



Data Solutions & Technology  
Incorporated

9901 Business Parkway, Suite R  
Lanham, Maryland 20706-1887  
Tel: 301-583-3500 • Fax: 301-583-3509  
Website: [www.dstincorporated.com](http://www.dstincorporated.com)

## **General Services Administration Federal Supply Schedule**

Authorized Federal Supply Schedule Price List  
for

### **LOGISTICS WORLDWIDE SERVICES (LOGWORLD)**

**Federal Supply Group: 874  
Class: R706**

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

<http://www.fss.gsa.gov>.



**Contract Number:** GS-10F-0324P  
**Contract PoP:** May 13, 2009 through May 12, 2014

#### **Data Solutions & Technology Incorporated**

9901 Business Parkway, Suite R  
Lanham, Maryland 20706-1887

**Website:** [www.dstincorporated.com](http://www.dstincorporated.com)

**Ph:** 301-583-3500

**Toll Free:** 888-417-1483

**Fax:** 301-583-3509

**Contract Administration:** Deborah Scott Thomas

**E-mail:** [deborah.scott.thomas@dstincorporated.com](mailto:deborah.scott.thomas@dstincorporated.com)

**Business Size:** Veteran and Woman Owned

Through Refresh #10 and Modification PS-0015



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## CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s): 874-501, 874-503, 874-504 and 874-507.

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

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

2. Maximum order: \$1,000,000

3. Minimum order: \$300

4. Geographic coverage (delivery area): Domestic and Overseas.

5. Point(s) of production (city, county, and State or foreign country): Same as company address.

6. Government net prices (discount already deducted). See price list starting on page 6.

7. Quantity discounts: 1% BPA of one year or longer.

8. Prompt payment terms: 2%/15 days, Net 30

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$2,500.

10. Foreign items (list items by country of origin): None.

11a. Time of delivery. (Contractor insert number of days): Specified in Task Order.

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery: Contact Administrator.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Administrator.



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- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Administrator.
  12. F.O.B. point(s): Destination
  - 13a. Ordering address(es): Same as company address.
  - 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
  14. Payment address(es): Same as company address.
  15. Warranty provision: DST standard commercial warranty.
  16. Export packing charges, if applicable: N/A
  17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Administrator.
  18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
  19. Terms and conditions of installation (if applicable): N/A
  20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
  - 20a. Terms and conditions for any other services (if applicable): N/A
  21. List of service and distribution points (if applicable): N/A
  22. List of participating dealers (if applicable): N/A
  23. Preventive maintenance (if applicable): N/A
  - 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
  - 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
  25. Data Universal Number System (DUNS) number: 94-7382842
  26. Notification regarding registration in Central Contractor Registration (CCR) database. Registered



## **DST COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

### **PREAMBLE**

Data Solutions & Technology provides management, technical, IT, and logistics support services to the Federal Government. We are committed to promoting participation of small, small disadvantaged, woman-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### **COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Ms. Jeanine Stallworth, (301) 583-3500 ext. 234, [Jstallworth@dstincorporated.com](mailto:Jstallworth@dstincorporated.com) or by fax at (301) 583-3509.



**DATA SOLUTIONS & TECHNOLOGY INCORPORATED**  
**BASE HOURLY LABOR RATES**  
**SIN(s): 874-501, 874-503, 874-504, 874-507**  
**Year 9: May 13, 2012 – May 12, 2013**  
**Year 10: May 13, 2013 – May 12, 2014**

<b>Labor Category</b>	<b>GSA Labor Category Offered</b>	<b>Year 9</b>	<b>Year 10</b>
1	Program Manager V	\$135.89	\$138.93
2	Program Manager IV	\$120.72	\$123.43
3	Program Manager III	\$110.89	\$113.37
4	Program Manager II	\$90.74	\$92.78
5	Program Manager I	\$67.77	\$69.28
6	Project Manager V	\$69.75	\$71.32
7	Project Manager IV	\$59.79	\$61.13
8	Project Manager III	\$54.17	\$55.38
9	Project Manager II	\$50.38	\$51.51
10	Project Manager I	\$47.07	\$48.12
11	Assistant Project Manager III	\$50.22	\$51.34
12	Assistant Project Manager II	\$46.05	\$47.08
13	Assistant Project Manager I	\$44.03	\$45.01
14	Task Manager III	\$54.17	\$55.38
15	Task Manager II	\$50.38	\$51.51
16	Task Manager I	\$47.07	\$48.12
17	Subject Matter Expert IV	\$215.94	\$220.78
18	Subject Matter Expert III	\$184.80	\$188.94
19	Subject Matter Expert II	\$154.00	\$157.45
20	Subject Matter Expert I	\$124.26	\$127.04
21	Management Analyst IV	\$61.51	\$62.88
22	Management Analyst III	\$56.37	\$57.64
23	Management Analyst II	\$52.34	\$53.51
24	Management Analyst I	\$47.48	\$48.54
25	Trainer IV	\$231.62	\$236.81
26	Trainer III	\$215.92	\$220.75
27	Trainer II	\$184.80	\$188.94
28	Trainer I	\$166.32	\$170.04
29	Business Process Reengineering Specialist III	\$117.91	\$120.55



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**Year 9: May 13, 2012 – May 12, 2013**  
**Year 10: May 13, 2013 – May 12, 2014**

<b>Labor Category</b>	<b>GSA Labor Category Offered</b>	<b>Year 9</b>	<b>Year 10</b>
30	Business Process Reengineering Specialist II	\$97.41	\$99.59
31	Business Process Reengineering Specialist I	\$88.54	\$90.52
32	Configuration Management Specialist III	\$103.28	\$105.59
33	Configuration Management Specialist II	\$88.54	\$90.52
34	Configuration Management Specialist I	\$73.19	\$74.83
35	Quality Assurance Specialist III	\$71.50	\$73.10
36	Quality Assurance Specialist II	\$63.88	\$65.31
37	Quality Assurance Specialist I	\$53.96	\$55.17
38	Logistician III	\$66.67	\$68.16
39	Logistician II	\$57.91	\$59.21
40	Logistician I	\$49.13	\$50.23
41	Logistics Analyst III	\$142.63	\$145.83
42	Logistics Analyst II	\$117.91	\$120.55
43	Logistics Analyst I	\$88.54	\$90.52
44	Legacy Systems Analyst III	\$68.81	\$70.35
45	Legacy Systems Analyst II	\$58.69	\$60.01
46	Legacy Systems Analyst I	\$47.40	\$48.47
47	Transportation/Operations Specialist III	\$79.01	\$80.78
48	Transportation/Operations Specialist II	\$60.95	\$62.32
49	Transportation/Operations Specialist I	\$54.18	\$55.39
50	Traffic/Freight Specialist III	\$69.97	\$71.54
51	Traffic/Freight Specialist II	\$56.44	\$57.70
52	Traffic/Freight Specialist I	\$47.40	\$48.47
53	CDL Truck Driver III	\$42.30	\$43.25
54	CDL Truck Driver II	\$38.05	\$38.90
55	CDL Truck Driver I**	\$36.42	\$37.23
56	Truck Driver III	\$36.96	\$37.79
57	Truck Driver II	\$34.59	\$35.36
58	Truck Driver I**	\$32.98	\$33.72



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**Year 10: May 13, 2013 – May 12, 2014**

<b>Labor Category</b>	<b>GSA Labor Category Offered</b>	<b>Year 9</b>	<b>Year 10</b>
59	Van Driver**	\$39.28	\$40.16
60	Forklift Operator III	\$38.37	\$39.23
61	Forklift Operator II	\$35.49	\$36.28
62	Forklift Operator I**	\$33.43	\$34.18
63	Courier III	\$29.91	\$30.58
64	Courier II	\$28.22	\$28.86
65	Courier I**	\$26.77	\$27.37
66	Parking Attendant III	\$40.18	\$41.08
67	Parking Attendant II	\$32.18	\$32.91
68	Parking Attendant I**	\$22.10	\$22.59
69	Operations Manager III	\$70.55	\$72.13
70	Operations Manager II	\$60.95	\$62.32
71	Operations Manager I	\$56.44	\$57.70
72	Operations Supervisor III	\$56.64	\$57.91
73	Operations Supervisor II	\$50.72	\$51.85
74	Operations Supervisor I	\$45.32	\$46.34
75	Warehouse Manager III	\$70.55	\$72.13
76	Warehouse Manager II	\$60.95	\$62.32
77	Warehouse Manager I	\$56.44	\$57.70
78	Warehouse Specialist III	\$39.20	\$40.08
79	Warehouse Specialist II	\$37.82	\$38.67
80	Warehouse Specialist I**	\$35.22	\$36.01
81	Shipping & Receiving Clerk III	\$39.14	\$40.01
82	Shipping & Receiving Clerk II	\$36.42	\$37.23
83	Shipping & Receiving Clerk I	\$34.61	\$35.39
84	Shipping Clerk III	\$38.05	\$38.90
85	Shipping Clerk II	\$35.87	\$36.68
86	Shipping Clerk I	\$34.24	\$35.01
87	Receiving Clerk III	\$37.51	\$38.35





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<b>Labor Category</b>	<b>GSA Labor Category Offered</b>	<b>Year 9</b>	<b>Year 10</b>
88	Receiving Clerk II	\$34.79	\$35.57
89	Receiving Clerk I**	\$33.36	\$34.10
90	Mover/Material Handler IV**	\$43.48	\$44.46
91	Mover/Material Handler III	\$37.02	\$37.85
92	Mover/Material Handler II	\$30.60	\$31.28
93	Mover/Material Handler I**	\$28.43	\$29.07
94	Supply Distribution/Stockroom Manager III	\$54.18	\$55.39
95	Supply Distribution/Stockroom Manager II	\$47.40	\$48.47
96	Supply Distribution/Stockroom Manager I	\$42.89	\$43.85
97	Inventory Manager III	\$47.40	\$48.47
98	Inventory Manager II	\$42.89	\$43.85
99	Inventory Manager I	\$36.12	\$36.92
100	Supply Clerk III	\$36.12	\$36.92
101	Supply Clerk I**	\$33.12	\$33.86
102	Database Administrator III	\$81.86	\$83.69
103	Database Administrator II	\$67.13	\$68.63
104	Database Administrator I	\$56.53	\$57.80
105	Electronics/Hardware Specialist III**	\$51.44	\$52.59
106	Electronics/Hardware Specialist II**	\$49.46	\$50.57
107	Electronics/Hardware Specialist I**	\$46.43	\$47.47
108	Mechanical Specialist III	\$45.15	\$46.16
109	Mechanical Specialist I**	\$40.75	\$41.67
110	Systems Analyst IV	\$76.22	\$77.93
111	Systems Analyst III**	\$73.73	\$75.38
112	Systems Analyst II**	\$60.77	\$62.14
113	Systems Analyst I**	\$50.81	\$51.95
114	Programmer Analyst IV**	\$74.89	\$76.56
115	Programmer Analyst III**	\$65.43	\$66.89
116	Programmer Analyst II**	\$55.52	\$56.76





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**Year 9: May 13, 2012 – May 12, 2013**  
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<b>Labor Category</b>	<b>GSA Labor Category Offered</b>	<b>Year 9</b>	<b>Year 10</b>
117	Programmer Analyst I**	\$53.14	\$54.33
118	Customer Support Technician III	\$62.12	\$63.51
119	Customer Support Technician I**	\$48.54	\$49.63
120	Technical Writer/Editor III**	\$86.49	\$88.43
121	Technical Writer/Editor II**	\$71.84	\$73.45
122	Technical Writer/Editor I**	\$53.23	\$54.42
123	Web Master III	\$79.78	\$81.56
124	Web Master II	\$70.59	\$72.17
125	Web Master I	\$62.09	\$63.48
126	Graphics Specialist III	\$53.41	\$54.61
127	Graphics Specialist II	\$50.99	\$52.13
128	Graphics Specialist I	\$48.02	\$49.10
129	Administrative Assistant**	\$53.89	\$55.10
130	General Clerk IV	\$42.30	\$43.25
131	General Clerk III**	\$34.79	\$35.57
132	General Clerk II**	\$29.90	\$30.57
133	General Clerk I**	\$27.91	\$28.54
134	Data Entry Clerk IV	\$39.14	\$40.01
135	Data Entry Clerk III	\$33.16	\$33.90
136	Data Entry Clerk II**	\$28.90	\$29.55
137	Data Entry Clerk I**	\$27.03	\$27.64
138	Lead Assemblyman	\$32.61	\$33.34
139	Power Collator	\$44.52	\$45.52
140	Cleaning Crewman**	\$26.09	\$26.68
141	Accounting Clerk IV	\$43.48	\$44.46
142	Accounting Clerk III**	\$41.31	\$42.24
143	Accounting Clerk II**	\$38.05	\$38.90
144	Accounting Clerk I**	\$32.61	\$33.34

\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.



**Data Solutions & Technology Incorporated**  
**LOGWORLD Schedule GS-10F-0324P**  
**SCA Matrix**

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number*</b>
Accounting Clerk I	01011 Accounting Clerk I	05-2103
Accounting Clerk II	01012 Accounting Clerk II	05-2103
Accounting Clerk III	01013 Accounting Clerk III	05-2103
Administrative Assistant I	01020 Administrative Assistant	05-2103
Data Entry Clerk I	01051 Data Entry Operator I	05-2103
Data Entry Clerk II	01052 Data Entry Operator II	05-2103
General Clerk I	01111 General Clerk I	05-2103
General Clerk II	01112 General Clerk II	05-2103
General Clerk III	01113 General Clerk III	05-2103
Cleaning Crewman	11150 Janitor	05-2103
Programmer Analyst I	14071 Computer Programmer I	05-2103
Programmer Analyst II	14072 Computer Programmer II	05-2103
Programmer Analyst III	14073 Computer Programmer III	05-2103
Programmer Analyst IV	14074 Computer Programmer IV	05-2103
Systems Analyst I	14101 Computer Systems Analyst I	05-2103
Systems Analyst II	14102 Computer Systems Analyst II	05-2103
Systems Analyst III	14103 Computer Systems Analyst III	05-2103
Customer Support Technician I	14160 Personal Computer Support Technician	05-2103
Forklift Operator I	21020 Forklift Operator	05-2103
Mover/Material Handler I	21050 Material Handling Laborer	05-2103
Mover/Material Handler IV	21040 Material Expediter	05-2103
Receiving Clerk I	21130 Shipping/Receiving Clerk	05-2103
Supply Clerk I	21150 Stock Clerk	05-2103
Warehouse Specialist I	21410 Warehouse Specialist	05-2103
Electronics/Hardware Specialist I	23181 Electronics Technician Maintenance I	05-2103
Electronics/Hardware Specialist II	23182 Electronics Technician Maintenance II	05-2103
Electronics/Hardware Specialist III	23183 Electronics Technician Maintenance III	05-2103



**Data Solutions & Technology Incorporated**  
**LOGWORLD Schedule GS-10F-0324P**  
**SCA Matrix**

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number*</b>
Mechanical Specialist I	23530 Machinery Maintenance Mechanic	05-2103
Technical Writer/ Editor I	30461 Technical Writer I	05-2103
Technical Writer/ Editor II	30462 Technical Writer II	05-2103
Technical Writer/ Editor III	30463 Technical Writer III	05-2103
Van Driver	31030 Bus Driver	05-2103
Courier I	31043 Driver Courier	05-2103
Parking Attendant I	31260 Parking and Lot Attendant	05-2103
Truck Driver I	31362 Truck driver, Medium Truck	05-2103
CDL Truck Driver I	31363 Truck driver, Heavy Truck	05-2103

\* Revision 11, Dated June 13, 2011, District of Columbia

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



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## ***DST Labor Category Descriptions***

### **1—Program Manager V**

#### **Functional Responsibility:**

Manages substantial contract support operations involving multiple projects. Demonstrated expertise in program and/or systems management, planning and development. Organizes, directs, and coordinates planning and production of all contract support activities. Serves as the contractor's authorized interface with the COTR, government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to support staff. Responsible for overall contract performance.

**Education/Experience:** B.S./B.A. or a minimum of ten years related experience.

### **2—Program Manager IV**

#### **Functional Responsibility:**

Manages substantial contract support operations involving multiple projects. Demonstrated expertise in program and/or systems management, planning and development. Organizes, directs, and coordinates planning and production of all contract support activities. Serves as the contractor's authorized interface with the COTR, government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to support staff. Responsible for overall contract performance.

**Education/Experience:** B.S./B.A. or a minimum of eight years related experience.

### **3—Program Manager III**

#### **Functional Responsibility:**

Manages substantial contract support operations involving multiple projects. Demonstrated expertise in program and/or systems management, planning and development. Organizes, directs, and coordinates planning and production of all contract support activities. Serves as the contractor's authorized interface with the COTR, government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to support staff. Responsible for overall contract performance.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.



#### **4—Program Manager II**

##### **Functional Responsibility:**

Manages substantial contract support operations involving multiple projects. Demonstrated expertise in program and/or systems management, planning and development. Organizes, directs, and coordinates planning and production of all contract support activities. Serves as the contractor's authorized interface with the COTR, government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to support staff. Responsible for overall contract performance.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

#### **5—Program Manager I**

##### **Functional Responsibility:**

Manages substantial contract support operations involving multiple projects. Demonstrated expertise in program and/or systems management, planning and development. Organizes, directs, and coordinates planning and production of all contract support activities. Serves as the contractor's authorized interface with the COTR, government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to support staff. Responsible for overall contract performance.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

#### **6—Project Manager V**

##### **Functional Responsibility:**

Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Responsible for contract performance.

**Education/Experience:** B.S./B.A. or a minimum of ten years related experience.



## **7—Project Manager IV**

### **Functional Responsibility:**

Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Responsible for contract performance.

**Education/Experience:** B.S./B.A. or a minimum of eight years related experience.

## **8—Project Manager III**

### **Functional Responsibility:**

Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Responsible for contract performance.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

## **9—Project Manager II**

### **Functional Responsibility:**

Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Responsible for contract performance.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

## **10—Project Manager I**

### **Functional Responsibility:**

Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating



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policies, purposes, and goals of the organization to subordinates. Responsible for contract performance.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

### **11—Assistant Project Manager III**

#### **Functional Responsibility:**

Assists in the performance of all Project Manager responsibilities. Experienced in both managerial and technical areas. May be responsible for individual task orders under the supervision of the Project Manager. Demonstrated experience to work independently or under only general direction. Briefs Project Manager on anticipated problems on the contract and makes recommendations towards resolving issues.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

### **12—Assistant Project Manager II**

#### **Functional Responsibility:**

Assists in the performance of all Project Manager responsibilities. Experienced in both managerial and technical areas. May be responsible for individual task orders under the supervision of the Project Manager. Demonstrated experience to work independently or under only general direction. Briefs Project Manager on anticipated problems on the contract and makes recommendations towards resolving issues.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

### **13—Assistant Project Manager I**

#### **Functional Responsibility:**

Assists in the performance of all Project Manager responsibilities. Experienced in both managerial and technical areas. May be responsible for individual task orders under the supervision of the Project Manager. Demonstrated experience to work independently or under only general direction. Briefs Project Manager on anticipated problems on the contract and makes recommendations towards resolving issues.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

### **14—Task Manager III**

#### **Functional Responsibility:**

Monitors tasks and updates the Project Manager on the status of the project. Anticipates problems and works towards resolving foreseeable issues. As a team or project leader, provides technical direction for the logistics project. Serves as a technical authority in designated functional areas. In





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the role of staff specialist or consultant, resolves unique and unyielding business systems problems, using new technologies and creative approaches. Completes tasks within estimated timeframes and under budgetary constraints. Schedules and assigns tasks to support staff. Interacts with government management personnel and reports in writing and orally to contractor management, the COR, and other government representatives.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

### **15—Task Manager II**

#### **Functional Responsibility:**

Monitors tasks and keeps the Program Manager updated on task status. Anticipates problems and works towards resolving foreseeable issues. In the role of team or project leader, provides technical direction for the logistics project. Serves as a technical authority in designated functional areas. As a staff specialist or consultant, resolves unique and unyielding business systems problems, using new technologies and creative approaches. Completes tasks within estimated timeframes and under budgetary constraints. Schedules and assigns duties to support staff. Interacts with government management personnel and reports in writing and orally to contractor management, the COR, and other government representatives.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

### **16—Task Manager I**

#### **Functional Responsibility:**

Monitors tasks and keeps the Program Manager updated on task status. Anticipates problems and works towards resolving foreseeable issues. As a team or project leader, provides technical direction for the logistics project. Serves as a technical authority in designated functional areas. In the role of staff specialist or consultant, resolves unique and unyielding business systems problems, using new technologies and creative approaches. Completes tasks within estimated timeframes and under budgetary constraints. Schedules and assigns duties to support staff. Interacts with government management personnel and reports in writing and orally to contractor management, the COR, and other government representatives.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

### **17—Subject Matter Expert IV**

#### **Functional Responsibility:**

Confers with client executive management using line of business expertise to define the client's strategic business goals, and advises in the reengineering of business procedures to meet those goals. Demonstrated relevant experience in one or more areas to include finance, business process reengineering, facilitation and technical disciplines, i.e., programming, engineering and systems design, and analysis. Analyzes client requirements and recommends development or acquisition



strategies. Assists client in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an “expert” in the logistical/specialty area.

**Education/Experience:** M.S./M.A. or a minimum of twelve years related experience.

### **18—Subject Matter Expert III**

#### **Functional Responsibility:**

Confers with client executive management using line of business expertise to define the client’s strategic business goals, and advises in the reengineering of business procedures to meet those goals. Demonstrated relevant experience in one or more areas to include finance, business process reengineering, facilitation and technical disciplines, i.e., programming, engineering and systems design, and analysis. Analyzes client requirements and recommends development or acquisition strategies. Assists client in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an “expert” in the logistical/specialty area.

**Education/Experience:** M.S./M.A. or a minimum of ten years related experience.

### **19—Subject Matter Expert II**

#### **Functional Responsibility:**

Confers with client executive management using line of business expertise to define the client’s strategic business goals, and advises in the reengineering of business procedures to meet those goals. Demonstrated relevant experience in one or more areas to include finance, business process reengineering, facilitation and technical disciplines, i.e., programming, engineering and systems design, and analysis. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an “expert” in the designated logistical/specialty.

**Education/Experience:** M.S./M.A. or a minimum of eight years related experience.

### **20—Subject Matter Expert I**

#### **Functional Responsibility:**

Confers with client executive management using line of business expertise to define the client’s strategic business goals, and advises in the reengineering of business procedures to meet those goals. Demonstrated relevant experience in one or more areas to include finance, business process reengineering, facilitation and technical disciplines, i.e., programming, engineering and systems



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design, and analysis. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an “expert” in the designated logistical/specialty.

**Education/Experience:** M.S./M.A. or a minimum of six years related experience.

## **21—Management Analyst IV**

### **Functional Responsibility:**

Serves as the lead analyst on team effort ensuring that the team works within the parameters of the tasks. Conducts analysis, program evaluations, quality management analysis, process management reviews, facilitation and work groups. Applies process improvement, process reengineering, and change management methodologies and principles through performance of process modernization projects. Provides expertise reengineering methods, and performs best practices and critical success factor identification, activity modeling, facilitation, interviewing, training, change management, organizational development, and process redesign implementation. Demonstrated ability to interface with the customer in an autonomous manner.

**Education/Experience:** B.S./B.A. or a minimum of eight years related experience.

## **22—Management Analyst III**

### **Functional Responsibility:**

Serves as the lead analyst on team effort ensuring that the team works within the parameters of the tasks. Conducts analysis, program evaluations, quality management analysis, process management reviews, facilitation and work groups. Applies process improvement, process reengineering, and change management methodologies and principles through performance of process modernization projects. Provides expertise reengineering methods, and performs best practices and critical success factor identification, activity modeling, facilitation, interviewing, training, change management, organizational development, and process redesign implementation. Demonstrated ability to interface with the customer in an autonomous manner.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

## **23—Management Analyst II**

### **Functional Responsibility:**

Serves as the lead analyst on team effort ensuring that the team works within the parameters of the tasks. Conducts analysis, program evaluations, quality management analysis, process management reviews, facilitation and work groups. Applies process improvement, process reengineering, and change management methodologies and principles through performance of process modernization projects. Provides expertise reengineering methods, and performs best practices and critical success



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factor identification, activity modeling, facilitation, interviewing, training, change management, organizational development, and process redesign implementation. Demonstrated ability to interface with the customer in an autonomous manner.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

## **24—Management Analyst I**

### **Functional Responsibility:**

Serves as the lead analyst on team effort ensuring that the team works within the parameters of the tasks. Conducts analysis, program evaluations, quality management analysis, process management reviews, facilitation and work groups. Applies process improvement, process reengineering, and change management methodologies and principles through performance of process modernization projects. Provides expertise reengineering methods, and performs best practices and critical success factor identification, activity modeling, facilitation, interviewing, training, change management, organizational development, and process redesign implementation. Demonstrated ability to interface with the customer in an autonomous manner.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

## **25—Trainer IV**

### **Functional Responsibility:**

Conducts required research to develop and/or revise training courses. Prepares instructor materials to include course outline, background material, and training aids. Prepares student materials, i.e., course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Education/Experience:** B.S./B.A. or a minimum of ten years related experience.

## **26—Trainer III**

### **Functional Responsibility:**

Conducts required research to develop and/or revise training courses. Prepares instructor materials to include course outline, background material, and training aids. Prepares student materials, i.e., course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Education/Experience:** B.S./B.A. or a minimum of eight years related experience.



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## 27—Trainer II

### Functional Responsibility:

Conducts required research to develop and/or revise training courses. Prepares instructor materials to include course outline, background material, and training aids. Prepares student materials, i.e., course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

## 28—Trainer I

### Functional Responsibility:

Conducts required research to develop and/or revise training courses. Prepares instructor materials to include course outline, background material, and training aids. Prepares student materials, i.e., course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

## 29—Business Process Reengineering Specialist III

### Functional Responsibility:

Applies process improvement and reengineering methodologies and principles of best practices to conduct process modernization projects, including applicable trade studies. Responsibilities include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements, environmental analysis, strategy evaluation, and control. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer.

**Education/Experience:** B.S./B.A. or a minimum of eight years related experience.

## 30—Business Process Reengineering Specialist II

### Functional Responsibility:

Applies process improvement and reengineering methodologies and principles of best practices to conduct process modernization projects, including applicable trade studies. Responsibilities include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements, environmental analysis, strategy evaluation, and control. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.



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### **31—Business Process Reengineering Specialist I**

#### **Functional Responsibility:**

Applies process improvement and reengineering methodologies and principles of best practices to conduct process modernization projects, including applicable trade studies. Responsibilities include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements, environmental analysis, strategy evaluation, and control. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

### **32—Configuration Management Specialist III**

#### **Functional Responsibility:**

Performs work in one or more specialty areas of configuration management, data management, or engineering data. Analyzes complex engineering change proposals. Monitors contractors, subcontractors, and vendors to ensure that the applications of standards and requirements for the Statement of Work are properly implemented. Designs, develops, and establishes configuration and data management documentation based on program requirements. Participates in design reviews, audits, scheduling, budgeting, etc. Reviews and makes recommendations on contractor engineering data. Identifies requirements and coordinates the development and implementation of computer-based configuration, data management systems, and electronic data support.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

### **33—Configuration Management Specialist II**

#### **Functional Responsibility:**

Performs work in one or more specialty areas of configuration management, data management, or engineering data. Analyzes complex engineering change proposals. Monitors contractors, subcontractors, and vendors to ensure that the applications of standards and requirements for the Statement of Work are properly implemented. Designs, develops, and establishes configuration and data management documentation based on program requirements. Participates in design reviews, audits, scheduling, budgeting, etc. Reviews and makes recommendations on contractor engineering data. Identifies requirements and coordinates the development and implementation of computer-based configuration, data management systems, and electronic data support.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.



### **34—Configuration Management Specialist I**

#### **Functional Responsibility:**

Performs work in one or more specialty areas of configuration management, data management, or engineering data. Analyzes complex engineering change proposals. Monitors contractors, subcontractors, and vendors to ensure that the applications of standards and requirements for the Statement of Work are properly implemented. Designs, develops, and establishes configuration and data management documentation based on program requirements. Participates in design reviews, audits, scheduling, budgeting, etc. Reviews and makes recommendations on contractor engineering data. Identifies requirements and coordinates the development and implementation of computer-based configuration, data management systems, and electronic data support.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

### **35—Quality Assurance Specialist III**

#### **Functional Responsibility:**

Responsible for technical and complex quality control testing. Develops, implements, and maintains quality assurance/configuration management programs in a variety of technical and non-technical services. Establishes standards for life cycle, documentation, development methods, testing, and maintenance. Serves as a liaison to Program Management. Provides task direction and guidance to less experienced team members.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

### **36—Quality Assurance Specialist II**

#### **Functional Responsibility:**

Responsible for technical and complex quality control testing. Develops, implements, and maintains quality assurance/configuration management programs in a variety of technical and non-technical services. Establishes standards for life cycle, documentation, development methods, testing, and maintenance. Serves as a liaison to Program Management. Provides task direction and guidance to less experienced team members.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

### **37—Quality Assurance Specialist I**

#### **Functional Responsibility:**

Responsible for technical and complex quality control testing. Develops, implements, and maintains quality assurance/configuration management programs in a variety of technical and non-technical services. Establishes standards for life cycle, documentation, development methods, testing, and





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maintenance. Serves as a liaison to Program Management. Provides task direction and guidance to less experienced team members.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

### **38—Logistician III**

#### **Functional Responsibility:**

Determines overall support requirements, including facilities, personnel, safety, and maintenance. Directs and coordinates program activities designed to ensure effective and economical support. Analyzes and evaluates design concepts to determine if concepts satisfy support requirements, and studies the relative supportability of alternative concepts. Determines logistic support sequences and time phasing. Anticipates logistics problems related to operational areas and environmental and human factors, and determines contingency requirements and solutions. May design and conduct research or technical studies to support logistic functions.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

### **39—Logistician II**

#### **Functional Responsibility:**

Determines overall support requirements, including facilities, personnel, safety, and maintenance. Directs and coordinates program activities designed to ensure effective and economical support. Analyzes and evaluates design concepts to determine if concepts satisfy support requirements, and studies the relative supportability of alternative concepts. Determines logistic support sequences and time phasing. Anticipates logistics problems related to operational areas and environmental and human factors, and determines contingency requirements and solutions. May design and conduct research or technical studies to support logistic functions.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

### **40—Logistician I**

#### **Functional Responsibility:**

Determines overall support requirements, including facilities, personnel, safety, and maintenance. Directs and coordinates program activities designed to ensure effective and economical support. Analyzes and evaluates design concepts to determine if concepts satisfy support requirements, and studies the relative supportability of alternative concepts. Determines logistic support sequences and time phasing. Anticipates logistics problems related to operational areas and environmental and human factors, and determines contingency requirements and solutions. May design and conduct research or technical studies to support logistic functions.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.



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#### **41—Logistics Analyst III**

##### **Functional Responsibility:**

Develops and implements logistics plans that may affect the production, distribution, and inventory of finished products to enhance product flow. Assists in the development of policies, guidelines, and procedures to ensure quality and cost control. Conducts distribution and network studies, monitors inventory, and analyzes requirements in order to develop strategies to achieve desired delivery times and order fill rates. Maintains appropriate records and prepares reports. Coordinates logistics activities with internal/external customers.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

#### **42—Logistics Analyst II**

##### **Functional Responsibility:**

Develops and implements logistics plans that may affect the production, distribution, and inventory of finished products to enhance product flow. Assists in the development of policies, guidelines, and procedures to ensure quality and cost control. Conducts distribution and network studies, monitors inventory, and analyzes requirements in order to develop strategies to achieve desired delivery times and order fill rates. Maintains appropriate records and prepares reports. Coordinates logistics activities with internal/external customers.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

#### **43—Logistics Analyst I**

##### **Functional Responsibility:**

Develops and implements logistics plans that may affect the production, distribution, and inventory of finished products to enhance product flow. Assists in the development of policies, guidelines, and procedures to ensure quality and cost control. Conducts distribution and network studies, monitors inventory, and analyzes requirements in order to develop strategies to achieve desired delivery times and order fill rates. Maintains appropriate records and prepares reports. Coordinates logistics activities with internal/external customers.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

#### **44—Legacy System Analyst III**

##### **Functional Responsibility:**

Analyzes requirements for maintaining, modifying, or converting unique application systems that are deemed legacy systems. Provides guidance and technical/functional advice to programmers. Provides comprehensive knowledge and insight of the history of changes to the legacy applications. Develops plans to migrate legacy systems to new technologies and/or new functionality. Analyzes



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and documents legacy system functionality to identify mandatory requirements to be fulfilled by migration system candidates. May also participate in designing, developing and implementing changes to legacy systems to accommodate requirement modifications, interim interfaces to migration systems, and/or conversion to migration systems.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

#### **45—Legacy System Analyst II**

##### **Functional Responsibility:**

Analyzes requirements for maintaining, modifying, or converting unique application systems that are deemed legacy systems. Provides guidance and technical/functional advice to programmers. Provides comprehensive knowledge and insight of the history of changes to the legacy applications. Develops plans to migrate legacy systems to new technologies and/or new functionality. Analyzes and documents legacy system functionality to identify mandatory requirements to be fulfilled by migration system candidates. May also participate in designing, developing and implementing changes to legacy systems to accommodate requirement modifications, interim interfaces to migration systems, and/or conversion to migration systems.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

#### **46—Legacy System Analyst I**

##### **Functional Responsibility:**

Analyzes requirements for maintaining, modifying, or converting unique application systems that are deemed legacy systems. Provides guidance and technical/functional advice to programmers. Provides comprehensive knowledge and insight of the history of changes to the legacy applications. Develops plans to migrate legacy systems to new technologies and/or new functionality. Analyzes and documents legacy system functionality to identify mandatory requirements to be fulfilled by migration system candidates. May also participate in designing, developing and implementing changes to legacy systems to accommodate requirement modifications, interim interfaces to migration systems, and/or conversion to migration systems.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

#### **47—Transportation/Operations Specialist III**

##### **Functional Responsibility:**

Responsible for the physical movement of inbound and outbound shipments via air, land, rail, sea or pipeline. Responsible for all distribution functions, including shipments to domestic and international customers, and to distribution centers and branches within the same company. May supervise other transportation managers and/or specialists.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.



#### **48—Transportation/Operations Specialist II**

##### **Functional Responsibility:**

Responsible for the physical movement of inbound and outbound shipments via air, land, rail, sea or pipeline. Responsible for all distribution functions, including shipments to domestic and international customers, and to distribution centers and branches within the same company. May supervise other transportation managers and/or specialists.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

#### **49—Transportation/Operations Specialist I**

##### **Functional Responsibility:**

Responsible for the physical movement of inbound and outbound shipments via air, land, rail, sea or pipeline. Responsible for all distribution functions, including shipments to domestic and international customers, and to distribution centers and branches within the same company. May supervise other transportation managers and/or specialists.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

#### **50—Traffic/Freight Specialist III**

##### **Functional Responsibility:**

Responsible for the first-line direction of employees engaged in coordination and scheduling of the movement of in-bound and out-bound goods with carriers, and ascertaining the appropriate domestic and/or international freight rate(s) on incoming and outgoing materials and products. Assigns employees in order to maximize traffic objectives. Responsible for the employment, training, motivation, and discipline of assigned employees.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

#### **51—Traffic/Freight Specialist II**

##### **Functional Responsibility:**

Responsible for the first-line direction of employees engaged in coordination and scheduling of the movement of in-bound and out-bound goods with carriers, and ascertaining the appropriate domestic and/or international freight rate(s) on incoming and outgoing materials and products. Assigns employees in order to maximize traffic objectives. Responsible for the employment, training, motivation, and discipline of assigned employees.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.



## **52—Traffic/Freight Specialist I**

### **Functional Responsibility:**

Responsible for the first-line direction of employees engaged in coordination and scheduling of the movement of in-bound and out-bound goods with carriers, and ascertaining the appropriate domestic and/or international freight rate(s) on incoming and outgoing materials and products. Assigns employees in order to maximize traffic objectives. Responsible for the employment, training, motivation, and discipline of assigned employees.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

## **53—CDL Truck Driver III**

### **Functional Responsibility:**

Operates a truck that transports cargo to and from specified destinations. Truck size measures over four tons and usually has ten wheels. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods to ensure timely service. Loads, secures and unloads cargo. Maintains radio or telephone contact with dispatcher to receive delivery or pick up instructions or to receive notice of changes in scheduled delivery or pick up. Maintains logs of travel and cargo according to federal and state regulations. May be responsible for vehicle maintenance and presentation. Relies on instructions and pre-established guidelines to perform the functions of the job. Must have a Commercial Drivers License (CDL) to operate a truck. Must have a "satisfactory" driving record.

**Education/Experience:** High School Diploma and a minimum of six years related experience.

## **54—CDL Truck Driver II**

### **Functional Responsibility:**

Operates a truck that transports cargo to and from specified destinations. Truck size measures over four tons and usually has ten wheels. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods to ensure timely service. Loads, secures and unloads cargo. Maintains radio or telephone contact with dispatcher to receive delivery or pick up instructions or to receive notice of changes in scheduled delivery or pick up. Maintains logs of travel and cargo according to federal and state regulations. May be responsible for vehicle maintenance and presentation. Relies on instructions and pre-established guidelines to perform the functions of the job. Must have a Commercial Drivers License (CDL) to operate a truck. Must have a "satisfactory" driving record.

**Education/Experience:** High School Diploma and a minimum of four years related experience.



## **55—CDL Truck Driver I**

### **Functional Responsibility**

Operates a truck that transports cargo to and from specified destinations. Truck size measures over four tons and usually has ten wheels. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods to ensure timely service. Loads, secures and unloads cargo. Maintains radio or telephone contact with dispatcher to receive delivery or pick up instructions or to receive notice of changes in scheduled delivery or pick up. Maintains logs of travel and cargo according to federal and state regulations. May be responsible for vehicle maintenance and presentation. Relies on instructions and pre-established guidelines to perform the functions of the job. Must have a Commercial Drivers License (CDL) to operate a truck. Must have a "satisfactory" driving record.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

## **56—Truck Driver III**

### **Functional Responsibility:**

Operates a truck that transports cargo to and from specified destinations. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods to ensure timely service. Loads, secures and unloads cargo. Maintains radio or telephone contact with dispatcher to receive delivery or pick up instructions or to receive notice of changes in scheduled delivery or pick up. Maintains logs of travel and cargo according to federal and state regulations. May be responsible for vehicle maintenance and presentation. Relies on instructions and pre-established guidelines to perform the functions of the job. Must have a "satisfactory" driving record.

**Education/Experience:** High School Diploma and a minimum of six years related experience.

## **57—Truck Driver II**

### **Functional Responsibility:**

Operates a truck that transports cargo to and from specified destinations. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods to ensure timely service. Loads, secures and unloads cargo. Maintains radio or telephone contact with dispatcher to receive delivery or pick up instructions or to receive notice of changes in scheduled delivery or pick up. Maintains logs of travel and cargo according to federal and state regulations. May be responsible for vehicle maintenance and presentation. Relies on instructions and pre-established guidelines to perform the functions of the job. Must have a "satisfactory" driving record.

**Education/Experience:** High School Diploma and a minimum of four years related experience.





## **58—Truck Driver I**

### **Functional Responsibility:**

Operates a truck that transports cargo to and from specified destinations. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods to ensure timely service. Loads, secures and unloads cargo. Maintains radio or telephone contact with dispatcher to receive delivery or pick up instructions or to receive notice of changes in scheduled delivery or pick up. Maintains logs of travel and cargo according to federal and state regulations. May be responsible for vehicle maintenance and presentation. Relies on instructions and pre-established guidelines to perform the functions of the job. Must have a "satisfactory" driving record.

**Education/Experience:** High School diploma and a minimum of two years related experience.

## **59—Van Driver**

### **Functional Responsibility:**

Operates company vans or small buses. Loads and unloads materials, goods, equipment, and passengers between various destinations as assigned. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods or passengers to ensure timely and accurate transportation. May be responsible for vehicle maintenance and presentation. Relies on instructions and pre-established guidelines and procedures to perform the functions of the job. Must have "satisfactory" driving record.

**Education/Experience:** High School diploma and a minimum of one year related experience.

## **60—Forklift Operator III**

### **Functional Responsibility:**

Operates a manually controlled gasoline, electric, or liquid propane-powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment. Monitors the performance of other operators' efforts and assists with the training of new workers.

**Education/Experience:** High School Diploma and a minimum of four years related experience

## **61—Forklift Operator II**

### **Functional Responsibility:**

Operates a manually controlled gasoline, electric, or liquid propane-powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment. May monitor and/or train new forklift operators in the workplace.

**Education/Experience:** High School Diploma and a minimum of two years related experience.



## **62—Forklift Operator I**

### **Functional Responsibility:**

Operates a manually controlled gasoline, electric, or liquid propane-powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

## **63—Courier III**

### **Functional Responsibility:**

Drives automobile or light truck to deliver mail, documents, and packages 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. May function as a team lead for less experienced couriers.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

## **64—Courier II**

### **Functional Responsibility:**

Drives automobile or light truck to deliver mail, documents, and packages 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.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

## **65—Courier I**

### **Functional Responsibility:**

Drives automobile or light truck to deliver mail, documents, and packages 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.

**Education/Experience:** High School Diploma and a minimum of six months related experience.



### **66—Parking Attendant III**

#### **Functional Responsibility:**

Drives an automobile or light truck to a designated parking area. Directs traffic and ensures that appropriate security procedures are followed on a daily basis. Processes daily sales of permits and parking violations. May lead less experienced parking attendants. Must have a "satisfactory" driving record.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

### **67—Parking Attendant II**

#### **Functional Responsibility:**

Drives an automobile or light truck to a designated parking area. Directs traffic and ensures that appropriate security procedures are followed on a daily basis. Processes daily sales of permits and parking violations. May lead less experienced parking attendants. Must have a "satisfactory" driving record.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

### **68—Parking Attendant I**

#### **Functional Responsibility:**

Drives an automobile or light truck to a designated parking area. Directs traffic and follows the appropriate security procedures. Processes daily sales of permits and parking violations. Must have a "satisfactory" driving record.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

### **69—Operations Manager III**

#### **Functional Responsibility:**

Manages and directs the daily activities of multiple operations functions. Makes recommendations to improve the productivity, quality, and efficient delivery of products and services. Develops and implements policies and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.



## **70—Operations Manager II**

### **Functional Responsibility:**

Manages the daily activities of an operations unit. Responsible for planning and directing budgets, goals, and business objectives. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a senior manager.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

## **71—Operations Manager I**

### **Functional Responsibility:**

Manages the daily activities of an operations unit. Responsible for planning and directing budgets, goals, and business objectives. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a senior manager.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

## **72—Operations Supervisor III**

### **Functional Responsibility:**

Supervises the daily activities of an operations unit. Determines workflow and scheduling. Implements operational policies and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to the Operations Manager.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

## **73—Operations Supervisor II**

### **Functional Responsibility:**

Supports the activities of the operations department. Oversees the daily department production activity and facilitates departmental workflow. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and/or train employees. Works under general supervision; typically reports to a supervisor or manager.

**Education/Experience:** High School Diploma and a minimum of four years related experience.



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## **74—Operations Supervisor I**

### **Functional Responsibility:**

Supports the activities of the operations department. Oversees the daily department production activity and facilitates departmental workflow. Relies on experience and judgment to plan and accomplish goals. May lead and/or train employees. Performs a variety of tasks. May lead and/or train employees. Works under general supervision; typically reports to a supervisor or manager.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

## **75—Warehouse Manager III**

### **Functional Responsibility:**

Responsible for the physical custody and accuracy of finished goods/products inventory records at a warehouse location.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

## **76—Warehouse Manager II**

### **Functional Responsibility:**

Responsible for the physical custody and accuracy of finished goods/products inventory records at a warehouse location.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

## **77—Warehouse Manager I**

### **Functional Responsibility:**

Responsible for the physical custody and accuracy of finished goods/products inventory records at a warehouse location.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

## **78—Warehouse Specialist III**

### **Functional Responsibility:**

Performs and directs a variety of warehousing duties which require an understanding of the establishment's storage and operational plan. Verifies materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it



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for shipment. May lead less experienced warehouse specialists. Operates hand and/or power trucks in performing warehousing duties. May lead less experienced warehouse specialists.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

### **79—Warehouse Specialist II**

#### **Functional Responsibility:**

Performs and directs a variety of warehousing duties which require an understanding of the establishment's storage and operational plan. Verifies materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. Operates hand and/or power trucks in performing warehousing duties. May lead less experienced warehouse specialists.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

### **80—Warehouse Specialist I**

#### **Functional Responsibility:**

Performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Verifies materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

### **81—Shipping & Receiving Clerk III**

#### **Functional Responsibility:**

Performs clerical and physical tasks in connection with shipping goods and receiving incoming shipments. Follows established guidelines to complete day-to-day routine tasks. Capable of handling unusual or non-routine problems. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. May lead the activities and training of other shipping and receiving clerks.

**Education/Experience:** High School Diploma and a minimum of four years related experience.



## **82—Shipping & Receiving Clerk II**

### **Functional Responsibility:**

Performs clerical and physical tasks in connection with shipping goods and receiving incoming shipments. Follows established guidelines to complete day-to-day routine tasks. Capable of handling unusual or non-routine problems. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. May lead the activities and training of other shipping and receiving clerks.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

## **83—Shipping & Receiving Clerk I**

### **Functional Responsibility:**

Performs clerical and physical tasks in connection with shipping goods and receiving incoming shipments. Follows established guidelines to complete day-to-day routine tasks. Capable of handling unusual or non-routine problems.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

## **84—Shipping Clerk III**

### **Functional Responsibility:**

Verifies that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents. Insures that shipments are properly packaged. Identifies with shipping information, and prepares and keeps records of goods shipped, manifests, and bills of lading. May direct and coordinate the activities of less experienced shipping clerks.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

## **85—Shipping Clerk II**

### **Functional Responsibility:**

Verifies that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents. Insures that shipments are properly packaged. Identifies with shipping information, and prepares and keeps records of goods shipped, manifests, and bills of lading. May direct and coordinate the activities of less experienced shipping clerks.

**Education/Experience:** High School Diploma and a minimum of two years related experience.





## 86—Shipping Clerk I

### Functional Responsibility:

Verifies that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents. Insures that shipments are properly packaged. Identifies with shipping information, and prepares and keeps records of goods shipped, manifests, and bills of lading.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

## 87—Receiving Clerk III

### Functional Responsibility:

Verifies the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records. Checks for damaged goods, ensures that goods are appropriately identified for routing to departments within the establishment, and prepares and keeps records of goods received. May direct and coordinate the activities of less experienced receiving clerks.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

## 88—Receiving Clerk II

### Functional Responsibility:

Verifies the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records. Checks for damaged goods, ensures that goods are appropriately identified for routing to departments within the establishment, and prepares and keeps records of goods received. May direct and coordinate the activities of less experienced receiving clerks.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

## 89—Receiving Clerk I

### Functional Responsibility:

Verifies the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records. Checks for damaged goods, ensures that goods are appropriately identified for routing to departments within the establishment, and prepares and keeps records of goods received.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

## 90—Mover/Material Handler IV



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**Functional Responsibility:**

Coordinates delivery sequences to departments and or locations according to job order priorities and anticipated availability of material. Performs physical tasks in transporting or storing materials or merchandise. Loads or unloads freight cars, trucks, pallets, trays racks, shelves and storage bin, unpacking, shelving, or placing items in proper storage locations. Transports goods by hand truck, cart, or wheelbarrow. Completes documents to verify items have been moved to the appropriate locations. May compile report of quantity and type of material on hand. Leads, trains, and monitors less experienced movers.

**Education/Experience:** High School Diploma and a minimum of six years related experience.

**91—Mover/Material Handler III****Functional Responsibility:**

Performs physical tasks in transporting or storing materials or merchandise. Loads or unloads freight cars, trucks, pallets, trays racks, shelves and storage bins, unpacking, shelving, or placing items in proper storage locations. Transports goods by hand truck, cart, or wheelbarrow. Completes documents to verify items have been moved to the appropriate locations. May lead, monitor and/or train new movers.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

**92—Mover/Material Handler II****Functional Responsibility:**

Performs physical tasks to transport or store materials or merchandise. Loads or unloads freight cars, trucks, pallets, trays racks, shelves and storage bins, unpacking, shelving, or placing items in proper storage locations. Transports goods by hand truck, cart, or wheelbarrow. Completes documents to verify items have been moved to the appropriate locations. May lead, monitor and/or train new movers.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

**93—Mover/Material Handler I****Functional Responsibility:**

Performs physical tasks to transport or store materials or merchandise. Loads or unloads freight cars, trucks, pallets, trays racks, shelves and storage bins, unpacking, shelving, or placing items in proper storage locations. Transports goods by hand truck, cart, or wheelbarrow. Completes documents to verify items have been moved to the appropriate locations.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

**94—Supply Distribution/Stockroom Manager III**



**Functional Responsibility:**

Responsible for the management of employees engaged in the storage, shipment, and receipt of equipment, materials, or supplies. Ensures that goods are packaged and protected for shipment according to specification. Supervises staff at on-site location.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

**95—Supply Distribution/Stockroom Manager II**

**Functional Responsibility:**

Responsible for the management of employees engaged in the storage, shipment, and receipt of equipment, materials, or supplies. Ensures that goods are packaged and protected for shipment according to specification. Supervises staff at on-site location.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

**96-Supply/Distribution/Stockroom Manager I**

**Functional Responsibility:**

Responsible for the management of employees engaged in the storage, shipment, and receipt of equipment, materials, or supplies. Ensures that goods are packaged and protected for shipment according to specification. Supervises staff at on-site location.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

**97—Inventory Manager III**

**Functional Responsibility:**

Responsible for the first-line direction of employees involved in the tracking and control of equipment, materials, or supplies. Coordinates with production control, purchasing, management, and manufacturing to ensure the timely ordering and stocking of inventory levels to meet production requirements. Responsible for the employment, training, motivation, and discipline of assignment employees.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.



## **98—Inventory Manager II**

### **Functional Responsibility:**

Responsible for the first-line direction of employees involved in the tracking and control of equipment, materials, or supplies. Coordinates with production control, purchasing, management, and manufacturing to ensure the timely ordering and stocking of inventory levels to meet production requirements. Responsible for the employment, training, motivation, and discipline of assignment employees.

**Education/Experience:** B.S./B.A or a minimum of four years related experience.

## **99—Inventory Manager I**

### **Functional Responsibility:**

Responsible for the first-line direction of employees involved in the tracking and control of equipment, materials, or supplies. Coordinates with production control, purchasing, management, and manufacturing to ensure the timely ordering and stocking of inventory levels to meet production requirements. Responsible for the employment, training, motivation, and discipline of assignment employees.

**Education/Experience:** B.S./B.A or a minimum of two years related experience.

## **100—Supply Clerk III**

### **Functional Responsibility:**

Receives, stores, and issues equipment, materials, supplies, merchandise, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Stores articles according to style, size or type of material. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May lead and train less experienced supply clerks.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

## **101—Supply Clerk I**

### **Functional Responsibility:**

Receives, stores, and issues equipment, materials, supplies, merchandise, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Stores articles according to style, size or



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type of material. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

### **102—Database Administrator III**

#### **Functional Responsibility:**

Ensures efficient operation of a multi-computer site that supports database administration, analysis, and report production; data dictionary administration; and system development. Controls the viewing of and access to databases, and assures the safekeeping of the databases from accidental or intentional damage or loss. Performs database administration, backups and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and assistance to users on equipment operations. Maintains and updates databases and data dictionaries. May provide guidance and direction to less experienced database administrators.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

### **103—Database Administrator II**

#### **Functional Responsibility:**

Ensures efficient operation of a multi-computer site that supports database administration, analysis, and report production; data dictionary administration; and system development. Controls the viewing of and access to databases, and assures the safekeeping of the databases from accidental or intentional damage or loss. Performs database administration, backups and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and assistance to users on equipment operations. Maintains and updates databases and data dictionaries. May provide guidance and direction to less experienced database administrators.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

### **104—Database Administrator I**

#### **Functional Responsibility:**

Ensures efficient operation of a multi-computer site that supports database administration, analysis, and report production; data dictionary administration; and system development. Controls the viewing of and access to databases, and assures the safekeeping of the databases from accidental or intentional damage or loss. Performs database administration, backups and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and



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assistance to users on equipment operations. Maintains and updates databases and data dictionaries. May provide guidance and direction to less experienced database administrators.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

### **105—Electronics/Hardware Specialist III**

#### **Functional Responsibility:**

Conducts design, installation, check-out, testing, troubleshooting, and repair of electronic equipment. Determines feasible alternatives. Reviews computer systems in terms of capabilities and makes recommendations for improved use. Prepares or directs preparation of reports concerning hardware. Prepares or participates in preparing functional requirements and specifications for hardware acquisitions. May lead less experienced electronic hardware specialist.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

### **106—Electronics/Hardware Specialist II**

#### **Functional Responsibility:**

Conducts design, installation, check-out, testing, troubleshooting, and repair of electronic equipment. Determines feasible alternatives. Reviews computer systems in terms of capabilities and makes recommendations for improved use. Prepares or directs preparation of reports concerning hardware. Prepares or participates in preparing functional requirements and specifications for hardware acquisitions. May lead less experienced electronic hardware specialist.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

### **107—Electronics/Hardware Specialist I**

#### **Functional Responsibility:**

Conducts design, installation, check-out, testing, troubleshooting, and repair of electronic equipment. Determines feasible alternatives. Reviews computer systems in terms of capabilities and makes recommendations for improved use. Prepares reports concerning hardware. Participates in preparing functional requirements and specifications for hardware acquisitions.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.



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### 108—Mechanical Specialist III

#### **Functional Responsibility:**

Installs, alters, aligns, repairs check out support systems and equipment in accordance with applicable technical specifications. Determines feasible alternatives. Prepares or directs the preparation of reports concerning mechanical systems. May lead less experienced mechanical specialists.

**Education/Experience:** High School Diploma and a minimum of six years related experience.

### 109—Mechanical Specialist I

#### **Functional Responsibility:**

Installs, alters, aligns, repairs and check out support systems and equipment in accordance with applicable technical specifications. Determines feasible alternatives. Prepares reports concerning mechanical systems.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

### 110—Systems Analyst IV

#### **Functional Responsibility:**

Analyzes and develops computer software. Capabilities may include engineering, and business and records management skills. Develops plans for automated data processing systems. Analyzes problems and information for processing. Defines the problems and develops system requirements and program specifications from which programmers prepare detailed flow charts, programs, and tests. Coordinates with programmers to ensure proper implementation of program and system specifications. Develops system alternative solutions in conjunction with functional users.

**Education/Experience:** B.S./B.A. or a minimum of eight years related experience.

### 111—Systems Analyst III

#### **Functional Responsibility:**

Analyzes and develops computer software. Capabilities may include engineering, and business and records management skills. Develops plans for automated data processing systems. Analyzes problems and information for processing. Defines the problems and develops system requirements and program specifications from which programmers prepare detailed flow charts, programs, and tests. Coordinates with programmers to ensure proper implementation of program and system specifications. Develops system alternative solutions in conjunction with functional users.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.





## 112—Systems Analyst II

### Functional Responsibility:

Analyzes and develops computer software. Capabilities may include engineering, and business and records management skills. Develops plans for automated data processing systems. Analyzes problems and information for processing. Defines the problems and develops system requirements and program specifications from which programmers prepare detailed flow charts, programs, and tests. Coordinates with programmers to ensure proper implementation of program and system specifications. Develops system alternative solutions in conjunction with functional users.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

## 113—Systems Analyst I

### Functional Responsibility:

Analyzes and develops computer software. Capabilities may include engineering, and business and records management skills. Develops plans for automated data processing systems. Analyzes problems and information for processing. Defines the problems and develops system requirements and program specifications from which programmers prepare detailed flow charts, programs, and tests. Coordinates with programmers to ensure proper implementation of program and system specifications. Develops system alternative solutions in conjunction with functional users.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

## 114—Programmer Analyst IV

### Functional Responsibility:

Analyzes systems specifications and designs. Develops, modifies, and installs highly complex and customized software. Analyzes functional business applications and design specifications for functional activities. Develops detailed analyses of defined system specifications, and prepares a wide variety of computer programs, associated documentation, block diagrams, and logic flow charts. Takes system design specifications and customizes software to meet application requirements. Tests, debugs, and refines computer software. Prepares required documentation and enhances software to reduce operating time and improve efficiency. Modifies existing software, in addition to creating special-purpose software to ensure efficiency and integrity between systems and applications. May include programming experience with multiple database systems, such as COBOL, Sybase, Oracle, and Informix. Knowledge of document management and workflow systems. May provide supervision and direction to staff.

**Education/Experience:** B.S./B.A. or a minimum of eight years related experience.



### **115—Programmer Analyst III**

#### **Functional Responsibility:**

Analyzes systems specifications and designs. Develops, modifies, and installs highly complex and customized software. Analyzes functional business applications and design specifications for functional activities. Develops detailed analyses of defined system specifications, and prepares a wide variety of computer programs, associated documentation, block diagrams, and logic flow charts. Takes system design specifications and customizes software to meet application requirements. Tests, debugs, and refines computer software. Prepares required documentation and enhances software to reduce operating time and improve efficiency. Modifies existing software, in addition to creating special-purpose software to ensure efficiency and integrity between systems and applications. May include programming experience with multiple database systems such as COBOL, Sybase, Oracle, and Informix. Knowledge of document management and workflow systems. May provide supervision and direction to staff.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

### **116—Programmer Analyst II**

#### **Functional Responsibility:**

Analyzes systems specifications and designs. Develops, modifies, and installs software. Conducts analyses of defined system specifications, and prepares a wide variety of computer programs, associated documentation, block diagrams, and logic flow charts. Takes system design specifications and customizes software to meet application requirements. Enhances software to reduce operating time and improve efficiency. Modifies existing software and creates special-purpose software to ensure efficiency and integrity between systems and applications. Tests, debugs, and refines software to produce the required product. Knowledge of document management, workflow systems, and programming. May provide task direction to less experienced programmers.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

### **117—Programmer Analyst I**

#### **Functional Responsibility:**

Assists more experienced programmers in coding and maintaining applications and/or operating systems software. Provides analysis of information requirements and aids in the evaluation of problems with workflow, organization and planning, and helps develop appropriate corrective action. Tests, debugs, and refines software to produce the required product. Knowledge of document management, workflow systems, and programming experience. Assignments are generally limited in scope and reviewed by more experienced programmers.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.



### **118—Customer Support Technician III**

#### **Functional Responsibility:**

Provides on-site and telephone support to users in desktop and electronic mail applications. Installation of software and web applications. Diagnoses and corrects operating systems problems and repairing equipment. Documents problems and corrective procedures. May lead less experienced customer support technicians.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

### **119—Customer Support Technician I**

#### **Functional Responsibility:**

Under supervision, provides on-site and telephone support to users in desktop and electronic mail applications. Installation of software and web applications. Assists in diagnosing and correcting operating systems problems and repairing equipment. Documents problems and corrective procedures.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

### **120—Technical Writer/Editor III**

#### **Functional Responsibility:**

Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and hardware/software documentation. Obtains technical data from independent sources, reviews with staff, and studies of published materials and existing documentation. Interfaces with users, specialists, analysts, and programmers to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. Copy edits, standardizes, and makes changes to materials prepared by other writers. Performs final quality assurance checks on all materials.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

### **121—Technical Writer/Editor II**

#### **Functional Responsibility:**

Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and hardware/software documentation. Obtains technical data from independent sources, reviews with staff, and studies of published materials and existing documentation. Interfaces with users, specialists, analysts, and programmers to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. Copy edits,



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standardizes, and makes changes to materials prepared by other writers. Performs final quality assurance checks on all materials.

**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

## 122—Technical Writer/Editor I

### **Functional Responsibility:**

Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and hardware/software documentation. Obtains technical data from independent sources, reviews with staff, and studies of published materials and existing documentation. Interfaces with users, specialists, analysts, and programmers to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. Copy edits, standardizes, and makes changes to materials prepared by other writers. Performs final quality assurance checks on all materials.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

## 123—Web Master III

### **Functional Responsibility:**

Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Extranet sites and applications. May provide human factors engineering and usability testing and support, and database design and modeling. Works with HTML, Java, Jscript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, Active X, Plug-Ins, Visual Basic, Visual C++, GIF JPEG, MPEG, video/audio streaming, and more. Provides website development, design, support, and maintenance. May function as team leader for less experienced developers.

**Education/Experience:** B.S./B.A. or a minimum of six years related experience.

## 124—Web Master II

### **Functional Responsibility:**

Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Extranet sites and applications. May provide human factors engineering and usability testing and support, database design and modeling. Works with HTML, Java, Jscript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, Active X, Plug-Ins, Visual Basic, Visual C++, GIF JPEG, MPEG, video/audio streaming, and more. Provides website development, design, support, and maintenance. May function as team leader for less experienced developers.



**Education/Experience:** B.S./B.A. or a minimum of four years related experience.

### **125—Web Master I**

#### **Functional Responsibility:**

Develops applications, interfaces, and database front-ends with visual development and design tools for use in Internet/Extranet sites and applications. May provide human factors engineering and usability testing and support, database design and modeling. Works with HTML, Java, Jscript, JavaScript, VBScript, PERL, CGI, SQL, Active Server Pages, Oracle, Active Data Objects, Active X, Plug-Ins, Visual Basic, Visual C++, GIF JPEG, MPEG, video/audio streaming, and more. Provides website development, design, support, and maintenance. May function as team leader for less experienced developers.

**Education/Experience:** B.S./B.A. or a minimum of two years related experience.

### **126—Graphics Specialist III**

#### **Functional Responsibility:**

Supervises and supports the development of all contract deliverables and reports by developing and updating graphics presentations to improve quality and enhance usability of support documents. Responsible for integrating the graphics (generated with automated tools) with other support documents.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

### **127—Graphics Specialist II**

#### **Functional Responsibility:**

Supervises and supports the development of all contract deliverables and reports by developing and updating graphics presentations to improve quality and enhance usability of support documents. Responsible for integrating the graphics (generated with automated tools) with other support documents.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

### **128—Graphics Specialist I**

#### **Functional Responsibility:**

Supports the development of all contract deliverables and reports by developing and updating graphics presentations to improve quality and enhance usability of support documents. Responsible for integrating the graphics (generated with automated tools) with other support documents.

**Education/Experience:** High School Diploma and a minimum of six months related experience.



### **129—Administrative Assistant I**

#### **Functional Responsibility:**

Prepares draft and final form documents. Must be capable of typing at least 40 words-per-minute. Must be able to type technical narratives and data. Responsible for spelling, grammar, formatting, and proofreading finished documents. Demonstrated ability in using a variety of office suite applications.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

### **130—General Clerk IV**

#### **Functional Responsibility:**

Performs a variety of administrative duties and clerical activities, as well as maintaining a wide variety of records and files. Verifies statistical reports for accuracy and completeness. Handles and adjusts complaints. Performs a variety of tasks. May lead and or train less experience clerks or administrative personnel.

**Education/Experience:** High School Diploma and a minimum of six years related experience.

### **131—General Clerk III**

#### **Functional Responsibility:**

Performs a variety of administrative duties and clerical activities, as well as maintaining a wide variety of records and files. Verifies statistical reports for accuracy and completeness. Handles and adjusts complaints. Performs a variety of tasks. May lead and or train less experience clerks or administrative personnel.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

### **132—General Clerk II**

#### **Functional Responsibility:**

Performs a variety of administrative duties and clerical activities, as well as maintaining a wide variety of records and files. Verifies statistical reports for accuracy and completeness. Handles and adjusts complaints. Performs a variety of tasks. May lead and or train less experience clerks or administrative personnel.

**Education/Experience:** High School Diploma and a minimum of two years related experience.



### **133—General Clerk I**

#### **Functional Responsibility:**

Performs a variety of administrative duties and clerical activities, as well as maintaining a wide variety of records and files. Verifies statistical reports for accuracy and completeness. Handles and adjusts complaints. Performs a variety of tasks. May lead and or train less experience clerks or administrative personnel.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

### **134—Data Entry Clerk IV**

#### **Functional Responsibility:**

Coordinates the workflow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing. Performs related clerical duties.

**Education/Experience:** High School Diploma and a minimum of six years related experience.

### **135—Data Entry Clerk III**

#### **Functional Responsibility:**

Coordinates the workflow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing. Performs related clerical duties.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

### **136—Data Entry Clerk II**

#### **Functional Responsibility:**

Coordinates the workflow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing. Performs related clerical duties.

**Education/Experience:** High School Diploma and a minimum of two years related experience.





### **137—Data Entry Clerk I**

#### **Functional Responsibility:**

Coordinates the workflow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing. Performs related clerical duties.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

### **138—Lead Assemblyman**

#### **Functional Responsibility:**

Performs physical work involved in the accurate and timely assembly of electrical and non-electronic materials. Installs, alters, aligns, repairs and inspects support systems and equipment in accordance with applicable technical specifications. May be required to interpret engineering specifications from text, drawings, and computer-aided drafting systems. Capable of using a variety of tools and precision measuring instruments. May provide training to less experienced assemblyman.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

### **139—Power Collator**

#### **Functional Responsibility:**

Performs physical labor associated with changing batteries for machinery. Installs, alters, aligns, repairs and inspects support systems and equipment in accordance with applicable technical specifications. May be required to use a variety of tools and precision measuring instruments.

**Education/Experience:** High School Diploma and a minimum of six months related experience.

### **140—Cleaning Crewman**

#### **Functional Responsibility:**

Responsible for the cleaning and sanitation of buildings and grounds. Follows cleaning procedures and schedules. Consistently strives to maintain a clean and attractive facility.

**Education/Experience:** High School Diploma and a minimum of six months related experience.



#### **141—Accounting Clerk IV**

##### **Functional Responsibility:**

Performs daily accounting activities such as maintenance of general ledger and preparation of various accounting statements and financial reports. Relies on experience and judgment to plan and accomplish goals on a variety of tasks. May direct and lead the work of others.

**Education/Experience:** High School Diploma and a minimum of six years related experience.

#### **142—Accounting Clerk III**

##### **Functional Responsibility:**

Performs a variety of accounting duties including more complex accounting transactions. Ensures that accounting files and records are being properly maintained. Performs all the duties of the lower level staff as required. Ability to work independently and exercise some supervision over any entry level staff.

**Education/Experience:** High School Diploma and a minimum of four years related experience.

#### **143—Accounting Clerk II**

##### **Functional Responsibility:**

Performs a variety of accounting tasks in support of ensuring the accounting department meets established goals. Maintains accurate record keeping. Process Accounting transactions and entries. Ability to perform a volume of numerical detail work with speed and accuracy.

**Education/Experience:** High School Diploma and a minimum of two years related experience.

#### **144—Accounting Clerk I**

##### **Functional Responsibility:**

Performs basic accounting and bookkeeping functions. Responsibility includes verifying reports, developing and maintaining accounting files and record. Ability to use a calculator, perform basic arithmetic and perform routine computer data entry.

**Education/Experience:** High School Diploma and a minimum of six months related experience.