

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY AND SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE is Jul 29, 2018 to Jul 28, 2023



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!*, a menu-driven database system. The INTERNET address *GSA Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

Office Products/Supplies and Services and New Products Technology  
FSC Group 75  
FSC Class – 7510

Contract Number – GS-02F-167AA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract Period – is Jul 29, 2018 to Jul 28, 2023

Contractor: Calloway & Associates

8961 Harvest Oaks Drive, Suite 201

Raleigh, NC 27615

Telephone: 919 747 7486 Fax: 919 844 5211

Company website

[www.calloway-assoc.com](http://www.calloway-assoc.com)

INFORMATION FOR ORDERING ACTIVITIES:

1. Awarded Special Item Number: 736-1  
736-2  
736-3  
736-5
2. Maximum Order: 100,000 (negotiating breaking point)
3. Minimum Order: \$100 USD
4. Geographic Coverage:  
The 48 Contiguous States and the District of Colombia, Alaska, Hawaii, Puerto Rico and International
5. Points of Production: Various

6. Prices herein are net
7. Quantity Discounts: Call/fax for consideration
8. Prompt Payment Terms: none
  
9. Government purchase cards are accepted below and above the micro-purchase threshold.
10. Foreign Item: N/A
11. Delivery Time:  
Within 3 - 7 days ARO. Overnight and 2<sup>nd</sup> day delivery is available.
12. FOB Points:  
The 48 Contiguous States & The District of Columbia are FOB Destination. Alaska, Hawaii, Puerto Rico and Overseas are F.O.B. inland carrier point of exportation.
  
13. Ordering Address:  
Cassandra Johnson  
919 747 7486  
8961 Harvest Oaks Drive, Suite 201  
Raleigh, NC 27615  
TAX ID #008169919  
CAGE CODE: 3YUF3
  
14. Payment Address:  
Calloway & Associates  
8961 Harvest Oaks Drive, Suite 201  
Raleigh, NC 27615
  
15. Warranty Provisions: Customer's must obtain a return authorization number. No product will be accepted without prior authorization.  
Defective product – Product will be warranted for 180 days with replacement.  
Non-defective product – 0-30 days can be returned for a full refund. 31-180 days subject to re-stocking fee of 15%.
  
16. Export Packaging: Handled per request
  
17. Terms and conditions of Gov't Credit Cards: Accept any above micro-purchase threshold.
18. Printer parts that describe a core return required: It is the responsibility of the buyer to return the core to us within 15 days of purchase.

19. Remanufactured cartridges and printer parts are less expensive and environmentally beneficial.

20. DUNS #: 008169919

21. Central Contractor Registration:

CAGE/NCAGE Code: **3YUF3**

**736-I: Non Professional *Administrative Support and Clerical Services***

**Accounting Clerk I:**

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions. A High School Diploma and one year of experience are required.

**Accounting Clerk II:**

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

**Accounting Clerk III:**

Performs double entry bookkeeping with no supervision. Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy. A High School Diploma and three years of experience are required.

**Accounting Clerk IV:**

This position supervises less senior employees. Provides training junior employees. Thoroughly understands all facets of accounting. Audits invoices, requisitions and purchase orders for accuracy

Processes Journal Entries to the General Ledger and Account Reconciliations. Codes and enters invoices into accounts payable system. Researches, analyzes and makes recommendations for disposition of out of balance accounts. Analyzes financial reports and records, making recommendations relative to the accounting for assets and liabilities. Maintains reconciliation of subsidiary details to general account balances. Performs other projects as assigned by supervisor. A High School Diploma and five to seven years of experience are required.

### **Accounting Specialists**

Processes revenues by verifying and posting receipts and resolving discrepancies. They will post daily receipts to accounts in an accurate and timely manner, make daily deposits, reconcile monthly and quarterly

reports. Other duties include coordinating collection and reporting activities according to departmental policies and procedures. They communicate with internal and external stakeholders to resolve payment discrepancies. They are required to follow any other job-related instructions and perform any other job-related duties requested by senior management. A bachelor's degree and four years of experience are required. Performs non-inherently governmental functions in support of document closeout as well as other administrative services in support of financial document completion and closeout. Uses the Kuali Financial System (KFS), Fund Administration and Standardized Document Automation System (FASTDATA) and Standard Accounting and Reporting System (STARS) to reconcile and closeout documents. Receives NPS financial files, initiate reconciliation of discrepancies, assess whether each document received is complete and ready to be closed and maintain the integrity of the files received throughout the process. Locates, reproduces, and obtains any documents necessary for document closeout. Coordinates with NPS personnel, other contractors, and other Government agencies as appropriate to resolve problems with document closeout. Coordinates with the Defense Finance and Accounting Service (DFAS) or other paying activity to ensure timely payment of final vouchers and obligations of funds as appropriate. Recommends and prepares for Comptroller signature any and all document amendments necessary to establish final cost, de-obligate funds and which result in closure. Tracks funds to ensure disbursement or de-obligation is correct. Tracks payment documents for payment verification using a variety of software systems. Prepares closeout correspondence and documentation. Drafts routing closeout correspondence for Comptroller signature. Removes documents from binding material; removes staples and paper clips, and taping torn documents to ensure a complete image is present for scanning. Utilizes digitized document images utilizing the network multifunction devices and stores to the database. A bachelor's degree plus 5 years of experience.

### **Administrative Assistant:**

Are responsible for initiating and coordinating the office support functions required for the effective implementation of administrative policies of the office unit. Duties performed require extensive knowledge of the organization, programs, policies, and procedures of the unit and the institution. Provides analytical and specialized administrative support of a non-routine, non-repetitive nature to relieve and assist executive, administrative, line and/or staff managers of complex details and advanced administrative duties. Greets visitors, answers phones, and responds to all inquiries, filing, shredding, scheduling appointments and ordering supplies. Provides excellent customer service by responding to internal and external inquiries with prompt and accurate information, while maintaining confidential information. Opens, sorts and distributes incoming mail. Assists with the preparation of outgoing mail. Independently

investigates assigned problems, determining method of research, data and information requirements as well as analysis techniques. Executes special or continuous research and data analysis tasks. Analyzes problems, determines approach, compiles and analyzes data, and prepares reports/recommendations for action by superior. Maintains office supply inventory and places orders when needed. Arranges and follows through on all maintenance of all office equipment. Coordinates complex activities between departments and outside parties. Contacts company personnel at all organizational levels to gather information and prepares reports. Assists in processing employee changes and updates employee records. Answers basic HR related questions. Initiates employee file set up and maintains them in accordance with organizational policies. Maintains bulletin boards for department. Assists with federal and state compliance regulations. Prepares new employee and benefit orientation packets/department materials. Supports benefits administration and coordinates benefit enrollment. A High School Diploma and three years of experience are required.

**Data Entry Operator I:**

Prepares source data for entry by opening and sorting mail, verifying and logging receipt of data and obtaining missing data. Records data by operating data entry equipment, coding information and resolving processing problems. Protects organization's value by keeping information confidential. Accomplishes department and organization mission by completing related results as needed. Transcribes one form of information into another form. A high school diploma and two years of experience are required.

**Data Entry Operator II:**

Maintains database by entering, verifying, and balancing data. Prepares source data for entry by compiling and organizing data and establishing priorities. Enters data by operating data entry equipment; coding information and resolving problems. Verifies and balances data by reviewing data; pulling and returning data to user for correction. Completes data management by sorting, batching, and archiving files. Accomplishes department and organization's mission by completing related results as needed. A High School Diploma and three years of experience are required.

**Desk Clerk:**

The Desk Clerk performs any combination of the following duties performs a variety of tasks to the agency in as much as it is the first contact via telephone by the prospective patient with the clinic. Essential duties include providing excellent customer/patient services via phone and in person; referring callers to the appropriate departments; making appointments for patients according to established Center protocols; assisting patients/clients with forms. The position is considered a crucial link between the patient and the care delivered by clinical and service staff of the center. The incumbent must work collaboratively with all Clinical services staff in support of direct patient services, exhibiting flexibility and a "can do" attitude. Patient services are the key priority in this position requiring the Appointment Clerk/Medical Receptionist to serve as a point of contact with other internal and external departments, all with the goal of fostering an environment which promotes patient comfort and trust. The position must exemplify the core values and mission of the organization, always exercising utmost discretion, diplomacy and tact in patient/staff interactions. An entry level position requiring A High School Diploma.

**General Clerk I:**

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine. A High School Diploma and one year of experience are required.

**General Clerk II:**

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

**General Clerk III:**

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others. A High School Diploma and four years of experience are required.

**General Clerk IV:**

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers. A two-year Associates of Arts Degree and five years of experience are required.

**Medical Assistant:**

Reports to clinical coordinator or practice administrator. Perform nursing procedures under supervision of physician or physician assistant. Assist physician and physician assistant in exam rooms. Escort patients to exam rooms, interview patients, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient's chart. Give instructions to patients as instructed by physician or physician assistant. Ensure all related reports, labs and information is filed is available in patients' medical records prior to their appointment. Keep exam rooms stocked with adequate medical supplies, maintain instruments, and prepare sterilization as required. Take telephone messages and provide feedback and answers to patient/physician/pharmacy calls. Plays a pivotal role in triage and process messages from patients and front office staff to physicians and physician assistants. Maintains all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization fluid change, etc.). All other duties as assigned by clinical coordinator

or practice administrator. A two-year Associates of Arts Degree and two years of experience are required.

**Medical Record Clerk:**

Creates new medical records and retrieves existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer; delivering records. Gathers patient information by collecting demographic information from a variety of sources; interacting with registration areas and physicians' offices; retrieving information from automated printer. Maintains master patient index by completing assigned portion of daily audit trail; corrects and communicates problems according to established procedures. Initiates the medical record by creating and processing the patient care record folder. Maintains record availability by processing charts into the department; using chart mark-off procedures; facilitating chart location activities. Retrieves medical records by following chart-out procedures; documenting reasons charts cannot be retrieved for statistical and follow-up purposes. Delivers charts to assigned areas of the hospital by following established routing procedures. Keeps health care providers informed by communicating availability or unavailability of the record. Maintains quality results by following hospital standards. Maintains continuity of work operations by documenting and communicating actions, irregularities, and continuing needs. Maintains patient confidence by keeping patient records information confidential. Serves and protects the hospital community by adhering to professional standards, hospital policies and procedures, federal, state, and local requirements, and standards. Protects the hospital community by adhering to professional standards, hospital policies and procedures, federal, state, and local requirements. Enhances medical records and hospital reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. A High School Diploma and two years of experience are required.

**Medical Record Technician:**

Maintains record of patient care by compiling, reviewing, and filing documentation of patient's condition, treatment, and health outcome. Maintains medical records operations by following policies and procedures; reporting needed changes. Initiates medical record by searching master patient index; identifying existing patient records or need to assign a new number; interacting with registration areas and physicians' offices for information verification; processing or creating the record folder. Ensures medical record availability by routing records to admissions and emergency departments, physicians, and other authorized hospital staff; maintaining chart location systems. Completes medical record by reviewing information; notifying health care providers of record deficiencies; tracking outstanding records; notifying medical director of physicians in jeopardy of losing admitting privileges. Resolves medical record discrepancies by collecting and analyzing information. Maintains historical reference by abstracting and coding clinical data, such as diseases, operations, procedures, and therapies, using standard classification systems; filing documents. Prepares statistical reports by collecting and summarizing medical care and census information, such as types of diseases treated, surgery performed, and use of hospital beds. Provides medical record information by answering questions and requests of patients, hospital staff, law firms, insurance companies, and government agencies. Maintains patient confidence and protects hospital operations by keeping information confidential; following release-of-information protocols. Maintains the stability and reputation of the hospital by complying with legal requirements. Keeps equipment operational by following manufacturer's

instructions and established procedures. Conserves resources by using equipment and supplies as needed to accomplish job results. Contributes to team effort by accomplishing related results as needed. A High School Diploma and two years of experience are required.

**Records scanner/Scanning Clerk:** Perform clerical functions of scanning of all documents with due diligence. Scan, verify and upload of documents into databases. Scan e-files and organize in an effective manner. Scan, maintain and manage administration files. Scan, audit and verify customer balances and long over-dues. Perform clerical duties of scanning, maintaining and retrieving of all records and work files. Scan and verify discrepancies in general ledger accounts. Scan and check e-billings and manual billings for errors in billing processes. Scan and verify lease abstracts and contractual obligations. Receive, scan, index documents of importance. A High School Diploma and two years of experience are required.

**Order Clerk I:**

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to ensure that proper item is supplied or to verify price of ordered item. A High School Diploma and one year of experience are required.

**Order Clerk II:**

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations. A High School Diploma and two years of experience are required.

**Production Control Clerk:**

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll. A two-year Associates of Arts Degree and five years of experience are required.



**Receptionist:**

Answer and redirect calls as necessary, call clients or patients, check-in visitors, help visitors find offices, respond to mail, set appointments, schedule meetings and update records. Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments. Receive payment and record receipts for services. Perform administrative support tasks such as proofreading, transcribing handwritten information, and operating calculators or computers to work with pay records, invoices, balance sheets and other documents. Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations. Hear and resolve complaints from customers and public. A High School Diploma and two years of experience are required.

**Secretary I:**

Carries out recurring office procedures independently. Selects the guideline or reference, which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following: Responds to routine telephone requests, which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters; Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files. A High School Diploma and two years of experience are required.

**Secretary II:**

Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following: Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name; Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings; Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed; Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers non-routine requests to supervisor or staff; explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing. A High School Diploma and three years of experience are required.

**Secretary III:**

Uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or

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

**Secretary IV:**

Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office, which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following: Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized; Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations; Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems; Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts; In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters. A High School Diploma and five years of experience are required.

**Supply Technician:**

Handles the merchandise. Place orders, receive consignments and ensures the organization is not short of supplies. Handles shipments and deliveries. Manages the offloading operations when a consignment of merchandise arrives to the work premise. Prepare bills and invoices related to the purchase and handles financial transactions. Checks the quality of the received goods for damages. Make arrangements to store the merchandise securely. Make arrangements for transports goods for delivery to the customer. Monitor loading of goods. Decide on the type of transportation required based on the merchandise. Monitor and confirm the volume of shipments. Categorize the goods while storing them to facilitate easy retrieval. Document all the happenings in the environment and present to management as required. A High School Diploma and two years of experience are required.

**Survey Worker:**

Interviews people and compiles statistical information on topics, such as public issues or consumer buying habits: Contacts people at home or place of business, or approaches persons at random on street, or contacts them by telephone, following specified sampling procedures. Asks

questions following specified outline on questionnaire and records answers. Reviews, classifies, and sorts questionnaires following specified procedures and criteria. A High School Diploma and two years of experience are required.

**Travel Clerk I:**

Provides customers with travel suggestions and information such as guides, directories, brochures, and maps. Contacts motel, hotel, resort, and travel operators by mail or telephone to obtain advertising literature. Studies maps, directories, routes, and rate tables to determine travel route and cost and availability of accommodations. Calculates estimated travel rates and expenses, using items such as rate tables and calculators. Informs client of travel dates, times, connections, baggage limits, medical and visa requirements, and emergency information. Obtains reservations for air, train, or car travel and hotel or other housing accommodations. Requires 1-2 years of experience and High School diploma.

**Management Information Systems Clerk:** Operates automated equipment with an alphanumeric keyboard to enter, verify or retrieve data using various formats and source documents in an on-line

automated system, as well as performing a variety of clerical duties. Supervision is not a regular responsibility of this position; however, incumbents may provide guidance to lower level clerical staff.

Transcribes, codes, enters and verifies data from a variety of multi-page source documents in an on-line automated system; Produces printed hard copies of data upon request; Routes materials back to the appropriate personnel; Records information received from terminal screens onto a variety of forms and documents; Audits source documents for completeness and accuracy before entering data; Makes minor corrections to source documents to comply with specific program instructions; Maintains and cleans external moving parts of terminal and printer equipment; Prepares reports, summaries and general information from office records and data in accordance with established procedures; Maintains and retrieves simple files and records; Answers telephones and routes inquiries appropriately; Reports terminals and printer breakdowns to the appropriate parties; Resolves questions concerning source documents and equipment use; Performs routine clerical functions associated with the area of assignment; May assign and review the work of others to ensure completeness and accuracy; May instruct others on appropriate operations procedures; May serve as a liaison between the unit and professional staff. A High School Diploma and four years of experience required.

**Word Processor I:**

Inputs data into computers at a very efficient rate of speed. Sets up and prepares reports. Performs research as necessary. Prepares letters and other correspondence. Types emails and speeches. Prepares mailing labels. Writes highly technical material. Plans and keys complex statistical tables. Completes spreadsheets. Edits material. Prepares master copies for distribution and approval. Inputs items, numbers, or other data including customer information, medical records, memberships, or licenses into computer. Uses scanners, electronically transmitted files, or other forms of character recognition systems. Proofreads entries. Confers with managers on final product. Requires 1-2 years of experience and a High School Diploma.

**Word Processor II:**

Inputs data into computers at a very efficient rate of speed. Sets up and prepares reports. Performs research as necessary. Prepares letters and other correspondence. Types emails and

speeches. Prepares mailing labels. Writes highly technical material. Plans and keys complex statistical tables. Completes spreadsheets. Edits material. Prepares master copies for distribution and approval. Inputs items, numbers, or other data including customer information, medical records, memberships, or licenses into computer. Uses scanners, electronically transmitted files, or other forms of character recognition systems. Proofreads entries. Confers with managers on final product. Requires 3-5 years of experience and a High School Diploma.

**Word Processor III:**

Inputs data into computers at a very efficient rate of speed. Sets up and prepares reports. Performs research as necessary. Prepares letters and other correspondence. Types emails and speeches. Prepares mailing labels. Writes highly technical material. Plans and keys complex statistical tables. Completes spreadsheets. Edits material. Prepares master copies for distribution and approval. Inputs items, numbers, or other data including customer information, medical records, memberships, or licenses into computer. Uses scanners, electronically transmitted files, or other forms of character recognition systems. Proofreads entries. Confers with managers on final product. Requires 6-8 years of experience and a High School Diploma.

**736 – 2: Automatic Data Processing Services**

**Computer Data Librarian:**

Maintains library of media (tapes, disks, cards, cassettes) used for automatic data processing applications. Classifies, catalogs, and stores items in accordance with standardized system. Issues media for processing on request. Maintains record of items received, stored, issued, and returned. Examines returned media for damage or excessive wear to determine if they need replacing. May make minor repairs to damaged tapes. A High School Diploma and two years of experience are required.

**Computer Operator I**

Operates and monitors computer equipment with assistance. Determines sequence of operations by studying production schedule. Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output. Starts operations by entering commands.

Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources. Documents problems and actions by completing production logs. Requires associate's degree and two years of experience.

**Computer Operator II**

Operates and monitors computer equipment with some assistance. Starts operations by entering commands. Maintains operations by monitoring error and stoppage messages; observing peripheral equipment, entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources. Documents problems and actions by completing production logs. Resolves some user problems by answering questions and requests. Ensures operation of equipment by completing preventive maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Maintains client confidence and protects operations by keeping information

confidential. Contributes to team effort by accomplishing related results as needed. Requires associate's degree and two years of experience.

### **Computer Operator III**

Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected. Requires an associate's degree or its equivalent and at least 4- 6years of experience as a computer operator.

### **Computer Operator IV**

Operates and monitors computer equipment independently. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage.. Working Knowledge with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Reports directly to a project lead or manager. A wide degree of creativity and latitude is expected. Requires a bachelor's degree or its equivalent and at least 6-8 years of experience as a computer operator.

### **Computer Operator V**

Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output of machine stoppage. Considered an expert with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Reports directly to a management or executive team. A wide degree of creativity and latitude is expected. Requires a bachelor's degree or its equivalent and at least over 10 - 12 years of experience as a computer operator.

### **Computer Programmer I**

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager. Requires a bachelor's degree in a related area and experience in the field or in a related area and 3 years of experience.

### **Computer Systems Analyst II:**

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that

do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher-level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards. A Bachelor of Science Degree and four years of experience are required.

### **Computer Systems Analyst III**

Applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.) Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other personnel to obtain or provide factual data. In addition,

may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes. Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level analysts; may supervise technicians and others who assist in specific assignments. A Bachelor of Science Degree and five years of experience are required.

**Data Analyst I:**

Translate numbers into plain English. Collects data, whether it's sales figures, market research, logistics, or transportation costs. Use the data to help stakeholders make better business decisions. This could mean figuring out how to price new materials, how to reduce transportation costs, solve issues that cost money, or determine how many people should be working overtime. Works with large amounts of data: facts, figures, and number crunching. Presents their findings or translates the data into an understandable document. Looks at the numbers, trends, and data and come to new conclusions based on the findings. Make sure they are vigilant in their analysis to come to correct conclusions. Requires a Bachelor of Science degree with 3 years of experience.

**Data Analyst II:**

Translates numbers into plain English. Collects data, whether it's sales figures, market research, logistics, or transportation costs. Use the data to help stakeholders make better business decisions. This could mean figuring out how to price new materials, how to reduce transportation costs, solve issues that cost money, or determine how many people should be working overtime. Works with large amounts of data: facts, figures, and number crunching. Presents their findings or translates the data into an understandable document. Looks at the numbers, trends, and data and come to new conclusions based on the findings. Make sure they are vigilant in their analysis to come to correct conclusions. Requires a Bachelor of Science degree with 5 – 7 years of experience.

**Data Analyst III:**

Translates numbers into plain English. Collects data, whether it's sales figures, market research, logistics, or transportation costs. Use the data to help stakeholders make better business decisions. This could mean figuring out how to price new materials, how to reduce transportation costs, solve issues that cost money, or determine how many people should be working overtime. Works with large amounts of data: facts, figures, and number crunching. Presents their findings or translates the data into an understandable document. Looks at the numbers, trends, and data and come to new conclusions based on the findings. Make sure they are vigilant in their analysis to come to correct conclusions. Requires a Bachelor of Science degree with 8 – 11 years of experience.

**Data Analyst IV:**

Translates numbers into plain English. Collects data, whether it's sales figures, market research, logistics, or transportation costs. Use the data to help stakeholders make better business

decisions. This could mean figuring out how to price new materials, how to reduce transportation costs, solve issues that cost money, or determine how many people should be working overtime. Works with large amounts of data: facts, figures, and number crunching. Presents their findings or translates the data into an understandable document. Looks at the numbers, trends, and data and come to new conclusions based on the findings. Make sure they are vigilant in their analysis to come to correct conclusions. Requires a Bachelor of Science degree with 12 - 14 years of experience.

**Data Analyst V:**

Translates numbers into plain English. Collects data, whether it's sales figures, market research, logistics, or transportation costs. Use the data to help stakeholders make better business decisions. This could mean figuring out how to price new materials, how to reduce transportation costs, solve issues that cost money, or determine how many people should be working overtime. Works with large amounts of data: facts, figures, and number crunching. Presents their findings or translates the data into an understandable document. Looks at the numbers, trends, and data and come to new conclusions based on the findings. Make sure they are vigilant in their analysis to come to correct conclusions. Requires a Master's Degree of Business Administration and at least 10 years of experience.

**Document Preparation Clerk:**

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

**Duplicating Machine Operator:**

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

**Programmer Analyst:**

Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems: Evaluates user request for new or modified program, such as for financial or human resource management system, clinical research trial results, statistical



study of traffic patterns, or analyzing and developing specifications for bridge design, to determine feasibility, cost and time required, compatibility with current system, and computer capabilities. Consults with user to identify current operating procedures and clarify program objectives. Reads manuals, periodicals, and technical reports to learn ways to develop programs that meet user requirements. Formulates plan outlining steps required to develop program, using structured analysis and design. Submits plans to user for approval. Prepares flowcharts and diagrams to illustrate sequence of steps program must follow and to describe logical operations involved. Designs computer terminal screen displays to accomplish goals of user request. Converts project specifications, using flowcharts and diagrams, into sequence of detailed instructions and logical steps for coding into language process able by computer, applying knowledge of computer programming techniques and computer languages. Enters program codes into computer system. Enters commands into computer to run and test program. Reads computer printouts or observes display screen to detect syntax or logic errors during program test or uses diagnostic software to detect errors. Replaces, deletes, or modifies codes to correct errors. Analyzes, reviews, and alters program to increase operating efficiency or adapt to new requirements. Writes documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Assists users to solve operating problems. Recreates steps taken by user to locate source of problem and rewrites program to correct errors. May use computer-aided software tools, such as flowchart design and code generation, in each stage of system development. May train users to use program. May oversee installation of hardware and software. May provide technical assistance to program users. May install and test program at user site. May monitor performance of program after implementation. May specialize in developing programs for business or technical applications. A Bachelor of Science Degree and three years of experience are required.

**Software Tester:**

May write software and hardware evaluation and recommendation for management review. May write or revise user training manuals and procedures. May develop training materials, such as exercises and visual displays. May train users on software and hardware on-site or in classroom or recommend outside contractors to provide training. May work as in-house consultant and research alternate approaches to existing software and hardware when standardized approaches cannot be applied. May conduct office automation feasibility studies, including work flow analysis, space design, and cost comparison analysis. A Bachelor of Science Degree and three years of experience are required.

**Subject Matter Expert:**

Provides problem solving, and a wide-variety of writing capabilities related to the following areas: IT management; strategic planning; capital planning and investment control; workforce planning; policy and standards development; resource management; architecture and infrastructure planning and management; IT governance; internal controls, and information security management. Analyze IT-related policy; prepare and edit IT governance reports Review and analyze a wide spectrum of operational programs, processes, systems, data, and activities. Assess the performance of operational programs, processes, systems and activities. Conduct studies, evaluations, and interpretations of directives, regulations, policies and procedures related to financial reporting and operational controls.

Ascertain the extent of compliance with established regulations, policies, and procedures, to include assessing risks. Prepare well-written reports, policies, position papers, and other written

materials and memoranda. Select and apply appropriate methods and techniques to locate, assemble, verify, analyze, and present detailed data and information. Qualitatively and quantitatively compile and present the results of analyses, evaluations, and assessments of programs, processes, systems, data and activities. At least 10 – 12 years of experience with Masters of Science degree.

**Technical Instructor/Examiner:**

Serves as a test examiner for the administration, safeguarding and physical control of a wide variety of tests. May arrange in advance for testing rooms and facilities to correspond with testing schedules. Becomes thoroughly familiar with the Examiner's Manual for the test(s) prior to testing. Issues all materials required for test administration. Establishes positive identification of all testing applicants. Physically oversees all examinees during the testing session. May conduct a page check of each examination prior to and following administration. Completes inventories of all test materials. A High School Diploma and two years of experience are required.

**Web Support Technician:**

Provide proactive customer contact to resolve outstanding issues timely and efficiently. Schedule, hold conference calls and webcasts for completed websites to provide product orientation. Maintain the Web Solutions Customer Support website. Resolve issues resulting from customer contact using determined processes. Handle site integration support issues. Assist customers with small change requests. Work effectively and communicate clearly with customers and team members. Report results of activities on a regular basis. Maintain support documentation files and main incident logs. Manage call escalation. Actively contribute to ongoing process improvement. Maintain Help Desk standards regarding quality and productivity. At least 1 years' experience is required. BS in Computer Science or equivalent, MS preferred.

**736-3: General Services & Support:****Program Coordinator**

Provides information to the community to increase community knowledge of SOS services, provide information to leadership and community on issues impacting Survivors, analyze data from interviews and customer/client interactions, identify client needs and make referrals as appropriate for assistance and follow-up and will contact the Family Programs Director, Casualty Assistance Center Benefits Specialist and Financial Counselor(s) to review cases identify trends, coordinate briefings, orientations, workshops and network to enhance local program delivery with appropriate outside agencies. Utilize Army OneSource and ARFP.org systems to assess trends and identify additional resources for clients, assist customers by providing information regarding eligible benefits and developing plans of action based on customer needs, and will be required to keep abreast of research and policy/legislative changes impacting Survivors. Ensure all case records; follow up/outreach, training, reports and procedures are in compliance with standards in accordance with appropriate SOS program manuals, DCIPS and AR policies, and regulatory guidance, such as AR 608-1, Army Community Service Center, 19 September 2007. Identify various resources to refer participants to support groups, life skill education and supportive counseling services, will be required to provide information and referral resources for respite care services as requested and will develop informal partnerships with military, civilian and non-governmental agencies to leverage support. Analyze data from surveys, tracking systems, web sites, and Management Information Systems to determine trends or areas requiring further study and to assess program effectiveness. Personnel shall possess a minimum of a baccalaureate degree in the behavioral sciences (i.e. social work, psychology, counseling, sociology) from an accredited college and two years of experience.

**Logistics Management Specialist:**

Performs career broadening duties involved with planning, management, and coordination of life cycle logistics support for a major weapon system or subsystem. Career broadening assignments include providing technical guidance, advisory support, and assistance on a wide range of management issues. Interprets Air Force acquisition and logistic directives. Serves as the senior representative and spokesperson in communicating program matters. Development of Self and Organization. A bachelor's degree and 3 years of experience are required.

**Material Handling Laborer:**

Expedites movement of materials between storage and issue points, manually loads or unloads trucks, or other transporting devices, unpacks, shelves, or places items in proper storage locations, transports goods by hand truck, cart, or wheelbarrow, performs physical tasks to transport or store materials or merchandise, reads work orders or receives verbal instructions to determine work assignments or material equipment needs, checks for defects of inventory and then send to repair, refurbish, or dispose of if applicable, issues and accepts return of equipment, material and supply, and uses computers for issues, returns, and warehouse information. High School diploma and two years of experience are required.

**Material Coordinator:**

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of

material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records. A High School Diploma and three years of experience are required.

**Operations Support Specialist:**

Receives, reviews, validates and processes key military forms. Distributes via electronic media to various sources and maintain on historical file. Processes daily Forms 727 and creates or updates record of enlistees within databases, print and maintain daily reports. Receives, reviews, sorts, and processes individual enlistment packets. Distributes via electronic media to the Enlisted Actions Branch in the Personnel Directorate and maintain historical file. Receives, reviews, prepares, and processes moral and administrative waiver requests, to the Deputy Chief of Staff Personnel. Sends notification, distributes, and files electronic packet, and maintains status log.

Receives, reviews, and processes family care plans, for preparation of Power of Attorney and Acknowledgment. Upon return, sends notification, distribute, and suspense action for completion, and maintain log. Receives, reviews, prepares, and processes medical waivers. Upon return, sends notification, distributes, and files electronic packet, and maintains status log. Receives, reviews, prepares, and process tattoo screening requests for the Battalion Commander. Sends notification, distributes, and files electronic packet, and maintains status log. Maintains, reviews, and researches electronic media and/or hard copy regulatory guidance. Researches current and former military members using all available personnel systems, to include: Reenlistment Eligibility Data Display (REDD), Reserve Database Management System (RDMS), and interactive Personnel Management System (iPERMS). Receives, reviews, and processes all requests for information. Assists with data mining for the annual Army Communities of Excellence (ACOE) Award. Assists in preparing presentations for the Recruiting Command and the Ohio Army National Guard leadership addressing demographics, diversity, marketing, recruiting and retention issues. Schedules through the Army Training Requirements and Resource System (ATRRS) and track military schools for the Recruiting Command to ensure high level of Duty Military Occupational Specialty Qualification (DMOSQ), Non-Commissioned Officer Education System (NCOES) qualification and Officer Education System (OES) qualification and professional development training. Updates and maintain internal R & R web pages on TAGNET. Develops and maintains multiple recruiting and personnel databases. Manages production database and assist with reports. A bachelor of science degree and three years of experience required.

**Specialty Clerk:**

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received. A High School Diploma and three years of experience are required.

**Logistics Coordinator:**

Inventories, stores, prices, and restocks merchandise displays in retail store: Takes inventory or examines merchandise to identify items to be reordered or replenished. Requisitions merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials. Receives, opens, and unpacks cartons or crates of merchandise, checking invoice against items received. Stamps, attaches, or changes price tags on merchandise, referring to price list. Stocks storage areas and displays with new or transferred merchandise. Sets up advertising signs and displays merchandise on shelves, counters, or tables to attract customers and promote sales. Cleans display cases, shelves, and aisles. Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases. Pack customer purchases in bags or cartons. Transport packages to specified vehicle for customer. Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, 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. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory count and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order. A High School Diploma and three years of experience are required.

**Warehouse Specialist:**

Perform many basic and detailed inventory/warehousing tasks to timely provide for material needs for production and other departments. Perform repetitious and previously performed work without supervisory and technical assistance. Assistance may be needed for other work. Multi-tasking that requires focused concentration is expected to be learned – must be willing to cross train. Maintain and administer the existing data warehouse cubes. Ensure periodic cube re-build is correct. Enhance existing data warehouse cube dimensions and/or build new cubes in response to client and business needs. Work in conjunction with the Operations group, install new releases

and manage new release roll out to the client community. Maintain an awareness of advances in data warehousing technologies and how they can best be exploited by the company. Respond to problems and issues as reported by the client community in a timely fashion. Provide monthly status and resource reporting on all assigned projects to the Manager. Maintains the confidentiality of all corporate information, applications and data including passwords, procedures, software, etc. Utilize basic skills and experience and knowledge of warehousing technology and methodology to perform tasks. Process transactions necessary for work situations that requires very good working PC user know-how. Improvising sometimes is necessary to solve work problems to maintain work schedules. Perform minor maintenance and work with others to provide assistance with major maintenance projects when assigned. A High School Diploma and three years of experience are required.

### **736-5: Technical and Professional Service:**

#### **Audit Clerk I:**

Assists with the direction and guidance of other Audit Clerks. Assignments do not include information systems auditing. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to manager. A bachelor's degree and two years of experience are required.

#### **Audit Clerk II:**

Assists with the direction and guidance of other Audit Clerks. Assignments do not include information systems auditing. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to manager. A bachelor's degree and four to six years of experience are required.

#### **Audit Clerk III:**

Assists with the direction and guidance of other Audit Clerks. Assignments do not include information systems auditing. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to manager. A bachelor's degree and six years of experience are required.

#### **Auditor:**

Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation. Verifies assets and liabilities by comparing items to documentation. Completes audit work papers by documenting audit tests and findings. Appraises adequacy of internal control systems by completing audit questionnaires. Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures. Communicates audit findings by preparing a final report; discussing findings with auditees. Complies with federal, state, and local security legal requirements by studying existing and new security legislation; enforcing adherence to requirements; advising management on needed actions. Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Contributes to team

effort by accomplishing related results as needed. A bachelor degree plus 5-7 years of experience required.

**Budget Analyst I:**

Reviews expenditures and prepares operating budgets for various departments to ensure conformance to budgetary limits. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Requires a bachelor's degree and two years of experience in the field or in a related area.

**Budget Analyst II**

Reviews expenditures and prepares operating budgets for various departments to ensure conformance to budgetary limits. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. Requires a bachelor's degree and five years of experience in the field or in a related area

**Budget Analyst III**

Reviews expenditures and prepares operating budgets for various departments to ensure conformance to budgetary limits. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected. Requires a bachelor's degree and at least seven years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures

**Contract Specialist:**

Provides acquisition support services to assist in carrying out acquisition mission. Provides multifunctional "cradle to grave" acquisition support services. The support services shall be conducted in accordance with the Federal Acquisition Regulation (FAR). Multifunctional "cradle to grave" Acquisition Support services include but not limited to: interacting with customers to clarify and quality check requirement package submissions, logging routine requisition data, sorting and route procurement documents, and/or verifying repetitive kinds of data. Supplements the procurement of supplies, services, and/or construction. Conducting market research and recommending procurement strategies. Involves the use of different and unrelated procedures and methods to provide procurement support work throughout the procurement cycle by assembling contracts, abstracting bids, processing amendments and modifications, monitoring the status of deliveries, reconciling invoices, and preparing information for closing out contracts. Scheduling conferences, teleconferences, and/or V-teleconferences, filing, scanning, preparing/organizing contract files, training/informing customers of policy and/or changes to procedures, and Contract Officer Representatives (COR) training validations. Also, provides cost/price estimates, technical proposal analysis, quality assurance surveillance plans, statements of work, performance work statements, synopses, solicitations, price negotiation memoranda, award documentation. Assists with contract funding matters, data collection and reporting, reviewing contractor performance, developing contract modifications, and investigating reports

of contract discrepancies and contract closeouts. Requires a bachelor's degree and at least three years of experience in the field or in a related area.

#### **Contract Administrator I**

Aids in the preparation of proposals, contract negotiations, and commercial and government contracts administration in accordance with company policies and legal requirements of contractual provisions and the administration of contract proposals. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. Requires a bachelor's degree in contract administration or other related field and more than two years of experience in the field or in a related area.

#### **Contract Administrator II**

Aids in the preparation of proposals, contract negotiations, and commercial and government contracts administration in accordance with company policies and legal requirements of contractual provisions and the administration of contract proposals. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. Requires a bachelor's degree in contract administration or other related field and more than five years of experience in the field or in a related area.

#### **Contract Administrator III**

Prepares proposals, negotiates contracts, and administers commercial and government contracts in accordance with company policies and legal requirements. Able to handle full "cradle to grave" contract support. This included everything from contract creation, awards, and close-outs. Expert in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A wide degree of creativity and latitude is expected. Typically reports to top management. Requires a bachelor's degree in contract administration or other related field and at least seven years of experience in the field.

#### **Financial Analyst:**

Performs work associated with financial reports: Plans and directs compilation and updating of cost and control records, utilizing knowledge of reports inventories, usage, cost, distribution, frequency, and operating practices. Analyzes and evaluates financial recommendations and suggests implementation of changes, utilizing knowledge of reports analysis and standardization, managerial processes and systems, budgetary limitations, and organizational policies and procedures. A Bachelor of Science Degree and three years of experience are required.

#### **Market Research Analyst:**

Researches market conditions in local, regional, or national area to determine potential sales of product or service: Establishes research methodology and designs format for data gathering, such as surveys, opinion polls, or questionnaires. Examines and analyzes statistical data to forecast future marketing trends. Gathers data on competitors and analyzes prices, sales, and methods of marketing and distribution. Collects data on customer preferences and buying habits. Prepares



reports and graphic illustrations of findings. A Bachelor of Science Degree and three years of experience are required

**Occupational Analyst:**

Researches occupations and analyzes and integrates data to develop and devise concepts of worker relationships, modify and maintain occupational classification system, and provide business, industry, and government with technical occupational information necessary for utilization of work force: Confers with business, industry, government, and union officials to arrange for and develop plans for studies and surveys. Devises methods and establishes criteria for conducting studies and surveys. Researches jobs, industry and organizational concepts and techniques, and worker characteristics to determine job relationships, job functions and content, worker traits, and occupational trends. Prepares results of research for publication in form of books, brochures, charts, film, and manuals. Identifies need for and develops job analysis tools, such as manuals, reporting forms, training films, and slides. Prepares management tools, such as personnel distribution reports, organization and flow charts, job descriptions, tables of job relationships, and worker trait analysis. Conducts training and provides technical assistance to promote use of job analysis materials, tools, and concepts in areas of curriculum development, career planning, job restructuring, and government and employment training programs. A Bachelor of Science Degree and three years of experience are required.

**Paralegal/Legal Assistant I**

Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties: Consults prescribed sources of information for facts relating to matters of interest to the program; Reviews documents to extract selected data and information relating to specific items; Reviews and summarizes information in prescribed format on case precedent and decisions; Searches and extracts legal references in libraries and computer-data banks; Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information. A Bachelor of Science Degree and three years of experience are required.

**Paralegal/Legal Assistant II:**

At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent: Reviews case materials to become familiar with questions under consideration; Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; Interviews potential witnesses and prepares summary interview reports for the attorney's review; Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; Verifies citations and legal references on prepared legal documents; Prepares summaries of testimony and depositions; Drafts and edits non legal memoranda, research reports and correspondence relating to cases. A Bachelor of Science Degree and four years of experience are required.

**Paralegal/Assistant III**

At this level, participates in the substantive development of cases by performing the following functions: Analyzes and evaluates case files against litigation worthiness standards; Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney; Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity; Interviews relevant personnel and potential witnesses to gather information; Reviews and analyzes relevant statistics; Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; Consults with statistical experts on reliability evaluations; May testify in court concerning relevant data. A Bachelor of Science Degree and three years of experience are required.

**Paralegal/Legal Assistant IV:**

At this level, assists in the evaluation, development and litigation of cases by performing the following duties: Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law; Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems; Interviews potential witnesses for information and prepares witnesses for court appearances; Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results; Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case. A Bachelor of Science Degree and six years of experience are required.

**Personnel Analyst II:**

Collects, analyzes, and prepares occupational information to facilitate personnel, administration, and management functions of organization: Consults with management to determine type, scope, and purpose of study. Studies current organizational occupational data and compiles distribution reports, organization and flow charts, and other background information required for study. Observes jobs and interviews workers and supervisory personnel to determine job and worker requirements. Analyzes occupational data, such as physical, mental, and training requirements of jobs and workers and develops written summaries, such as job descriptions, job specifications,

and lines of career movement. Utilizes developed occupational data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating, and training workers, and administration of related personnel programs. A Bachelor of Science Degree and three of experience are required.

### **Personnel Analyst III:**

Collects, analyzes, and prepares occupational information to facilitate personnel, administration, and management functions of organization: Consults with management to determine type, scope, and purpose of study. Studies current organizational occupational data and compiles distribution reports, organization and flow charts, and other background information required for study. Observes jobs and interviews workers and supervisory personnel to determine job and worker requirements. Analyzes occupational data, such as physical, mental, and training requirements of jobs and workers and develops written summaries, such as job descriptions, job specifications, and lines of career movement. Utilizes developed occupational data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating, and training workers, and administration of related personnel programs. A Bachelor of Science Degree and five years of experience are required.

### **Real Estate Analyst**

Maintains records concerned with rental, sale, and management of real estate, performing any combination of following duties: Types copies of listings of real estate rentals and sales for distribution to trade publications, and for use as reference data by other departments. Holds in escrow collateral posted to ensure fulfillment of contracts in transferring real estate and property titles. Checks due notices on taxes and renewal dates of insurance and mortgage loans to take follow-up action. Writes checks in payment of bills due, keeps record of disbursements, and examines cancelled returned checks for endorsement. Secures estimates from contractors for building repairs. May compile list of prospects from leads in newspapers and trade periodicals to locate prospective purchasers of real estate. May open, sort, and distribute mail. May submit photographs and descriptions of property to newspaper for publication. A High School Diploma and three years of experience are required.

### **Senior Accountant I**

Responsible for monthly financial statements, G/L maintenance, budget variance analysis, revenue recognition, and various other projects as they arise. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Requires a bachelor's degree with three years of accounting experience.

### **Senior Accountant II**

Responsible for completion and maintenance of general ledgers and financial reports.. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Requires a bachelor's degree in accounting with six years of experience in the field or in a related area.

### **Staff Accountant I**

Responsible for completion and maintenance of general ledgers and financial reports. Has general knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies

on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Acceptable candidate coming straight out of undergraduate. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. May require a bachelor's degree in accounting two years of experience in the field or in a related area.

#### **Staff Accountant II**

Responsible for completion and maintenance of general ledgers and financial reports Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. May require a bachelor's degree in accounting, finance and five years of experience in the field or in a related area.

#### **Staff Accountant III**

Responsible for completion and maintenance of general ledgers and financial reports. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected. Requires a bachelor's degree in accounting, and at least eight years of experience in the field or in a related area.

#### **Staff Accountant IV:**

Responsible for completion and maintenance of general ledgers and financial reports. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected. Requires a bachelor's degree in accounting, and at least ten years of experience in the field or in a related area.

#### **Technical Writer I:**

*Supports the acquisition planning process*, including review of customer-submitted procurement packages to ensure completeness; market research; review and finalization of customer-supplied statements of work; interacting with potential product and service providers; establishment of acquisition milestones. *Supports the solicitation process*, including preparation and publishing of market research requests, pre-solicitation notices/synopses, communications with vendors; tracking, updating and compliance with acquisition milestones. *Supports the award process*, including preparation of award documents, clearances, compliance checks, data management in both VA and other Federal Government systems including the Federal Procurement Data System (FPDS) and notifications to offerors. Supports the *Contract administration support*, including review of contractor performance; development of contract modifications; investigation of contract discrepancies; review of contractor billing and other submissions; contract file maintenance including scanning/indexing/uploading of contract documents into the Electronic Contract Management System (eCMS); monitor and document contractor progress, review submittals for completeness. Supports the *Contract close-out support*, including preparation of

releases of claims and other documentation; review of final payments; archival of records. A bachelor's degree plus 0-3 years of experience.

**Technical Writer II:**

*Supports the acquisition planning process*, including review of customer-submitted procurement packages to ensure completeness; market research; review and finalization of customer-supplied statements of work; interacting with potential product and service providers; establishment of acquisition milestones. *Supports the solicitation process*, including preparation and publishing of market research requests, pre-solicitation notices/synopses, communications with vendors; tracking, updating and compliance with acquisition milestones. *Supports the award process*, including preparation of award documents, clearances, compliance checks, data management in both VA and other Federal Government systems including the Federal Procurement Data System (FPDS) and notifications to offerors. Supports the *Contract administration support*, including review of contractor performance; development of contract modifications; investigation of contract discrepancies; review of contractor billing and other submissions; contract file maintenance including scanning/indexing/uploading of contract documents; monitor and document contractor progress, review submittals for completeness. Supports the *Contract close-out support*, including preparation of releases of claims and other documentation; review of final payments; archival of records. A bachelor's degree plus 4-6 years of experience.

**Technical Writer III:**

*Supports the acquisition planning process*, including review of customer-submitted procurement packages to ensure completeness; market research; review and finalization of customer-supplied statements of work; interacting with potential product and service providers; establishment of acquisition milestones. *Supports the solicitation process*, including preparation and publishing of market research requests, pre-solicitation notices/synopses, communications with vendors; tracking, updating and compliance with acquisition milestones. *Supports the award process*, including preparation of award documents, clearances, compliance checks, data management in both VA and other Federal Government systems including the Federal Procurement Data System (FPDS) and notifications to offerors. Supports the *Contract administration support*, including review of contractor performance; development of contract modifications; investigation of contract discrepancies; review of contractor billing and other submissions; contract file maintenance including scanning/indexing/uploading of contract documents; monitor and document contractor progress, review submittals for completeness. Supports the *Contract close-out support*, including preparation of releases of claims and other documentation; review of final payments; archival of records. A bachelor's degree and 7+ years of experience.

**Professional Services**

<b>TAPS labor Category</b>	<b>07/29/2018– 07/28/2019</b>	<b>07/29/2019 – 07/28/2020</b>	<b>07/29/2020 07/28/2021</b>	<b>07/29/2021- 07/28/2022</b>	<b>07/29/2022- 07/28/2023</b>
Accounting Clerk IV	\$ 63.09	\$ 64.36	\$ 65.64	\$ 66.96	\$ 66.96
Accounting Specialist	\$ 88.98	\$ 90.76	\$ 92.58	\$ 94.43	\$ 94.43
General Clerk IV	\$ 54.41	\$ 55.50	\$ 56.61	\$ 57.74	\$ 57.74
Records Scanner	\$ 31.55	\$ 32.18	\$ 32.82	\$ 33.48	\$ 33.48
Secretary IV	\$ 56.36	\$ 57.49	\$ 58.64	\$ 59.81	\$ 59.81
Management Information Systems Clerk	\$ 37.86	\$ 38.61	\$ 39.39	\$ 40.17	\$ 40.17
Computer Programmer I	\$ 67.34	\$ 68.69	\$ 70.06	\$ 71.46	\$ 71.46
Computer Data Librarian	\$ 52.51	\$ 52.51	\$ 53.57	\$ 54.64	\$ 54.64
Programmer Analyst	\$ 56.89	\$ 56.89	\$ 58.03	\$ 59.19	\$ 59.19
Audit Clerk I	\$ 39.39	\$ 39.39	\$ 40.17	\$ 40.98	\$ 40.98
Financial Analyst	\$ 65.64	\$ 65.64	\$ 66.96	\$ 68.30	\$ 68.30
Market Research Analyst	\$ 78.77	\$ 78.77	\$ 80.35	\$ 81.95	\$ 81.95
Occupational Analyst	\$ 54.70	\$ 54.70	\$ 55.80	\$ 56.91	\$ 56.91
Personnel Analyst	\$ 51.20	\$ 51.20	\$ 52.23	\$ 53.27	\$ 53.27
Data Analyst I	\$ 75.71	\$ 77.23	\$ 78.77	\$ 80.35	\$ 80.35
Data Analyst II	\$ 79.92	\$ 81.52	\$ 83.15	\$ 84.81	\$ 84.81
Data Analyst III	\$ 82.44	\$ 84.09	\$ 85.77	\$ 87.49	\$ 87.49
Data Analyst IV	\$ 84.13	\$ 85.81	\$ 87.52	\$ 89.28	\$ 89.28
Data Analyst V	\$ 88.33	\$ 90.10	\$ 91.90	\$ 93.74	\$ 93.74
Software Tester	\$ 79.92	\$ 81.52	\$ 83.15	\$ 84.81	\$ 84.81
Subject Matter Expert	\$ 88.33	\$ 90.10	\$ 91.90	\$ 93.74	\$ 93.74
Technical Instructor/Examiner	\$ 33.65	\$ 34.32	\$ 35.01	\$ 35.71	\$ 35.71
Web Support Technician	\$ 90.49	\$ 92.30	\$ 94.15	\$ 96.03	\$ 96.03
Program Coordinator	\$ 63.09	\$ 64.36	\$ 65.64	\$ 66.96	\$ 66.96
Logistics Management Specialist	\$ 63.09	\$ 64.36	\$ 65.64	\$ 66.96	\$ 66.96
Operations Support Specialist	\$ 75.71	\$ 77.23	\$ 78.77	\$ 80.35	\$ 80.35
Specialty Clerk	\$ 28.60	\$ 29.17	\$ 29.76	\$ 30.35	\$ 30.35
Logistics Coordinator	\$ 63.09	\$ 64.36	\$ 65.64	\$ 66.96	\$ 66.96
Audit Clerk II	\$ 42.06	\$ 42.90	\$ 43.76	\$ 44.64	\$ 44.64
Audit Clerk III	\$ 50.86	\$ 51.88	\$ 52.92	\$ 53.98	\$ 53.98
Auditor	\$ 90.65	\$ 92.47	\$ 94.32	\$ 96.20	\$ 96.20
Budget Analyst I	\$ 77.40	\$ 78.94	\$ 80.52	\$ 82.13	\$ 82.13

Budget Analyst II	\$ 84.13	\$ 85.81	\$ 87.52	\$ 89.28	\$ 89.28
Budget Analyst III	\$ 88.33	\$ 90.10	\$ 91.90	\$ 93.74	\$ 93.74
Contract Specialist	\$ 63.09	\$ 64.36	\$ 65.64	\$ 66.96	\$ 66.96
Contract Administrator I	\$ 63.09	\$ 64.36	\$ 65.64	\$ 66.96	\$ 66.96
Contract Administrator II	\$ 75.71	\$ 77.23	\$ 78.77	\$ 80.35	\$ 80.35
Contract Administrator III	\$ 84.13	\$ 85.81	\$ 87.52	\$ 89.28	\$ 89.28
Personnel Analyst II	\$ 63.09	\$ 64.36	\$ 65.64	\$ 66.96	\$ 66.96
Personnel Analyst III	\$ 67.30	\$ 68.65	\$ 70.02	\$ 71.42	\$ 71.42
Real Estate Analyst	\$ 58.48	\$ 59.65	\$ 60.85	\$ 62.06	\$ 62.06
Senior Accountant I	\$ 96.75	\$ 98.68	\$ 100.65	\$ 102.67	\$ 102.67
Senior Accountant II	\$ 105.16	\$ 107.26	\$ 109.41	\$ 111.59	\$ 111.59
Staff Accountant I	\$ 88.33	\$ 90.10	\$ 91.90	\$ 93.74	\$ 93.74
Staff Accountant II	\$ 100.95	\$ 102.97	\$ 105.03	\$ 107.13	\$ 107.13
Staff Accountant III	\$ 105.16	\$ 107.26	\$ 109.41	\$ 111.59	\$ 111.59
Staff Accountant V	\$ 126.19	\$ 128.71	\$ 131.29	\$ 133.91	\$ 133.91
Accounting Clerk IV	\$ 63.09	\$ 64.36	\$ 65.64	\$ 66.96	\$ 66.96
Accounting Specialist	\$ 88.98	\$ 90.76	\$ 92.58	\$ 94.43	\$ 94.43
General Clerk IV	\$ 54.41	\$ 55.50	\$ 56.61	\$ 57.74	\$ 57.74
Records Scanner	\$ 31.55	\$ 32.18	\$ 32.82	\$ 33.48	\$ 33.48
Secretary IV	\$ 56.36	\$ 57.49	\$ 58.64	\$ 59.81	\$ 59.81
Management Information Systems Clerk	\$ 37.86	\$ 38.61	\$ 39.39	\$ 40.17	\$ 40.17

**Non-Professional Services**

<b>Administrative Support and Clerical Occupations</b>	
Accounting Clerk I	\$26.19
Accounting Clerk II	\$28.82
Accounting Clerk III	\$36.51
Administrative Assistant	\$49.53
Data Entry Operator I	\$25.19
Data Entry Operator II	\$27.06
Document Preparation Clerk	\$24.94
Duplicating Machine operator	\$24.94
General Clerk I	\$25.90
General Clerk II	\$27.85
General Clerk III	\$31.42
Order Clerk I	\$26.25
Order Clerk II	\$28.22
Production Control Clerk	\$36.12

Receptionist	\$25.26
Secretary I	\$30.46
Secretary II	\$33.48
Secretary III	\$40.78
Supply Technician	\$45.45
Survey Worker	\$33.26
Travel Clerk I	\$23.63
Word Processor I	\$26.97
Word Processor II	\$29.89
Word Processor III	\$33.15
Medical Assistant	\$26.09
Medical Record Clerk	\$29.53
Medical Record Technician	\$32.51
Desk Clerk	\$21.18
<b>SIN 736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS</b>	
Computer Operator I	\$31.68
Computer Operator III	\$34.91
Computer Operator III	\$38.37
Computer Operator IV	\$42.11
Computer Operator V	\$56.08
Computer Systems Analyst II	\$59.53
Computer Systems Analyst III	\$64.67
Computer Operator I	\$31.68
Computer Operator III	\$34.91
<b>SIN 736-3 General Service and Support Occupations</b>	
Janitor	\$21.54
Material Coordinator	\$36.12
Material Handling Laborer	\$24.40
Warehouse Specialist	\$30.39
Family Readiness & Support Services Coordinator	\$28.79
Engineering Technician V	\$66.98
Paralegal/Legal Assistant I	\$35.17
Paralegal/Legal Assistant II	\$42.47
Paralegal/Legal Assistant III	\$50.89
Paralegal/Legal Assistant IV	\$60.61
Technical Writer I	\$35.98
Technical Writer II	\$43.00
Technical Writer III	\$51.05