverse backgrounds. Our extensive experience, passion to deliver the best in class solutions, and dedication to customer service has allowed us to become the preferred workforce ally of our clientele.

Affiliations

- ASA - American Staffing Association
- SIA - Staffing Industry Analysts

Certifications

- Small Business (SBA) 8(a) certification 303651
- NMSDC: National Minority Supplier Development Council - Michigan Minority Supplier Development Council Minority Business Enterprise.
- Women’s Business Enterprise Council – Great Lakes
- National Women Business Owners Corporation
- State of Oregon - Minority Business Enterprise
- California Public Utilities - Supplier Clearinghouse

Terms and Conditions

Award was determined on information contained thereof. The clauses, terms and conditions of Schedule 736 Temporary Administrative and Professional Staffing Services, Solicitation Number 7FCM-N6-030736-B are hereby incorporated into the above cited Contract Number.

Quantity/Volume Discount:	<ul style="list-style-type: none"> ➤ 1.50% for 1,500 hours to 2,00hrs ➤ 2.50% above 2,000 hours ➤ 0.50% for annual spend at least \$250,000 ➤ 0.75% for annual spend at least \$500,000 ➤ 1.25% for annual spend at least \$1,000,000 ➤ 1.50% for annual spend at least \$2,000,000
Locations Offered:	Any location listed in SCA Wage Index Matrix
Preponderance of Work Location:	<i>Farmington Hills, Michigan</i>
Minimum Order:	\$100
Maximum Order:	\$100,000 (as a negotiation breakpoint only), sales unlimited
F.O.B. Shipping Terms:	N/A Services
Delivery Time:	Task Order Level
Prompt Payment:	None
Warranty:	N/A Service
Other Concessions:	<i>Cancellations will be accepted via e-mail and fax and must be received by the stated cancellation deadline.</i>

The above chart displays terms and conditions agreed upon between the General Services Administration and the contractor

TERMS AND CONDITIONS: The Final Proposal Revision response dated **03.31.2015**.

Labor Categories

OCCUPATION TITLE	
ADMINISTRATIVE SUPPORT & CLERICAL OCCUPATIONS	
Administrative Clerk	Personnel Assistant (Employment) III
Accounting Clerk I	Personnel Assistant (Employment) IV
Accounting Clerk II	Production Control Clerk
Accounting Clerk III	Rental Clerk
Accounting Clerk IV	Secretary I (Clerical, Medical, Executive, Legal)
Audit Clerk	Secretary II (Clerical, Medical, Executive, Legal)
Court Reporter	Secretary III (Clerical, Medical, Executive, Legal)
Motor Vehicle Dispatcher	Secretary IV (Clerical, Medical, Executive, Legal)
Document Preparation Clerk	Service Order Dispatcher
Messenger (Courier)	Stenographer I
Duplicating Machine Operator	Stenographer II
General Clerk I	Switchboard Operator-Receptionist
General Clerk II	Test Examiner
General Clerk III	Test Proctor
General Clerk IV	Travel Clerk I
Housing Referral Assistant	Travel Clerk II
Key Entry Operator I	Travel Clerk III
Key Entry Operator II	Word Processor I
Order Clerk I	Word Processor II
Order Clerk II	Word Processor III
Personnel Assistant (Employment) I	Maintenance Scheduler
Personnel Assistant (Employment) II	Survey Worker (Interviewer)

AUTOMATIC DATA PROCESSING OCCUPATIONS	
Computer Data Librarian	Computer Programmer IV
Computer Operator I	Computer Systems Analyst I
Computer Operator II	Computer Systems Analyst II
Computer Operator III	Computer Systems Analyst III
Computer Operator IV	Help Desk Technician
Computer Operator V	Peripheral Equipment Operator
Computer Programmer I	Program Analyst
Computer Programmer II	Software Tester
Computer Programmer III	Web Support Technician

TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Accounting Support	Drafter III
Audit Support	Drafter IV
Contracting Support (Contract Specialist/Administrator)	Engineering Technician I
Desktop Publisher	Engineering Technician II
Financial Analyst	Engineering Technician III
Librarian	Engineering Technician IV
Market-Research Analyst	Environmental Technician
Occupational Analyst	Graphic Artist (Designer)
Personnel Analyst	Paralegal/Legal Assistant I
Procurement Clerk	Paralegal/Legal Assistant II
Program Analyst	Paralegal/Legal Assistant III
Researcher	Paralegal/Legal Assistant IV
Real Estate Asst.	Instructor
CAD Illustrator	Laboratory Technician (Laboratory Tester)
Drafter/Designer	Technical Writer I
Cartographic Technician	Technical Writer II
Computer Based Training (CBT) Specialist/Instructor	Technical Writer III
Civil Engineering Technician	Construction Representative
Drafter I	QA/QC Inspector
Drafter II	Architect

Labor Categories Description

SIN 736 1 - Administrative Support and Clerical Occupations

The numbers preceding each position title correspond to the Department of Labor Classification Number.

SIN 736-1 - Administrative Support and Clerical Occupations

ADMINISTRATIVE CLERK (Occupational Base) 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; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings, etc.; preparing journal vouchers; or making entries or adjustments to accounts.

Level I and II require a basic knowledge of routine clerical methods and office practices and procedures as they relate to the clerical processing and recording of transactions and accounting information. Levels III and IV require a knowledge of 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, some jobs at each level may require a basic knowledge and understand

(N) ACCOUNTING CLERK I Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Requires a high school diploma or its equivalent with 0-3 years of experience in the field or a related area.

(N) ACCOUNTING CLERK II Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or a related area.

(N) ACCOUNTING CLERK III Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Requires a high school diploma or its equivalent with 5 years of experience in the field or a related area.

(N) DATA ENTRY OPERATOR I Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.

ADMINISTRATIVE/AUDIT CLERK In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

01040 COURT REPORTER Records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in court of law by manual or machine shorthand. Reads portions of transcript during trial on judge's request, and asks speakers to clarify inaudible statements. Transcribes recorded material, using typewriter, or dictates material into recording machine.

DISPATCHER, MOTOR VEHICLE Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and the expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

DOCUMENT PREPARATION CLERK (DOCUMENT PREPARER) Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

MESSENGER (COURIER) Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.

DUPLICATING MACHINE OPERATOR Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.

(N) GENERAL CLERK I Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Requires a high school diploma or its equivalent with 0-3 years of experience in the field or a related area.

(N) GENERAL CLERK II Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or a related area.

(N) GENERAL CLERK III Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Requires a high school diploma or its equivalent with 5 years of experience in the field or a related area.

HOUSING REFERRAL ASSISTANT Provides housing information to an organization's employees moving to a new location. Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone and correspondence to obtain listings of rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service. Compiles listings of houses, apartments and mobile homes that may be rented and properties that may be purchased. Periodically, communicates with contacts to update listings. Ensures that property owners are in compliance with nondiscrimination policy. Counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs. Provides information regarding community services, i.e., schools, churches, transportation, hospitals, motels and job information centers. Searches files, places telephone calls and makes referrals. Furnishes information to inquirer interested in home purchase regarding locations, owners, agents, price ranges, loans and other related information. Maintains daily records of office activities, including number of applicants, number placed, and agents solicited or listed. Schedules appointments for housing inspectors. Prepares reports, as required, and replies to complaints, investigations and letters of inquiry.

(N)KEY ENTRY OPERATOR I This position work under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I work from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

(N) KEY ENTRY OPERATOR II Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for Level I. Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or a related area.

01191 ORDER CLERK I - Handles orders involving items that have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

01192 ORDER CLERK II - 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.

PERSONNEL ASSISTANT (EMPLOYMENT) I Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher-level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

PERSONNEL ASSISTANT (EMPLOYMENT) II Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations that deviate from established precedents. Clerks/assistants are relied upon to alert higher-level clerks/ assistants or supervisor to such situations. Work may be spot checked periodically.

PERSONNEL ASSISTANT (EMPLOYMENT) III Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher-level personnel office employees; other work may be checked occasionally.

(N) PRODUCTION CONTROL CLERK Compiles and records production data for industrial establishments to compare records and reports on volume of productions, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work, tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, spreadsheet or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

Requires a high school diploma or its equivalent with 4 years of experience in the field or a related area.

RENTAL CLERK Performs clerical duties concerned with rental and management of public housing projects. Answers telephone and respond to requests for maintenance, complaints, and rental information or, as appropriate, forwards calls to senior officials. Receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. Receives security deposits and prepares tenant receipts. Prepares bank deposits. Maintains tenant files. Follows up on income recertification.

SURVEY WORKER (INTERVIEWER) Interviews people to obtain information on topics such as public issues or consumer buying habits. Contacts people at home or place of business or by telephone following specified sampling procedures, or approach them at random on street. Asks questions relative to items on form or questionnaire, records answers, and assists persons in filling out forms. May review, sort, classify and file forms according to specified procedures and criteria. May participate in Federal, state or local census surveys.

(N) SECRETARY I Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.

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

- Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;
- Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
- Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
- Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers non-routine requests to supervisor or staff;
- Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

Requires a high school diploma or its equivalent with 2-4 years of experience in the field or a related area.

(N) SECRETARY III 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:

- Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
- Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

Requires a high school diploma or its equivalent with 5 years of experience in the field or a related area.

SERVICE ORDER DISPATCHER Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radiotelephone equipment.

STENOGRAPHER I Takes dictation in shorthand of correspondence, reports, and other related material. May operate a typewriter to transcribe dictated material. May require an associate's degree. Requires 2-4 years of experience in the field or in a related area.

STENOGRAPHER II Takes dictation in shorthand of correspondence, reports, and other related material. May operate a typewriter to transcribe dictated material. May require an associate's degree. Requires 2-5 years of experience in the field or in a related area.

Minimum Experience – Two to three years of stenographer or transcription experience. Must be reliable and maintain good work habits. Must have ability to follow established guidelines and consistently produce high volumes of quality work. Have a demonstrated ability to work independently and without distraction. Functional Responsibilities - Takes and transcribes dictation determining the most appropriate format. Performs stenographic duties requiring significantly greater independence and responsibility than Stenographer I. Supervisor typically provides general instructions. Work requires a thorough working knowledge of general business and office procedure and of the specific business operations, organization, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as maintaining follow-up files; assembling material for reports, memoranda, and letters; composing simple letters from general instructions; reading and routing incoming mail; answering routine questions; etc. Minimum

(N) SWITCHBOARD OPERATOR RECEPTIONIST This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.

TEST EXAMINER Examines tests and determine test results. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.

TEST PROCTOR Administers, supervise or proctors tests. Administers make-up tests in conjunction with civilian institution programs when it has been clearly established that the student could not be present for normal in-class testing because of duty conflict or health reasons. Testing materials are controlled items and will be handled, stocked safeguarded and administered in strict compliance with applicable regulations.

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

MAINTENANCE SCHEDULER Schedules requests received for maintenance based on availability of maintenance personnel, material, and severity of maintenance requests. Also reschedules maintenance activities when required.

TRAVEL CLERK II Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated through the use of readily obtainable timetables or guides.

Travel is frequently recurrent. A substantial number of problems arise as a result of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance, so there may be major problems of scheduling or accommodations.

Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination.

Within general guidelines, employees select and apply appropriate travel guides, methods, techniques and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

TRAVEL CLERK III At this level, all major modes of transportation are used, and most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips, requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections.

A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information. The incumbent is characterized by independence of action, with very little instruction, guidance and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and responsible as the principal point of liaison with other elements and with carriers and other facilities.

(N) WORD PROCESSOR I Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.

(N) WORD PROCESSOR II Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations.
- Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts.
- Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

Requires a high school diploma or its equivalent with 2-4 years of experience in the field or a related area.

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

Requires a high school diploma or its equivalent with 4 years of experience in the field or a related area.

SIN 736 2 - Automatic Data Processing Occupations

<p>COMPUTER DATA LIBRARIAN (03010)</p>	<p>Maintains library of media (tapes, disks, cards, and cassettes) used for automatic data processing applications. Classifies, catalogs, and stores items in accordance with standardized system. Issues media for processing on request. Maintains record of items received, stored, issued, and returned. Examines returned media for damage or excessive wear to determine if they need replacing. May make minor repairs to damaged tapes.</p>
<p>COMPUTER OPERATOR I (030411)</p>	<p>Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.</p>
<p>COMPUTER OPERATOR II (03042)</p>	<p>Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.</p>
<p>COMPUTER OPERATOR III (03043)</p>	<p>Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.</p>
<p>COMPUTER OPERATOR IV (03044)</p>	<p>Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.</p>
<p>COMPUTER OPERATOR V (03045)</p>	<p>Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.</p>
<p>COMPUTER PROGRAMMER I (03071)</p>	<p>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. May perform routine programming assignments (as described in Level II) under close supervision. In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit</p>

	<p>(invoices, requisitions, or purchase orders, etc.); reports 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.</p>
<p>COMPUTER PROGRAMMER II (03072)</p>	<p>At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.</p> <p>Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc.</p> <p>In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats.</p> <p>Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.</p>
<p>COMPUTER PROGRAMMER III (03073)</p>	<p>As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)</p> <p>Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs</p>

	<p>in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data.</p> <p>In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.</p> <p>Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher level staff or supervisor. May assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.</p>
<p>COMPUTER PROGRAMMER IV (03074)</p>	<p>Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.</p> <p>Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts.</p> <p>In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one</p>

	<p>that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.</p> <p>Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.</p>
<p>COMPUTER SYSTEMS ANALYST I (03101)</p>	<p>At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.</p> <p>Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.</p> <p>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. May supervise technicians and others who assist in specific assignments.</p>
<p>COMPUTER SYSTEMS ANALYST II (03102)</p>	<p>Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.</p> <p>Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and</p>

	<p>bringing to the attention of the supervisor any unusual problems or controversies.</p> <p>Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.</p> <p>OR</p> <p>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.</p>
<p>COMPUTER SYSTEMS ANALYST III (03103)</p>	<p>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. 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 is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.</p> <p>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. 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; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. 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.</p>
<p>PERIPHERAL EQUIPMENT OPERATOR (03160)</p>	<p>Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card readers/punchers, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.</p> <p>The following duties characterize the work of a Peripheral Equipment Operator:</p> <ul style="list-style-type: none"> Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy; Labeling tape reels, disks or card decks; Checking labels and mounting and dismounting designated tape reels or disks on specified units or drives; Setting controls which regulate operation of the equipment; Observing panel lights for warnings and error indications and taking appropriate action; Examining tapes, cards, or other material for creases, tears, or other defects which

	<p>could cause processing problems. Excludes workers who monitor and operate a control console or a remote terminal, or whose duties are limited to operating decollators, busters, separators, or similar equipment.</p>
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SIN 736 5 - Technical and Professional Occupations

TITLE	DESCRIPTION
<p>Accounting Support</p>	<p>Receives and processes a variety of transactions such as receipts, invoices, statements, payments, fees, and/or other related information, which may include: coding data, processing payroll transactions and changes, creating new vendor numbers, ensuring appropriate approvals, running reports, filing paperwork, and performing other related duties.</p> <p>Create and maintain a variety of records, logs, and spreadsheets.</p> <p>Prepares, balances, and records a variety of reports, purchase orders, requisitions, statements, benefit deductions, deposits, and other related documents.</p> <p>Assists customers and employees with requests for information over the phone and in person; researches and resolves discrepancies.</p> <p>Maintains a variety of records and files.</p> <p>Performs other duties of a similar nature or level.</p>
<p>Audit Support</p>	<p>The Audit Support Assistant position efficiently and professionally handles the daily administrative activities within their account, to assist auditor(s), collectors, managers, Data Services and others to meet and exceed customer expectations. This role will act as a point of contact for the audit team in facilitating responses to general inquiries and work requests from internal customers.</p> <p>Provides Audit Support. Perform a variety of general administrative assignments in support of the audit or auditors, including audit research, data entry, tracking and correspondence following established standards and work processes.</p> <p>Effectively Utilize Audit Tools. Utilize with increasing proficiency, proprietary reports, tools and systems required to perform duties. With moderate guidance and direction, timely executes assigned standard reports and updates. Working proficiency with all systems and applications including Decipher and client tools.</p> <p>Meet or Exceed Standards/Guidelines for Productivity. In addition to regular and predictable attendance, maintain production goals and quality standards set by the audit for the auditing concept. Works to meet the expected level of quality and quantity (i.e. fees per hour, vendor/project volume completion, claims written) determined for the audit.</p> <p>Meet or Exceed Standards for Quality. Achieve the expected level of quality set by the audit for the auditing concept, for valid claim identification and documentation.</p> <p>Prepare Response to Client/Vendor Disputes. Respond to: client or vendor disputes or internal QA for claims written. Provide verification of claims validation, in concise written manner.</p> <p>Review Client Transactions. Build a personal proficiency around transaction types, client contracts/vendor agreements, and client data with understanding of how to identify potential over/under payments.</p>

Desktop Publisher	Arranges design elements on the page layout, uses special formatting tools such as spacing and text size, reviews and edits initial proofs and fixes any issues.
Financial Analyst	<p>Leverages strong accounting and compliance backgrounds to explore historical financial data, predict future results and drive process and policy improvements. Day-to-day responsibilities for financial analysts include:</p> <ul style="list-style-type: none"> Analyzing current and past financial data and performance Preparing reports and projections based on this analysis Evaluating current capital expenditures and depreciation Exploring investment opportunities Establishing and evaluating profit plans Identifying trends in financial performance and providing recommendations for improvement Coordinating with other members of the finance team to review financial information and forecasts Providing financial models and forecasting
Librarian	Provides reference service to patrons in person, on the phone, and via email. Develops reading, reference, and research materials through selection and purchase of books, materials, and equipment. Promotes interest in library as a community resource by visiting and speaking to school, civic, cultural, and social organizations. Plans and organizes special programs involving the use of library resources. Interacts with community resources to enhance reference collection and patron information opportunities. Participates in the updating of automated reference systems and related technology. Provides training and supervision to volunteer staff.
Market-Research Analyst	<p>Collect data on consumers, competitors and market place and consolidate information into actionable items, reports and presentations</p> <p>Understand business objectives and design surveys to discover prospective customers' preferences</p> <p>Compile and analyse statistical data using modern and traditional methods to collect them</p> <p>Perform valid and reliable SWOT analysis</p> <p>Interpret data, formulate reports and make recommendations</p> <p>Catalogue findings to databases</p> <p>Provide competitive analysis on various companies' market offerings, identify market trends, pricing/business models, sales and methods of operation</p> <p>Evaluate program methodology and key data to ensure that data on the releases are accurate and the angle of the release is correct</p> <p>Remain fully informed on market trends, other parties researches and implement best practices</p>
Occupational Analyst	<p>Researches occupations and analyzes and integrates data to develop and devise concepts of worker relationships, modify maintain occupational classification system, and provide business, industry, and government with technical occupational information necessary for utilization of work force</p> <p>Confers with business, industry, government and union officials to arrange for and develop plans for studies surveys</p> <p>Devises methods & establishes criteria for conducting studies surveys</p> <p>Researches jobs, industry and organizational concepts and techniques, and worker characteristics to define job relationships, job functions content, worker traits, and occupational trends</p>

	<p>Prepares results of research for publication in form of books, brochures, charts, film, and manuals</p> <p>Identifies need for develops job analysis tools, like manuals, reporting forms, training films, and slides</p> <p>Prepares management tools, like personnel distribution reports, organization flow charts, job descriptions, tables of job relationships, and worker trait analysis</p> <p>Conducts training and provides technical assistance to promote use of job analysis materials, tools, and concepts in areas of curriculum development, career planning, job restructuring, and government employment training programs</p> <p>May specialize in providing technical assistance to private, public, or governmental organizations and be designated Industrial Occupational Analyst profess</p>
Personnel Analyst	<p>Conducts job analyses and assists in maintaining the classification plan; develops job descriptions and recommends positions to job classes; reviews classifications on a scheduled basis; develops a variety of forms and reports related to collection of data for job analyses; assists in reviewing employment tests related to new and revised job classifications; researches labor market for salary surveys, minimum qualification standards and benchmark classifications; prepares statistical reports related to classification processes; conducts test validity studies; administers employment tests as necessary; assists in scheduling and conducting phases of the employment selection process with other personnel staff.</p>
Procurement Clerk	<p>Responsible for acquiring materials and documents to fulfill requests for purchases, including preparing purchase orders and handling inquiries about orders. Follows through with purchase from order placement to fulfillment and ensures order arrives undamaged and on time.</p>
Program Analyst	<p>Responsible for the development, analysis and daily maintenance of current and future project programs. Responsible for providing, coordinating and advising clients on a variety of management, analysis, and administrative functions essential to the direction and efficient operation of the agency. Prepares updates, provides information and justify the study, evaluation and/or assistance needed to assist clients with coordinating through federal agency assistance, mobilization and de-mobilization readiness. Develops and maintains project data and case management evaluation in a variety of management information databases. Coordinates duties with management, discussing changes affecting the staff and activities and with management, address issues, resolve problems and provide recommendations for improving processes and ensuring reintegration of personnel is appropriately handled. Assigns work to administrative support personnel. Provides advice and assistance to management on the processes and procedures of the project/case management system; as well as other productivity measurement and improvement programs. Should possess eight (8) years' experience, of which at least four (4) years must be specialized. Specialized experience includes: project development from inception to deployment, non-clinical case management of service members returning from various operations, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in management. Requires a Bachelor's Degree or technical training equivalent in personnel management, military mobilization and demobilization requirements, computer science, engineering, business, finance, management or other applicable field.</p>

Researcher	Provide high-level and strategic advice on research and investigation. . Develop and implement effective research and investigation to support campaign goals. Research and analyze a wide range of specialized materials on issues and strategies in relation to different campaign projects. Conduct desktop and field research and investigation work. Ensure accurate and professional research tasks are delivered timely. Keep abreast of issues. Provide timely information relevant to the campaign projects. Prepare research materials and publications.
Real Estate Asst.	Responsible for assisting the property manager in maintaining the day-to-day operations of a portfolio of retail properties.
CAD Illustrator	Illustrator will work independently and as part of a team to create and/or modify illustrations. As required, illustrate procedures from a variety of input such as digital photographs, sketches, CAD drawings and / engineering drawings and actual parts.
Drafter/Designer	Will be responsible for supporting engineering of precast concrete and fabricated steel products. Responsible for work associated with shop drawings, reinforcing drawings from calculations and layout drawings from surveying geometry.
Cartographic Technician	Provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. Performs any or a combination of duties such as collecting, evaluating and selecting source materials; compiling information from source materials and developing a plan for using the information in accordance with product specifications; obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogrammetric techniques and equipment; using drafting tools and automated equipment to make maps and charts; assembling aerial photographs into mosaics; and reviewing and editing map and chart manuscripts
Computer Based Training Specialist/Instructor (CBT)	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.
Civil Engineering Technician	Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Reviews project specifications and confers with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests. Prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.
Drafter I	Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include:

	<p>From marked-up prints, revises the original drawings of a plumbing system by increasing pipe diameters.</p> <p>From sketches, draws building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.</p> <p>Draws simple land profiles from predetermined structural dimensions and reduced survey notes.</p> <p>Traces river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.</p>
Drafter II	<p>Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product.</p> <p>Typical assignments include:</p> <p>From a layout and manual references, prepares several views of a simple gear system. Obtains dimensions and tolerances from manuals and by measuring the layout.</p> <p>Prepares and revises detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.</p> <p>Draws base and elevation views, sections, and details of new bridges or other structures; revises complete sets of roadway drawings for highway construction projects; or prepares block maps, indicating water and sewage line locations.</p>
Drafter III	<p>Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:</p> <p>From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.</p> <p>From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.</p> <p>From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees,</p>

	<p>channel excavations, dikes and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.</p> <p>Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.</p> <p>Excludes drafter performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.</p>
Drafter IV	<p>Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.</p>
Engineering Technician I	<p>Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:</p> <p>Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.</p> <p>Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.</p> <p>Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.</p>
Engineering Technician II	<p>Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non-routine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:</p> <p>Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.</p> <p>Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.</p>
Engineering Technician III	<p>Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:</p> <p>Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions. Follows specific layout and scientific diagrams to construct and package simple devices</p>

	<p>and subunits of equipment. Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data. Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.</p> <p>Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.</p>
<p>Engineering Technician IV</p>	<p>Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:</p> <p>Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.</p> <p>Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.</p> <p>Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.</p>
<p>Environmental Technician</p>	<p>Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow</p>

	systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.
Graphic (Designer) Artist	Serves as a consulting member of an Interactive Courseware (ICW) development team. Determines requirements for computer graphics and integrates them in the ICW. Tests and performs quality control.
Paralegal/Legal Assistant I	<p>Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties:</p> <ul style="list-style-type: none"> • Consults prescribed sources of information for facts relating to matters of interest to the program; • Reviews documents to extract selected data and information relating to specific items; • Reviews and summarizes information in prescribed format on case precedent and decisions; • Searches and extracts legal references in libraries and computer-data banks; Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.
Paralegal/Legal Assistant II	<p>At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent:</p> <ul style="list-style-type: none"> • Reviews case materials to become familiar with questions under consideration; • Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; • Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; • Interviews potential witnesses and prepares summary interview reports for the attorney's review; • Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; • Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; • Verifies citations and legal references on prepared legal documents; • Prepares summaries of testimony and depositions; • Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.
Paralegal/Legal Assistant III	<p>At this level, participates in the substantiate development of cases by performing the following functions:</p> <ul style="list-style-type: none"> • Analyzes and evaluates case files against litigation worthiness standards; Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney; • Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;

	<ul style="list-style-type: none"> • Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity; • Interviews relevant personnel and potential witnesses to gather information; • Reviews and analyzes relevant statistics; • Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; • Consults with statistical experts on reliability evaluations; • May testify in court concerning relevant data.
Paralegal/Legal Assistant IV	<p>At this level, assists in the evaluation, development and litigation of cases by performing the following duties:</p> <ul style="list-style-type: none"> • Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law; • Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; • Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; • Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; • Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; • Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems; • Interviews potential witnesses for information and prepares witnesses for court appearances; • Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. • Prepares charts, graphs, and tables to illustrate results; • Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files; • May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.
Instructor	<p>Teaches courses in one or more subjects in commercial, governmental, industrial or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling materials to be presented. Instructs students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Selects or develops teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films, film strips, and training handbooks. Supervises practical work carried out by students, and assists them at points of difficulty. Tests students to evaluate their learning progress and to evaluate effectiveness of instruction. Compiles assessment report regarding each student. May arrange visits to or periods of employment in real-work situations to reinforce instruction.</p>
Laboratory Technician (Laboratory Tester)	<p>Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. Sets up and adjusts laboratory apparatus and</p>

	<p>operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. Performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Tests raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness. Tests dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscosimeter, torsion balance scale, and pH meter. Tests solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications. Tests materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust. Tests samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductibility, and other specifications. Examines materials, using microscope. Records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts. Cleans and sterilizes laboratory apparatus. May prepare chemical solutions according to standard formulae. May add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.</p>
<p>Technical Writer</p>	<p>Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.</p>
<p>Construction Representative</p>	<p>Is responsible for identifying leads, proactively prospecting and selling temporary waste removal to customers primarily in the construction industry. The Construction Representative is also responsible for building, maintaining and growing long-term relationships with these clients to grow the revenue base and meet and exceed the monthly targeted profitable growth objectives in support of the Company's overall goals. The Construction Representative meets regularly with prospective and existing clients in his or her assigned market area to deliver sales presentations, follow up with key decision makers and sell all services, as appropriate.</p>
<p>QA/QC Inspector</p>	<p>Reviewing project specifications, drawings and Quality Control plans and procedures. Ensure, whenever necessary, the update of site quality control plans / control procedures. Preparation of the Inspection Test Plan for the scope of work and have it approved by the client..</p>

	<p>Supervise and witness inspections, check reports and documentation and collect and file the required Quality Records.</p> <p>Ensure that all sites activities are carried out according to reference documentation for parts of the plant within his area of responsibility, authorizing their acceptance at quality control completion.</p> <p>Cooperate and implementation of relative corrective actions, NCRs, FCNs etc., Systematically records the nonconformity or event reports issued and identify appropriate corrective actions.</p> <p>Manage collaboration of measurement instruments and related certifications.</p>
<p>Architect</p>	<p>Responsibilities vary but typically include:</p> <ul style="list-style-type: none"> discussing the objectives, requirements and budget of a project; consulting with other professionals about design; preparing and presenting feasibility reports and design proposals to the client; advising the client on the practicality of their project; using IT in design and project management, specifically using computer-aided design software; keeping within financial budgets and deadlines; producing detailed workings, drawings and specifications; specifying the nature and quality of materials required; preparing tender applications and presentations; negotiating with contractors and other professionals; preparing applications for planning and building control departments; drawing up tender documents for contracts; project managing and helping to coordinate the work of contractors; controlling a project from start to finish; regular site visits to check on progress, ensuring that the project is running on time and to budget; resolving problems and issues that arise during construction; Ensuring that the environmental impact of the project is managed.

Price List

ADMINISTRATIVE SUPPORT & CLERICAL OCCUPATIONS		
CATEGORY	OCCUPATION TITLE	TOTAL GSA PRICE
736-1		
	Administrative Clerk	\$43.19
	Accounting Clerk I	\$24.85
	Accounting Clerk II	\$27.35
	Accounting Clerk III	\$31.40
	Accounting Clerk IV	\$32.94
	Audit Clerk	\$28.17
	Court Reporter	\$32.88
	Motor Vehicle Dispatcher	\$36.03
	Document Preparation Clerk	\$26.52
	Messenger (Courier)	\$20.88
	Duplicating Machine Operator	\$26.52
	General Clerk I	\$23.62
	General Clerk II	\$25.39
	General Clerk III	\$27.97
	General Clerk IV	\$31.36
	Housing Referral Assistant	\$36.11
	Key Entry Operator I	\$24.31
	Key Entry Operator II	\$26.14
	Order Clerk I	\$24.76
	Order Clerk II	\$27.34
	Personnel Assistant (Employment) I	\$29.28
	Personnel Assistant (Employment) II	\$32.24
	Personnel Assistant (Employment) III	\$35.43
	Personnel Assistant (Employment) IV	\$38.56
	Production Control Clerk	\$35.26
	Rental Clerk	\$26.52
	Secretary I (Clerical, Medical, Executive, Legal)	\$29.28
	Secretary II (Clerical, Medical, Executive, Legal)	\$32.24
	Secretary III (Clerical, Medical, Executive, Legal)	\$36.11
	Secretary IV (Clerical, Medical, Executive, Legal)	\$39.87
	Service Order Dispatcher	\$31.79
	Stenographer I	\$22.73
	Stenographer II	\$23.16
	Switchboard Operator-Receptionist	\$24.05
	Test Examiner	\$23.66
	Test Proctor	\$35.77
	Travel Clerk I	\$23.12
	Travel Clerk II	\$24.73
	Travel Clerk III	\$26.42
	Word Processor I	\$26.07
	Word Processor II	\$28.74
	Word Processor III	\$31.63
	Maintenance Scheduler	\$21.60

	Survey Worker (Interviewer)	\$31.10
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AUTOMATIC DATA PROCESSING OCCUPATIONS		
CATEGORY	OCCUPATION TITLE	TOTAL GSA PRICE
SIN 736-2		
	Computer Data Librarian	\$57.15
	Computer Operator I	\$29.08
	Computer Operator II	\$32.02
	Computer Operator III	\$35.19
	Computer Operator IV	\$38.60
	Computer Operator V	\$42.29
	Computer Programmer I	\$36.92
	Computer Programmer II	\$44.15
	Computer Programmer III	\$52.98
	Computer Programmer IV	\$63.77
	Computer Systems Analyst I	\$62.96
	Computer Systems Analyst II	\$65.13
	Computer Systems Analyst III	\$68.15
	Help Desk Technician	\$35.61
	Peripheral Equipment Operator	\$29.08
	Program Analyst	\$62.96
	Software Tester	\$53.27
	Web Support Technician	\$56.58

TECHNICAL AND PROFESSIONAL OCCUPATIONS		
CATEGORY	OCCUPATION TITLE	TOTAL GSA PRICE
SIN 736-2		
	Accounting Support	\$28.67
	Audit Support	\$28.67
	Contracting Support (Contract Specialist/Administrator)	\$79.45
	Desktop Publisher	\$32.57
	Financial Analyst	\$57.63
	Librarian	\$48.48
	Market-Research Analyst	\$43.28
	Occupational Analyst	\$58.45
	Personnel Analyst	\$88.40
	Procurement Clerk	\$79.45
	Program Analyst	\$62.73
	Researcher	\$43.28
	Real Estate Asst.	\$44.43
	CAD Illustrator	\$44.43
	Drafter/Designer	\$39.91
	Cartographic Technician	\$44.95
	Computer Based Training (CBT) Specialist/Instructor	\$54.99
	Civil Engineering Technician	\$32.32
	Drafter I	\$44.95
	Drafter II	\$33.78
	Drafter III	\$37.22
	Drafter IV	\$40.94
	Engineering Technician I	\$49.25
	Engineering Technician II	\$31.30
	Engineering Technician III	\$36.03
	Engineering Technician IV	\$41.10
	Environmental Technician	\$49.74
	Graphic Artist (Designer)	\$40.88
	Paralegal/Legal Assistant I	\$48.95
	Paralegal/Legal Assistant II	\$34.93
	Paralegal/Legal Assistant III	\$42.11
	Paralegal/Legal Assistant IV	\$50.42
	Instructor	\$60.00
	Laboratory Technician (Laboratory Tester)	\$51.70
	Technical Writer I	\$31.32
	Technical Writer II	\$41.23
	Technical Writer III	\$49.37
	Construction Representative	\$56.83
	QA/QC Inspector	\$31.69
	Architect	\$63.64
		\$58.66