



CAREERMANAGEMENT
associates



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST
Revised August 2015**

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

Schedule Title: Federal Supply Schedule 736-Temporary, Administrative and Professional Staffing (TAPS) Services

FSC Group: 736

CONTRACT NUMBER: GS-07F-5894R

CONTRACT PERIOD: 20 June 2015 to 19 June 2020

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempervices>.

CONTRACTOR: CAREER MANAGEMENT ASSOCIATES
121 SE Shurfine Drive, Suite 4
Ankeny, IA 50021
Phone: (515) 963-0001
Fax: (515) 963-0037
E-mail: bgrimes@cmahr.com
Web Address: www.cmacareerhelp.com

CONTRACTOR'S ADMINISTRATION SOURCE: William C. Grimes, Sr.

BUSINESS SIZE: Small, Service Disabled Veteran Owned Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-3	General Services and Support Occupations
736-4	Information and Arts Occupations, Including Miscellaneous Occupations

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A

2. **MAXIMUM ORDER*:** \$100,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract, or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER:** \$100 unless the contractor agrees to accept a smaller order amount.

4. **GEOGRAPHIC COVERAGE:** Any wage determination for any county or parish located within the United States. All labor categories currently listed for wage determination 2005-2103 are available for any area of coverage.

Notes:

a. Service in an area with Lower SCA Rates, resulting in lower wages being paid, will have the prices for that task order discounted accordingly from the approved pricing spreadsheet.

b. Service in an area with higher SCA Rates, resulting in higher wages being paid, will have to have a new pricing spreadsheet based upon the SCA rates for the area with the higher wages approved by the modification by the Contracting Officer for the contract.

5. **POINT(S) OF PRODUCTION:** N/A

6. **DISCOUNT FROM LIST PRICES:** N/A

7. **QUANTITY DISCOUNT(S):** 1% for Orders in excess of \$100,000

8. **PROMPT PAYMENT TERMS:** 1% - 10 Days and Net 30

9.a **Government Purchase Cards are accepted at or below the micro-purchase threshold.**

9.b **Government Purchase Cards are accepted above the micro-purchase threshold.**

10. **FOREIGN ITEMS:** None

11a. **TIME OF DELIVERY:** N/A

11b. **EXPEDITED DELIVERY:** N/A

11c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A

- 11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** N/A
- 13a. **ORDERING ADDRESS:** Same as contractor
14. **PAYMENT ADDRESS:** Same as contractor Standard Form 1449, Contract for Commercial Items
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** N/A
25. **DUNS NUMBER:** 145292053
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

COMPANY OVERVIEW

At **Career Management Associates**, we have over 75 years of experience, enhancing corporate and individual performance through individual and corporate recruiting, staffing, training, and coaching. Our Vice President in charge of staffing has over nine years of personal experience.

We are dedicated to your success by spending the time necessary to understand your office culture and strategic needs as we develop proactive solutions. Our methods are based on a high level of integrity and designed to unlock organizational and individual potential.

The process of maximizing human resources and productivity is perhaps the most challenging task confronting today's business environment. The supply of high-caliber talent is as vital to efficiency and quality as any other factor. Since the intense demand for first-rate employees far surpasses the supply, companies face serious competition in the labor marketplace.

The expanding diversity in our society and the increasing complexities of modern business have compounded problems attendant to meeting business personnel needs. These conditions have prompted business management more and more to seek the assistance of outside human resources experts.

Our experience and network of connections often yields an introduction of candidates that would not otherwise be accessible to the company. Highly qualified individuals, who would not normally respond to newspaper or online advertisements, are routinely discovered by us simply because our personal approach in communicating the opportunity is very effective. Over and over again, experience has demonstrated that a search for the right candidate is a full-time endeavor, requiring special skills and techniques not generally found in conventional businesses. Through our many years of experience, we have learned these special skills and employed these techniques to yield successful results for our clients.

PRICING

Career Management Associates works with GSA in every county and parish in the United States. The pricing below is our maximum proponent pricing based on our Washington D.C. Location, Wage Determination Number 2005-2103. Pricing for your location is based on the wage determination(s) and/or the OPM salary table. All labor categories are defined in the [labor definitions](#) area of this document.

Washington DC, Wage Determination Number 2005-2103, Revision 16	
736-1	
Accounting Clerk I	\$29.60
Accounting Clerk II	\$32.41
Accounting Clerk III	\$40.62
Administrative Assistant	\$54.56
Court Reporter	\$39.91
Data Entry Operator I	\$28.52
Data Entry Operator II	\$30.53
Motor Vehicle Dispatcher	\$33.85
Document Preparation Clerk	\$28.25
Duplicating Machine Operator	\$28.25
General Clerk I	\$29.28
General Clerk II	\$31.35
General Clerk III	\$35.17
Housing Referral Assistant	\$45.19
Messenger (Courier)	\$27.35
Order Clerk I	\$29.65
Order Clerk II	\$31.77

Personnel Assistant (Employment) I	\$34.28
Personnel Assistant (Employment) II	\$37.58
Personnel Assistant (Employment) III	\$41.16
Production Control Clerk	\$40.20
Receptionist	\$28.59
Rental Clerk	\$31.83
Scheduler, Maintenance	\$34.15
Secretary I	\$34.15
Secretary II	\$37.38
Secretary III	\$45.19
Service Order Dispatcher	\$32.49
Supply Technician	\$50.18
Survey Worker (Interviewer)	\$37.16
Test Proctor	\$37.41
Travel Clerk I	\$26.86
Travel Clerk II	\$28.48
Travel Clerk III	\$30.21
Word Processor I	\$30.44
Word Processor II	\$33.53
Word Processor III	\$37.04
Medical Assistant	\$29.47
Medical Laboratory Technician	\$34.11
Medical Record Clerk	\$33.16
Medical Record Technician	\$36.33
Medical Transcriptionist	\$35.23
Optical Technician	\$30.69
Pharmacy Technician	\$34.23
736-2	
Computer Operator I	\$35.46
Computer Operator II	\$38.92
Computer Operator III	\$42.62
Computer Operator IV	\$46.63
Computer Operator V	\$50.95
Computer Programmer I	\$46.82
Computer Systems Analyst I	\$48.76
Peripheral Equipment Operator	\$35.46
736-3	
Housekeeping Aide	\$24.60
Janitor	\$24.60
Laborer, Grounds Maintenance	\$26.52
Tractor Operator	\$31.05
Material Coordinator	\$40.20
Material Expediter	\$40.20
Material Handling Laborer	\$27.68
Order Filler	\$29.61
Machine-Tool Operator (Tool Room)	\$38.86
Tool and Die Maker	\$42.27
Fork Lift Operator	\$34.09

Shipping/Receiving Clerk	\$29.61
Shipping Packer	\$29.61
Store Worker I	\$24.45
Stock Clerk (Shelf Stocker; Store Worker II)	\$32.30
Tools and Parts Attendant	\$34.09
Warehouse Specialist	\$34.09
Aircraft, Mechanic Helper	\$33.35
Aircraft Servicer	\$36.73
Aircraft Worker	\$38.65
Electrician, Maintenance	\$49.32
Electronics Technician, Maintenance I	\$44.66
Electronics Technician, Maintenance II	\$47.00
Electronics Technician, Maintenance III	\$49.16
General Maintenance Worker	\$39.29
Ground Support Equipment Mechanic	\$46.01
Heating, Ventilation and Air-Conditioning Mechanic	\$43.06
Heavy Equipment Mechanic	\$41.55
Heavy Equipment Operator	\$41.55
Laborer	\$29.44
Machinery Maintenance Mechanic	\$41.87
Machinist, Maintenance	\$41.55
Maintenance Trades Helper	\$34.47
Pipefitter	\$44.19
Plumber	\$40.61
Water Treatment Plant Operator I	\$38.39
Water Treatment Plant Operator II	\$49.42
Bus Driver	\$38.41
Parking and Lot Attendant	\$21.92
Shuttle Bus Driver	\$30.47
Truck Driver, Light	\$30.47
Truck Driver, Medium	\$33.88
Truck Driver, Heavy	\$35.85
736-4	
Baker	\$27.71
Cook I	\$25.72
Cook II	\$28.85
Dishwasher	\$21.98
Food Service Worker	\$22.83
Exhibit Specialist I	\$36.89
Exhibit Specialist II	\$44.17
Exhibit Specialist III	\$52.54
Illustrator I	\$37.84
Illustrator II	\$45.34
Illustrator III	\$53.96
Librarian	\$58.33
Library Aide/Clerk	\$28.25
Library Information Technology Systems Administrator	\$53.32
Library Technician	\$36.95

Photographer I	\$31.97
Photographer II	\$35.41
Photographer III	\$42.72
Photographer IV	\$50.33
Photographer V	\$58.14
Photofinishing Worker (Photo Lab/DRK RM Tech)	\$26.71
Assembler	\$21.63
Counter Attendant	\$21.63
Dry Cleaner	\$26.30
Finisher, Flatwork, Machine	\$21.63
Presser, Hand	\$21.63
Presser, Machine, Dry-cleaning	\$21.63
Presser, Machine, Shirts	\$21.63
Presser, Machine, Wearing Apparel, Laundry	\$21.63
Cashier	\$21.86
Desk Clerk	\$24.23
Refuse Collector	\$31.62
Sales Clerk	\$25.02
Surveying Aide	\$27.36
Surveying Technician	\$38.41
736-5	
Graphic Artist (Designer)	\$47.50
Cartographic Technician	\$49.32
Civil Engineering Technician	\$46.92
Drafter/CAD I	\$37.40
Drafter/CAD II	\$41.09
Drafter/CAD III	\$45.05
Drafter/CAD IV	\$53.92
Engineering Technician I	\$41.57
Engineering Technician II	\$45.85
Engineering Technician III	\$50.56
Engineering Technician IV	\$61.02
Engineering Technician V	\$73.20
Environmental Technician	\$48.43
Laboratory Technician	\$42.27
Paralegal/Legal Assistant I	\$39.18
Paralegal/Legal Assistant II	\$47.00
Paralegal/Legal Assistant III	\$56.01
Paralegal/Legal Assistant IV	\$66.40
Photo-Optics Technician	\$49.32
Technical Writer I	\$40.06
Technical Writer II	\$47.55
Technical Writer III	\$56.18
Educational Technologist	\$53.99
Project Integrator	\$57.79
Program Specialist	\$47.70
Contract Specialist	\$79.79
Accountant I	\$35.19

Accountant II	\$44.74
Accountant III	\$52.65
Accountant IV	\$67.28
Budget Analyst	\$57.64
Management Analyst	\$68.40
Senior Management Analyst	\$78.34
Editor/Writer	\$57.18
Internal Review Evaluator	\$92.38
Financial Analyst I	\$52.65
Financial Analyst II	\$73.31
Financial Analyst III	\$77.94
Financial Analyst IV	\$87.92
Public Affairs Specialist	\$47.45
Real Estate Specialist	\$56.95
Transition Liaison Assistant	\$54.21
Bio Medical Repair Technician	\$50.52
Information Management Technology Help Desk	\$54.80
Project Manager I	\$67.32
Project Manager II	\$84.21
Project Manager III	\$97.11
Project Manager IV	\$123.79
Meter Reader/Technician	\$40.87
Boots on the Ground	\$71.30
Jr. Health Systems Analyst	\$52.81
FOIA Analyst	\$56.80
Strength Manager	\$46.85
Anti-Terrorism Officer	\$76.43
UBO Program Specialist	\$57.18
GWOT Analyst	\$48.85
FAP Social Work Program Manager	\$53.62
Safety Specialist	\$49.40
Functional Analyst	\$71.67
Supply Support Clerk	\$25.88

GEOGRAPHIC COVERAGE

STATES:	COUNTIES OF:
Alabama	Autauga, Baldwin, Barbour, Bibb, Blount, Bullock, Butler, Calhoun, Chambers, Cherokee, Chilton, Choctaw, Clarke, Clay, Cleburne, Coffee, Colbert, Conecuh, Coosa, Covington, Crenshaw, Cullman, Dale, Dallas, DeKalb, Elmore, Escambia, Etowah, Fayette, Franklin, Geneva, Greene, Hale, Henry, Houston, Jackson, Jefferson, Lamar, Lauderdale, Lawrence, Lee, Limestone, Lowndes, Macon, Madison, Marengo, Marion, Marshall, Mobile, Monroe, Montgomery, Morgan, Perry, Pickens, Pike, Randolph, Russell, Shelby, St. Clair, Sumter, Talladega, Tallapoosa, Tuscaloosa, Walker, Washington, Wilcox, Winston
Alaska	Anchorage, Bethel, Bristol Bay, Dillingham, Fairbanks North Star, Haines, Juneau, Kenai Peninsula, Ketchikan Gateway, Kodiak Island, Matanuska-Susitna, Nome, North Slope, Prince of Wales-Outer Ketchikan, Sitka, Skagway-Hoonah-Angoon, Southeast Fairbanks,

	Valdez-Cordova, Wade Hampton, Wrangell-Petersburg, Yakutat, Yukon-Koyukuk
Arizona	Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, Yavapai, Yuma
Arkansas	Arkansas, Ashley, Baxter, Benton, Boone, Bradley, Calhoun, Carroll, Chicot, Clark, Clay, Cleburne, Cleveland, Columbia, Conway, Craighead, Crawford, Crittenden, Cross, Dallas, Desha, Drew, Faulkner, Franklin, Fulton, Garland, Grant, Greene, Hempstead, Hot Spring, Howard, Independence, Izard, Jackson, Jefferson, Johnson, Lafayette, Lawrence, Lee, Lincoln, Little River, Logan, Lonoke, Madison, Marion, Miller, Mississippi, Monroe, Montgomery, Nevada, Newton, Ouachita, Perry, Phillips, Pike, Poinsett, Polk, Pope, Prairie, Pulaski, Randolph, Saline, Scott, Searcy, Sebastian, Sevier, Sharp, St. Francis, Stone, Union, Van Buren, Washington, White, Woodruff, Yell,
California	Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba
Colorado	Adams, Alamosa, Arapahoe, Archuleta, Baca, Bent, Boulder, Broomfield, Chaffee, Cheyenne, Clear Creek, Conejos, Costilla, Crowley, Custer, Delta, Denver, Dolores, Douglas, Eagle, El Paso, Elbert, Fremont, Garfield, Gilpin, Grand, Gunnison, Hinsdale, Huerfano, Jackson, Jefferson, Kiowa, Kit Carson, La Plata, Lake, Larimer, Las Animas, Lincoln, Logan, Mesa, Mineral, Moffat, Montezuma, Montrose, Morgan, Otero, Ouray, Park, Phillips, Pitkin, Prowers, Pueblo, Rio Blanco, Rio Grande, Routt, Saguache, San Juan, San Miguel, Sedgwick, Summit, Teller, Washington, Weld, Yuma,
Connecticut	Fairfield, Hartford, Litchfield, Middlesex, New Haven, New London, Tolland, Windham
Delaware	Kent, New Castle, Sussex
Florida	Alachua, Baker, Bay, Bradford, Brevard, Broward, Calhoun, Charlotte, Citrus, Clay, Collier, Columbia, DeSoto, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Gilchrist, Glades, Gulf, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Holmes, Indian River, Jackson, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Liberty, Madison, Manatee, Marion, Martin, Miami-Dade, Monroe, Nassau, Okaloosa, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Santa Rosa, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Suwannee, Taylor, Union, Volusia, Wakulla, Walton, Washington
Georgia	Appling, Atkinson, Bacon, Baker, Baldwin, Banks, Barrow, Bartow, Ben Hill, Berrien, Bibb, Bleckley, Brantley, Brooks, Bryan, Bulloch, Burke, Butts, Calhoun, Camden, Candler, Carroll, Catoosa, Charlton, Chatham, Chattahoochee, Chattooga, Cherokee, Clarke, Clay, Clayton, Clinch, Cobb, Coffee, Colquitt, Columbia, Cook, Coweta, Crawford, Crisp, Dade, Dawson, Decatur, DeKalb, Dodge, Dooly, Dougherty, Douglas, Early, Echols, Effingham, Elbert, Emanuel, Evans, Fannin, Fayette, Floyd, Forsyth, Franklin, Fulton, Gilmer, Glascock, Glynn, Gordon, Grady, Greene, Gwinnett, Habersham, Hall, Hancock, Haralson, Harris, Hart, Heard, Henry, Houston, Irwin, Jackson, Jasper, Jeff Davis, Jefferson, Jenkins, Johnson, Jones, Lamar, Lanier, Laurens, Lee, Liberty, Lincoln, Long, Lowndes, Lumpkin, Macon, Madison, Marion, McDuffie, McIntosh, Meriwether, Miller, Mitchell, Monroe, Montgomery, Morgan, Murray, Muscogee, Newton, Oconee, Oglethorpe, Paulding, Peach, Pickens, Pierce, Pike, Polk, Pulaski, Putnam, Quitman,

	Rabun, Randolph, Richmond, Rockdale, Schley, Screven, Seminole, Spalding, Stephens, Stewart, Sumter, Talbot, Taliaferro, Tattnall, Taylor, Telfair, Terrell, Thomas, Tift, Toombs, Towns, Treutlen, Troup, Turner, Twiggs, Union, Upson, Walker, Walton, Ware, Warren, Washington, Wayne, Webster, Wheeler, White, Whitfield, Wilcox, Wilkes, Wilkinson, Worth
Hawaii	Hawaii, Honolulu, Kalawao, Kauai, Maui
Idaho	Ada, Adams, Bannock, Bear Lake, Benewah, Bingham, Blaine, Boise, Bonner, Bonneville, Boundary, Butte, Camas, Canyon, Caribou, Cassia, Clark, Clearwater, Custer, Elmore, Franklin, Fremont, Gem, Gooding, Idaho, Jefferson, Jerome, Kootenai, Latah, Lemhi, Lewis, Lincoln, Madison, Minidoka, Nez Perce, Oneida, Owyhee, Payette, Power, Shoshone, Teton, Twin Falls, Valley, Washington
Illinois	Adams, Alexander, Bond, Boone, Brown, Bureau, Calhoun, Carroll, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Cook, Crawford, Cumberland, De Witt, DeKalb, Douglas, DuPage, Edgar, Edwards, Effingham, Fayette, Ford, Franklin, Fulton, Gallatin, Greene, Grundy, Hamilton, Hancock, Hardin, Henderson, Henry, Iroquois, Jackson, Jasper, Jefferson, Jersey, Jo Daviess, Johnson, Kane, Kankakee, Kendall, Knox, La Salle, Lake, Lawrence, Lee, Livingston, Logan, Macon, Macoupin, Madison, Marion, Marshall, Mason, Massac, McDonough, McHenry, McLean, Menard, Mercer, Monroe, Montgomery, Morgan, Moultrie, Ogle, Peoria, Perry, Piatt, Pike, Pope, Pulaski, Putnam, Randolph, Richland, Rock Island, Saline, Sangamon, Schuyler, Scott, Shelby, St. Clair, Stark, Stephenson, Tazewell, Union, Vermilion, Wabash, Warren, Washington, Wayne, White, Whiteside, Will, Williamson, Winnebago, Woodford
Indiana	Adams, Allen, Bartholomew, Benton, Blackford, Boone, Brown, Carroll, Cass, Clark, Clay, Clinton, Crawford, Daviess, De Kalb, Dearborn, Decatur, Delaware, Dubois, Elkhart, Fayette, Floyd, Fountain, Franklin, Fulton, Gibson, Grant, Greene, Hamilton, Hancock, Harrison, Hendricks, Henry, Howard, Huntington, Jackson, Jasper, Jay, Jefferson, Jennings, Johnson, Knox, Kosciusko, La Porte, Lagrange, Lake, Lawrence, Madison, Marion, Marshall, Martin, Miami, Monroe, Montgomery, Morgan, Newton, Noble, Ohio, Orange, Owen, Parke, Perry, Pike, Porter, Posey, Pulaski, Putnam, Randolph, Ripley, Rush, Scott, Shelby, Spencer, St. Joseph, Starke, Steuben, Sullivan, Switzerland, Tippecanoe, Tipton, Union, Vanderburgh, Vermillion, Vigo, Wabash, Warren, Warrick, Washington, Wayne, Wells, White, Whitley
Iowa	Adair, Adams, Allamakee, Appanoose, Audubon, Benton, Black Hawk, Boone, Bremer, Buchanan, Buena Vista, Butler, Calhoun, Carroll, Cass, Cedar, Cerro Gordo, Cherokee, Chickasaw, Clarke, Clay, Clayton, Clinton, Crawford, Dallas, Davis, Decatur, Delaware, Des Moines, Dickinson, Dubuque, Emmet, Fayette, Floyd, Franklin, Fremont, Greene, Grundy, Guthrie, Hamilton, Hancock, Hardin, Harrison, Henry, Howard, Humboldt, Ida, Iowa, Jackson, Jasper, Jefferson, Johnson, Jones, Keokuk, Kossuth, Lee, Linn, Louisa, Lucas, Lyon, Madison, Mahaska, Marion, Marshall, Mills, Mitchell, Monona, Monroe, Montgomery, Muscatine, O'Brien, Osceola, Page, Palo Alto, Plymouth, Pocahontas, Polk, Pottawattamie, Poweshiek, Ringgold, Sac, Scott, Shelby, Sioux, Story, Tama, Taylor, Union, Van Buren, Wapello, Warren, Washington, Wayne, Webster, Winnebago, Winneshiek, Woodbury, Worth, Wright
Kansas	Allen, Anderson, Atchison, Barber, Barton, Bourbon, Brown, Butler, Chase, Chautauqua, Cherokee, Cheyenne, Clark, Clay, Cloud, Coffey, Comanche, Cowley, Crawford, Decatur, Dickinson, Doniphan, Douglas, Edwards, Elk, Ellis, Ellsworth, Finney, Ford, Franklin,

	Geary, Gove, Graham, Grant, Gray, Greeley, Greenwood, Hamilton, Harper, Harvey, Haskell, Hodgeman, Jackson, Jefferson, Jewell, Johnson, Kearny, Kingman, Kiowa, Labette, Lane, Leavenworth, Lincoln, Linn, Logan, Lyon, Marion, Marshall, McPherson, Meade, Miami, Mitchell, Montgomery, Morris, Morton, Nemaha, Neosho, Ness, Norton, Osage, Osborne, Ottawa, Pawnee, Phillips, Pottawatomie, Pratt, Rawlins, Reno, Republic, Rice, Riley, Rooks, Rush, Russell, Saline, Scott, Sedgwick, Seward, Shawnee, Sheridan, Sherman, Smith, Stafford, Stanton, Stevens, Sumner, Thomas, Trego, Wabaunsee, Wallace, Washington, Wichita, Wilson, Woodson, Wyandotte
Kentucky	Adair, Allen, Anderson, Ballard, Barren, Bath, Bell, Boone, Bourbon, Boyd, Boyle, Bracken, Breathitt, Breckenridge, Bullitt, Butler, Caldwell, Calloway, Campbell, Carlisle, Carroll, Carter, Casey, Christian, Clark, Clay, Clinton, Crittenden, Cumberland, Daviess, Edmonson, Elliott, Estill, Fayette, Fleming, Floyd, Franklin, Fulton, Gallatin, Garrard, Grant, Graves, Grayson, Green, Greenup, Hancock, Hardin, Harlan, Harrison, Hart, Henderson, Henry, Hickman, Hopkins, Jackson, Jefferson, Jessamine, Johnson, Kenton, Knott, Knox, Larue, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Lincoln, Livingston, Logan, Lyon, Madison, Magoffin, Marion, Marshall, Martin, Mason, McCracken, McCreary, McLean, Meade, Menifee, Mercer, Metcalfe, Monroe, Montgomery, Morgan, Muhlenberg, Nelson, Nicholas, Ohio, Oldham, Owen, Owsley, Pendleton, Perry, Pike, Powell, Pulaski, Robertson, Rockcastle, Rowan, Russell, Scott, Shelby, Simpson, Spencer, Taylor, Todd, Trigg, Trimble, Union, Warren, Washington, Wayne, Webster, Whitley, Wolfe, Woodford
Louisiana	Acadia, Allen, Ascension, Assumption, Avoyelles, Beauregard, Bienville, Bossier, Caddo, Calcasieu, Caldwell, Cameron, Catahoula, Claiborne, Concordia, De Soto, East Baton Rouge, East Carroll, East Feliciana, Evangeline, Franklin, Grant, Iberia, Iberville, Jackson, Jefferson Davis, Jefferson, La Salle, Lafayette, Lafourche, Lincoln, Livingston, Madison, Morehouse, Natchitoches, Orleans, Ouachita, Plaquemines, Pointe Coupee, Rapides, Red River, Richland, Sabine, St. Bernard, St. Charles, St. Helena, St. James, St. John the Baptist, St. Landry, St. Martin, St. Mary, St. Tammany, Tangipahoa, Tensas, Terrebonne, Union, Vermilion, Vernon, Washington, Webster, West Baton Rouge, West Carroll, West Feliciana, Winn
Maine	Androscoggin, Aroostook, Cumberland, Franklin, Hancock, Kennebec, Knox, Lincoln, Oxford, Penobscot, Piscataquis, Sagadahoc, Somerset, Waldo, Washington, York
Maryland	Allegany, Anne Arundel, Baltimore City, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Montgomery, Prince George's, Queen Anne's, Somerset, St. Mary's, Talbot, Washington, Wicomico, Worcester
Massachusetts	Barnstable, Berkshire, Bristol, Dukes, Essex, Franklin, Hampden, Hampshire, Middlesex, Nantucket, Norfolk, Plymouth, Suffolk, Worcester
Michigan	Alcona, Alger, Allegan, Alpena, Antrim, Arenac, Baraga, Barry, Bay, Benzie, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Chippewa, Clare, Clinton, Crawford, Delta, Dickinson, Eaton, Emmet, Genesee, Gladwin, Gogebic, Grand Traverse, Gratiot, Hillsdale, Houghton, Huron, Ingham, Ionia, Iosco, Iron, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Keweenaw, Lake, Lapeer, Leelanau, Lenawee, Livingston, Luce, Mackinac, Macomb, Manistee, Marquette, Mason, Mecosta, Menominee, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Ontonagon, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, Sanilac, Schoolcraft, Shiawassee, St. Clair, St. Joseph, Tuscola, Van Buren,

	Washtenaw, Wayne, Wexford
Minnesota	Aitkin, Anoka, Becker, Beltrami, Benton, Big Stone, Blue Earth, Brown, Carlton, Carver, Cass, Chippewa, Chisago, Clay, Clearwater, Cook, Cottonwood, Crow Wing, Dakota, Dodge, Douglas, Faribault, Fillmore, Freeborn, Goodhue, Grant, Hennepin, Houston, Hubbard, Isanti, Itasca, Jackson, Kanabec, Kandiyohi, Kittson, Koochiching, Lac qui Parle, Lake of the Woods, Lake, Le Sueur, Lincoln, Lyon, Mahnomen, Marshall, Martin, McLeod, Meeker, Mille Lacs, Morrison, Mower, Murray, Nicollet, Nobles, Norman, Olmsted, Otter Tail, Pennington, Pine, Pipestone, Polk, Pope, Ramsey, Red Lake, Redwood, Renville, Rice, Rock, Roseau, Scott, Sherburne, Sibley, St. Louis, Stearns, Steele, Stevens, Swift, Todd, Traverse, Wabasha, Wadena, Waseca, Washington, Watonwan, Wilkin, Winona, Wright, Yellow Medicine
Mississippi	Adams, Alcorn, Amite, Attala, Benton, Bolivar, Calhoun, Carroll, Chickasaw, Choctaw, Claiborne, Clarke, Clay, Coahoma, Copiah, Covington, DeSoto, Forrest, Franklin, George, Greene, Grenada, Hancock, Harrison, Hinds, Holmes, Humphreys, Issaquena, Itawamba, Jackson, Jasper, Jefferson, Jefferson Davis, Jones, Kemper, Lafayette, Lamar, Lauderdale, Lawrence, Leake, Lee, Leflore, Lincoln, Lowndes, Madison, Marion, Marshall, Monroe, Montgomery, Neshoba, Newton, Noxubee, Oktibbeha, Panola, Pearl River, Perry, Pike, Pontotoc, Prentiss, Quitman, Rankin, Scott, Sharkey, Simpson, Smith, Stone, Sunflower, Tallahatchie, Tate, Tippah, Tishomingo, Tunica, Union, Walthall, Warren, Washington, Wayne, Webster, Wilkinson, Winston, Yalobusha, Yazoo
Missouri	Adair, Andrew, Atchison, Audrain, Barry, Barton, Bates, Benton, Bollinger, Boone, Buchanan, Butler, Caldwell, Callaway, Camden, Cape Girardeau, Carroll, Carter, Cass, Cedar, Chariton, Christian, Clark, Clay, Clinton, Cole, Cooper, Crawford, Dade, Dallas, Daviess, Dent, DeKalb, Douglas, Dunklin, Franklin, Gasconade, Gentry, Greene, Grundy, Harrison, Henry, Hickory, Holt, Howard, Howell, Iron, Jackson, Jasper, Jefferson, Johnson, Knox, Laclede, Lafayette, Lawrence, Lewis, Lincoln, Linn, Livingston, Macon, Madison, Maries, Marion, McDonald, Mercer, Miller, Mississippi, Moniteau, Monroe, Montgomery, Morgan, New Madrid, Newton, Nodaway, Oregon, Osage, Ozark, Pemiscot, Perry, Pettis, Phelps, Pike, Platte, Polk, Pulaski, Putnam, Ralls, Randolph, Ray, Reynolds, Ripley, Saline, Schuyler, Scotland, Scott, Shannon, Shelby, St. Charles, St. Clair, St. Francois, St. Louis City, St. Louis, Ste. Genevieve, Stoddard, Stone, Sullivan, Taney, Texas, Vernon, Warren, Washington, Wayne, Webster, Worth, Wright
Montana	Beaverhead, Big Horn, Blaine, Broadwater, Carbon, Carter, Cascade, Chouteau, Custer, Daniels, Dawson, Deer Lodge, Fallon, Fergus, Flathead, Gallatin, Garfield, Glacier, Golden Valley, Granite, Hill, Jefferson, Judith Basin, Lake, Lewis and Clark, Liberty, Lincoln, Madison, McCone, Meagher, Mineral, Missoula, Musselshell, Park, Petroleum, Phillips, Pondera, Powder River, Powell, Prairie, Ravalli, Richland, Roosevelt, Rosebud, Sanders, Sheridan, Silver Bow, Stillwater, Sweet Grass, Teton, Toole, Treasure, Valley, Wheatland, Wibaux, Yellowstone
Nebraska	Adams, Antelope, Arthur, Banner, Blaine, Boone, Box Butte, Boyd, Brown, Buffalo, Burt, Butler, Cass, Cedar, Chase, Cherry, Cheyenne, Clay, Colfax, Cuming, Custer, Dakota, Dawes, Dawson, Deuel, Dixon, Dodge, Douglas, Dundy, Fillmore, Franklin, Frontier, Furnas, Gage, Garden, Garfield, Gosper, Grant, Greeley, Hall, Hamilton, Harlan, Hayes, Hitchcock, Holt, Hooker, Howard, Jefferson, Johnson, Kearney, Keith, Keya Paha, Kimball, Knox, Lancaster, Lincoln, Logan, Loup, Madison, McPherson, Merrick, Morrill, Nance, Nemaha, Nuckolls, Otoe, Pawnee, Perkins, Phelps, Pierce, Platte, Polk, Red Willow,

	Richardson, Rock, Saline, Sarpy, Saunders, Scotts Bluff, Seward, Sheridan, Sherman, Sioux, Stanton, Thayer, Thomas, Thurston, Valley, Washington, Wayne, Webster, Wheeler, York
Nevada	Churchill, Clark, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey, Washoe, White Pine
New Hampshire	Belknap, Carroll, Cheshire, Coos, Grafton, Hillsboro, Merrimack, Rockingham, Strafford, Sullivan
New Jersey	Atlantic, Bergen, Burlington, Camden, Cape May, Cumberland, Essex, Gloucester, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Salem, Somerset, Sussex, Union, Warren
New Mexico	Bernalillo, Catron, Chaves, Cibola, Colfax, Curry, DeBaca, Dona Ana, Eddy, Grant, Guadalupe, Harding, Hidalgo, Lea, Lincoln, Los Alamos, Luna, McKinley, Mora, Otero, Quay, Rio Arriba, Roosevelt, San Juan, San Miguel, Sandoval, Santa Fe, Sierra, Socorro, Taos, Torrance, Union, Valencia
New York	Albany, Allegany, Bronx, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Dutchess, Erie, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Kings, Lewis, Livingston, Madison, Monroe, Montgomery, Nassau, New York, Niagara, Oneida, Onondaga, Ontario, Orange, Orleans, Oswego, Otsego, Putnam, Queens, Rensselaer, Richmond, Rockland, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, Lawrence, Steuben, Suffolk, Sullivan, Tioga, Tompkins, Ulster, Warren, Washington, Wayne, Westchester, Wyoming, Yates
North Carolina	Alamance, Alexander, Alleghany, Anson, Ashe, Avery, Beaufort, Bertie, Bladen, Brunswick, Buncombe, Burke, Cabarrus, Caldwell, Camden, Carteret, Caswell, Catawba, Chatham, Cherokee, Chowan, Clay, Cleveland, Columbus, Craven, Cumberland, Currituck, Dare, Davidson, Davie, Duplin, Durham, Edgecombe, Forsyth, Franklin, Gaston, Gates, Graham, Granville, Greene, Guilford, Halifax, Harnett, Haywood, Henderson, Hertford, Hoke, Hyde, Iredell, Jackson, Johnston, Jones, Lee, Lenoir, Lincoln, Macon, Madison, Martin, McDowell, Mecklenburg, Mitchell, Montgomery, Moore, Nash, New Hanover, Northampton, Onslow, Orange, Pamlico, Pasquotank, Pender, Perquimans, Person, Pitt, Polk, Randolph, Richmond, Robeson, Rockingham, Rowan, Rutherford, Sampson, Scotland, Stanly, Stokes, Surry, Swain, Transylvania, Tyrrell, Union, Vance, Wake, Warren, Washington, Watauga, Wayne, Wilkes, Wilson, Yadkin, Yancey
North Dakota	Adams, Barnes, Benson, Billings, Bottineau, Bowman, Burke, Burleigh, Cass, Cavalier, Dickey, Divide, Dunn, Eddy, Emmons, Foster, Golden Valley, Grand Forks, Grant, Griggs, Hettinger, Kidder, LaMoure, Logan, McHenry, McIntosh, McKenzie, McLean, Mercer, Morton, Mountrail, Nelson, Oliver, Pembina, Pierce, Ramsey, Ransom, Renville, Richland, Rolette, Sargent, Sheridan, Sioux, Slope, Stark, Steele, Stutsman, Towner, Traill, Walsh, Ward, Wells, Williams
Ohio	Adams, Allen, Ashland, Ashtabula, Athens, Auglaize, Belmont, Brown, Butler, Carroll, Champaign, Clark, Clermont, Clinton, Columbiana, Coshocton, Crawford, Cuyahoga, Darke, Defiance, Delaware, Erie, Fairfield, Fayette, Franklin, Fulton, Gallia, Geauga, Greene, Guernsey, Hamilton, Hancock, Hardin, Harrison, Henry, Highland, Hocking, Holmes, Huron, Jackson, Jefferson, Knox, Lake, Lawrence, Licking, Logan, Lorain, Lucas, Madison, Mahoning, Marion, Medina, Meigs, Mercer, Miami, Monroe, Montgomery, Morgan, Morrow, Muskingum, Noble, Ottawa, Paulding, Perry, Pickaway, Pike, Portage, Preble, Putnam, Richland, Ross, Sandusky, Scioto, Seneca, Shelby, Stark, Summit,

	Trumbull, Tuscarawas, Union, Van Wert, Vinton, Warren, Washington, Wayne, Williams, Wood, Wyandot
Oklahoma	Adair, Alfalfa, Atoka, Beaver, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cherokee, Choctaw, Cimarron, Cleveland, Coal, Comanche, Cotton, Craig, Creek, Custer, Delaware, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Greer, Harmon, Harper, Haskell, Hughes, Jackson, Jefferson, Johnston, Kay, Kingfisher, Kiowa, Latimer, Le Flore, Lincoln, Logan, Love, Major, Marshall, Mayes, McClain, McCurtain, McIntosh, Murray, Muskogee, Noble, Nowata, Okfuskee, Oklahoma, Okmulgee, Osage, Ottawa, Pawnee, Payne, Pittsburg, Pontotoc, Pottawatomie, Pushmataha, Roger Mills, Rogers, Seminole, Sequoyah, Stephens, Texas, Tillman, Tulsa, Wagoner, Washington, Washita, Woods, Woodward
Oregon	Baker, Benton, Clackamas, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Malheur, Marion, Morrow, Multnomah, Polk, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, Washington, Wheeler, Yamhill
Pennsylvania	Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, Bradford, Bucks, Butler, Cambria, Cameron, Carbon, Centre, Chester, Clarion, Clearfield, Clinton, Columbia, Crawford, Cumberland, Dauphin, Delaware, Elk, Erie, Fayette, Forest, Franklin, Fulton, Greene, Huntingdon, Indiana, Jefferson, Juniata, Lackawanna, Lancaster, Lawrence, Lebanon, Lehigh, Luzerne, Lycoming, McKean, Mercer, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Potter, Schuylkill, Snyder, Somerset, Sullivan, Susquehanna, Tioga, Union, Venango, Warren, Washington, Wayne, Westmoreland, Wyoming, York
Rhode Island	Bristol, Kent, Newport, Providence, Washington
South Carolina	Abbeville, Aiken, Allendale, Anderson, Bamberg, Barnwell, Beaufort, Berkeley, Calhoun, Charleston, Cherokee, Chester, Chesterfield, Clarendon, Colleton, Darlington, Dillon, Dorchester, Edgefield, Fairfield, Florence, Georgetown, Greenville, Greenwood, Hampton, Horry, Jasper, Kershaw, Lancaster, Laurens, Lee, Lexington, Marion, Marlboro, McCormick, Newberry, Oconee, Orangeburg, Pickens, Richland, Saluda, Spartanburg, Sumter, Union, Williamsburg, York
South Dakota	Aurora, Beadle, Bennett, Bon Homme, Brookings, Brown, Brule, Buffalo, Butte, Campbell, Charles Mix, Clark, Clay, Codington, Corson, Custer, Davison, Day, Deuel, Dewey, Douglas, Edmunds, Fall River, Faulk, Grant, Gregory, Haakon, Hamlin, Hand, Hanson, Harding, Hughes, Hutchinson, Hyde, Jackson, Jerauld, Jones, Kingsbury, Lake, Lawrence, Lincoln, Lyman, Marshall, McCook, McPherson, Meade, Mellette, Miner, Minnehaha, Moody, Pennington, Perkins, Potter, Roberts, Sanborn, Shannon, Spink, Stanley, Sully, Todd, Tripp, Turner, Union, Walworth, Yankton, Ziebach
Tennessee	Anderson, Bedford, Benton, Bledsoe, Blount, Bradley, Campbell, Cannon, Carroll, Carter, Cheatham, Chester, Claiborne, Clay, Cocke, Coffee, Crockett, Cumberland, Davidson, Decatur, DeKalb, Dickson, Dyer, Fayette, Fentress, Franklin, Gibson, Giles, Grainger, Greene, Grundy, Hamblen, Hamilton, Hancock, Hardeman, Hardin, Hawkins, Haywood, Henderson, Henry, Hickman, Houston, Humphreys, Jackson, Jefferson, Johnson, Knox, Lake, Lauderdale, Lawrence, Lewis, Lincoln, Loudon, Macon, Madison, Marion, Marshall, Maury, McMinn, McNairy, Meigs, Monroe, Montgomery, Moore, Morgan, Obion, Overton, Perry, Pickett, Polk, Putnam, Rhea, Roane, Robertson, Rutherford, Scott, Sequatchie, Sevier, Shelby, Smith, Stewart, Sullivan, Sumner, Tipton, Trousdale, Unicoi, Union, Van Buren, Warren, Washington, Wayne, Weakley, White, Williamson, Wilson

Texas	Anderson, Andrews, Angelina, Aransas, Archer, Armstrong, Atascosa, Austin, Bailey, Bandera, Bastrop, Baylor, Bee, Bell, Bexar, Blanco, Borden, Bosque, Bowie, Brazoria, Brazos, Brewster, Briscoe, Brooks, Brown, Burleson, Burnet, Caldwell, Calhoun, Callahan, Cameron, Camp, Carson, Cass, Castro, Chambers, Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Colorado, Comal, Comanche, Concho, Cooke, Coryell, Cottle, Crane, Crockett, Crosby, Culberson, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, DeWitt, Dicken, Dimmit, Donley, Duval, Eastland, Ector, Edwards, El Paso, Ellis, Erath, Falls, Fannin, Fayette, Fisher, Floyd, Foard, Fort Bend, Franklin, Freestone, Frio, Gaines, Galveston, Garza, Gillespie, Glasscock, Goliad, Gonzales, Gray, Grayson, Gregg, Grimes, Guadalupe, Hale, Hall, Hamilton, Hansford, Hardeman, Hardin, Harris, Harrison, Hartley, Haskell, Hays, Hemphill, Henderson, Hidalgo, Hill, Hockley, Hood, Hopkins, Hoston, Howard, Hudspeth, Hunt, Hutchinson, Irion, Jack, Jackson, Jaspe, Jeff Davis, Jefferson, Jim Hogg, Jim Wells, Johnson, Jones, Karnes, Kaufman, Kendall, Kenedy, Kent, Kerr, Kimble, King, Kinney, Kleberg, Knox, La Salle, Lamar, Lamb, Lampasas, Lavaca, Lee, Leon, Liberty, Limestone, Lipscomb, Live Oak, Llano, Loving, Lubbock, Lynn, Madison, Marion, Martin, Mason, Matagorda, Maverick, McCulloch, McLennan, McMullen, Medina, Menard, Midland, Milam, Mills, Mitchell, Montague, Montgomery, Moore, Morris, Motley, Nacogdoches, Navarro, Newton, Nolan, Nueces, Ochiltree, Oldham, Orange, Palo Pinto, Panola, Parker, Parmer, Pecos, Polk, Potter, Presidio, Rains, Randall, Reagan, Real, Red River, Reeves, Refugio, Roberts, Robertson, Rockwall, Runnels, Rusk, Sabine, San Augustine, San Jacinto, San Patricio, San Saba, Schleicher, Scurry, Shackelford, Shelby, Sherman, Smith, Somervell, Starr, Stephens, Sterling, Stonewall, Sutton, Swisher, Tarrant, Taylor, Terrell, Terry, Throckmorton, Titus, Tom Green, Travis, Trinity, Tyler, Upshur, Upton, Uvalde, Val Verde, Van Zandt, Victoria, Walker, Waller, Ward, Washington, Webb, Wharton, Wheeler, Wichita, Wilbarger, Willacy Williamson, Wilson, Winkler, Wise, Wood, Yoakum, Young, Zapata, Zavala
Utah	Beaver, Box Elder, Cache, Carbon, Daggett, Davis, Duchesne, Emery, Garfield, Grand, Iron, Juab, Kane, Millard, Morgan, Piute, Rich, Salt Lake, San Juan, Sanpete, Sevier, Summit, Tooele, Uintah, Utah, Wasatch, Washington, Wayne, Weber
Vermont	Addison, Bennington, Caledonia, Chittenden, Essex, Franklin, Grand Isle, Lamoille, Orange, Orleans, Rutland, Washington, Windham, Windsor
Virginia	Accomack, Albemarle, Alleghany, Amelia, Amherst, Appomattox, Arlington, Augusta, Bath, Bedford, Bland, Botetourt, Brunswick, Buchanan, Buckingham, Campbell, Caroline, Carroll, Charles City, Charlotte, Chesterfield, Clarke, Craig, Culpeper, Cumberland, Dickenson, Dinwiddie, Essex, Fairfax, Fauquier, Floyd, Fluvanna, Franklin, Frederick, Giles, Gloucester, Goochland, Grayson, Greene, Greenville, Halifax, Hanover, Henrico, Henry, Highland, Isle of Wight, James City, King and Queen, King George, King William, Lancaster, Lee, Loudoun, Louisa, Lunenburg, Madison, Mathews, Mecklenburg, Middlesex, Montgomery, Nelson, New Kent, Northampton, Northumberland, Nottoway, Orange, Page, Patrick, Pittsylvania, Powhatan, Prince Edward, Prince George, Prince William, Pulaski, Rappahannock, Richmond, Roanoke, Rockbridge, Rockingham, Russell, Scott, Shenandoah, Smyth, Southampton, Spotsylvania, Stafford, Surry, Sussex, Tazewell, Warren, Washington, Westmoreland, Wise, Wythe, York
Washington	Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, Pierce, San Juan, Skagit,

	Skamania, Snohomish, Spokane, Stevens, Thurston, Wahkiakum, Walla Walla, Whatcom, Whitman, Yakima
West Virginia	Barbour, Berkeley, Boone, Braxton, Brooke, Cabell, Calhoun, Clay, Doddridge, Fayette, Gilmer, Grant, Greenbrier, Hampshire, Hancock, Hardy, Harrison, Jackson, Jefferson, Kanawha, Lewis, Lincoln, Logan, Marion, Marshall, Mason, McDowell, Mercer, Mineral, Mingo, Monongalia, Monroe, Morgan, Nicholas, Ohio, Pendleton, Pleasants, Pocahontas, Preston, Putnam, Raleigh, Randolph, Ritchie, Roane, Summers, Taylor, Tucker, Tyler, Upshur, Wayne, Webster, Wetzel, Wirt, Wood, Wyoming
Wisconsin	Adams, Ashland, Barron, Bayfield, Brown, Buffalo, Burnett, Calumet, Chippewa, Clark, Columbia, Crawford, Dane, Dodge, Door, Douglas, Dunn, Eau Claire, Florence, Fond du Lac, Forest, Grant, Green, Green Lake, Iowa, Iron, Jackson, Jefferson, Juneau, Kenosha, Kewaunee, La Crosse, Lafayette, Langlade, Lincoln, Manitowoc, Marathon, Marinette, Marquette, Menominee, Milwaukee, Monroe, Oconto, Oneida, Outagamie, Ozaukee, Pepin, Pierce, Polk, Portage, Price, Racine, Richland, Rock, Rusk, Sauk, Sawyer, Shawano, Sheboygan, St. Croix, Taylor, Trempealeau, Vernon, Vilas, Walworth, Washburn, Washington, Waukesha, Waupaca, Waushara, Winnebago, Wood
Wyoming	Albany, Big Horn, Campbell, Carbon, Converse, Crook, Fremont, Goshen, Hot Springs, Johnson, Laramie, Lincoln, Natrona, Niobrara, Park, Platte, Sheridan, Sublette, Sweetwater, Teton, Uinta, Washakie, Weston

LABOR DEFINITIONS

1000 ADMIN SUPPORT AND CLERICAL OCCUPATIONS

This category includes occupations concerned with preparing, transcribing, transferring, systematizing, and preserving both written and computerized communications and records; gathering and distributing information. The duties in this category also include: operating office machines; storing, distributing, accounting for stores of materials; distributing mail and delivering messages. Performing other administrative support and clerical duties may be required.

01010 ACCOUNTING CLERK (Occupational Base)

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

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

01011 ACCOUNTING CLERK I

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

01012 ACCOUNTING CLERK II

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

01013 ACCOUNTING CLERK III

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

01020 ADMINISTRATIVE ASSISTANT

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

01030 COLLECTION SPECIALIST

Responsibilities for this position include using judgment to determine the most appropriate and expedient way to resolve a portfolio of delinquent accounts in order to maximize collection. The Collection Specialist requests and analyzes credit reports for use in determining ways to resolve delinquent accounts, determines whether write-off tools are necessary, and recommends them to immediate supervisor when debts are uncollectible, (i.e., in case of bankruptcy). This position monitors payments made by debtors and minimizes the number of delinquent accounts.

01040 COURT REPORTER

This position records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in a court of law by manual or machine shorthand. The Court Reporter reads portions of transcript during trial at the judge's request, and asks speakers to clarify inaudible statements. The Court Reporter transcribes recorded material using a typewriter, or dictates material into a recording machine.

01050 DATA ENTRY OPERATOR (Occupational Base)

This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. Positions are classified into levels based on the following definitions:

01151 DATA ENTRY OPERATOR I

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

01152 DATA ENTRY OPERATOR II

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entices requiring a similar level of knowledge.

01060 DISPATCHER, MOTOR VEHICLE (Motor Vehicle Utilization Assistant)

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

01070 DOCUMENT PREPARATION CLERK (Document Preparer)

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document

Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

01090 DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction Worker)

This position 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. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

01110 GENERAL CLERK (Occupational Base)

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

01111 GENERAL CLERK I

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

01112 GENERAL CLERK II

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

01113 GENERAL CLERK III

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to

process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

01120 HOUSING REFERRAL ASSISTANT

This position provides housing information to an organization's employees moving to a new location. The Housing Referral Assistant will contact individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone. May correspond to obtain listings of rental or sale properties, future housing prospects, and to develop a working relationship with the housing referral service. Job tasks include: compiling housing lists of rental property and properties for purchase. Periodically the Housing Referral Assistant communicates with contacts to update listings, ensures that property owners comply with the nondiscrimination policy, and counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs.

Job tasks include: providing information regarding community services, searches files, makes telephone calls and referrals, providing information regarding locations, owners, agents, price ranges, loans and other related information. The Housing Referral Assistant maintains daily records of office activities (including number of applicants, number of applicants placed, and agents solicited or listed), schedules appointments for housing inspectors, prepares reports as required, and replies to complaints, investigations and letters of inquiry.

01141 MESSENGER COURIER

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

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

01190 ORDER CLERK (Occupational Base)

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

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

01191 ORDER CLERK I

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

01192 ORDER CLERK II

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

01260 PERSONNEL ASSISTANT (Occupational Base)

This position performs a variety of general personnel clerical tasks in such areas as employee records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal employment opportunity/affirmative action. The Personnel Assistant may conduct surveys and update manual and automated personnel records. At the higher levels, assistants perform limited aspects of personnel professionals' work such as interviewing candidates, recommending placements, performing compensation or benefit support activities involving contacts throughout the company, and preparing communications to various third party benefit vendors. Excluded are workers who primarily compute and process payrolls.

01261 PERSONNEL ASSISTANT I

This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.

01262 PERSONNEL ASSISTANT II

This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

01263 PERSONNEL ASSISTANT III

This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants

typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

01270 PRODUCTION CONTROL CLERK

This position 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. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk 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 a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk 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. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

01280 RECEPTIONIST

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

01290 RENTAL CLERK

This position performs clerical duties concerned with rental and management of public housing projects answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. The Rental Clerk receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. This Clerk receives security deposits and prepares tenant receipts, prepares bank deposits, maintains tenant files, and follows up on income re-certifications.

01300 SCHEDULER, MAINTENANCE

This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

01310 SECRETARY* (Occupational Base)

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

Classification by Level

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

Level of Secretary's Supervisor (LS)

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

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

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

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

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

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

Level of Secretary's Responsibility (LR)

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

LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

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

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

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

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

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

Excludes secretaries performing any of the following duties:

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

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

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

CRITERIA FOR MATCHING SECRETARIES BY LEVEL

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

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

NOTE: Employees whose duties meet this level of responsibility and supervision may be properly classified under the Administrative Assistant category or the class may need to be confirmed.

01320 SERVICE ORDER DISPATCHER

This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and

distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to insure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.

01410 SUPPLY TECHNICIAN

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:

(a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

01420 SURVEY WORKER (Interviewer)

This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone following specified sampling procedures, or approaches them at random on street. The Survey Worker asks questions relative to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in federal, state or local census surveys.

01530 TRAVEL CLERK (Occupational Base)

This position plans itinerary and schedules travel accommodations for military and civilian personnel with dependents according to travel orders using knowledge of routes, types of carriers, and travel regulations. This Clerk verifies travel orders to insure costs, availability, and convenience of different types of carriers to select most advantageous route and carrier; notifies personnel of travel dates, baggage, limits and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel.

01531 TRAVEL CLERK I

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

01532 TRAVEL CLERK II

Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides. Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line, or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations.

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

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

01533 TRAVEL CLERK III

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

A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.

The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.

01610 WORD PROCESSOR (Occupational Base)

This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail.

Excluded are:

a. Typists using automatic or manual typewriters with limited or no text-editing capabilities; workers in these positions are not typically required to use word processing software packages;

- b. Key Entry Operators, Accounting Clerks, Sales Clerks, and other clerks who may use automated word processing equipment for purposes other than typing composition;
- c. Positions requiring subject-matter knowledge to prepare and edit text using automated word processing equipment.

01611 WORD PROCESSOR I

This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

01612 WORD PROCESSOR II

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.
- b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

01613 WORD PROCESSOR III

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

05000 AUTOMOTIVE SERVICE OCCUPATIONS

This category includes occupations concerned with servicing automobiles, trucks, and other motor vehicles. It includes such activities as automobile painting and washing, body and fender repair, engine repairing, radiator repairing, and tire re-treading and repairing; operating parking lots and garages, and selling gasoline and oil at service stations.

05005 AUTOMOBILE BODY REPAIRER, FIBERGLASS

This position repairs damaged fiberglass automobile bodies using pneumatic tools and knowledge of fiberglass repair techniques, cuts away damaged fiberglass, using air grinder, smooths edges of painted surface using sandpaper or air-powered sander, masks surrounding undamaged surface, using masking tape, cuts plastic

separating film using shears, and tapes film to outside repair area. The Automobile Body Repairer mixes polyester resin and hardener according to specifications and applies mixture to repair area, soaks matting in resin mixture and layers matting over repair area to specified thickness, peels separating film from repair area and washes surface with water, occasionally secures new panel to repair area using C-clamp. The Repairer applies and spreads body filler manually to reestablish surface. The Repairer also manually files away excess filler to match original contour, smoothes filler, using air sander, and cleans repair area with air gun.

05010 AUTOMOTIVE, ELECTRICIAN

This position tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature such as automatic alternator synchronizing equipment, amplifying control units, voltage regulating equipment, generators, switching and control panels, and junction boxes, in motor vehicles such as automobiles, buses and trucks.

05040 AUTOMOTIVE GLASS INSTALLER (Auto Glass Worker)

This position replaces broken or pitted windshields and window glass in motor vehicles, removes broken glass by unscrewing frame, using hand tools. The Automotive Glass Installer cuts flat safety glass according to specified pattern, using glasscutter; smoothes cut edge of glass by holding against abrasive belt; applies moisture proofing compound along cut edges and installs glass in vehicle; weatherproofs window or windshield and prevents it from rattling by installing rubber channeling strips around sides of glass; installs precut replacement glass to replace curved windows; and may replace or adjust parts in window-raising mechanism.

05070 AUTOMOTIVE WORKER

The Automotive Worker performs a variety of minor repairs and services to maintain motor vehicles. The Automated Worker places and maintains decals on vehicles, checks and replaces batteries, rotates, repairs, and replaces tires, washes, polishes, and cleans interiors and exteriors of vehicles, drains, flushes, and replaces engine, transmission, and differential grease and oils, checks, cleans, calibrates, and replaces spark plugs, cleans and replaces oil and air filters. The Automotive Worker adjusts brakes, replaces windshield wipers, and similar minor parts, assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items, maintains tools and equipment, and cleans work areas.

05110 MOBILE EQUIPMENT SERVICER

Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.

05130 MOTOR EQUIPMENT METAL MECHANIC (Motor Vehicle Body Repairer)

The Motor Equipment Metal Mechanic (Motor Vehicle Body Repairer) repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools, removes upholstery, accessories, electrical and hydraulic window, seat-operating equipment, and trim to gain access to vehicle body and fender, positions block against surface of dented area and beats opposite surface to remove dents using hammer, and fills depressions with solder or other plastic material. This worker removes damaged fenders, panels, and grills, using wrenches and cutting torch, and

bolts or welds replacement, straightens bent frames, using hydraulic jack and pulling device, files, grinds, and sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander, aims headlights, aligns wheels, bleeds hydraulic brake system, and may paint surface after performing body repairs.

05160 MOTOR EQUIPMENT METAL WORKER

The Motor Equipment Metal Worker assists the Motor Equipment Metal Mechanic by performing routine metal repairs to vehicle bodies and main frames, and other routine duties.

05190 MOTOR VEHICLE MECHANIC

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

05220 MOTOR VEHICLE MECHANIC HELPER

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

05250 MOTOR VEHICLE UPHOLSTERY WORKER

The Motor Vehicle Upholstery Worker repairs and replaces upholstery, including fabrics, springs, webbing, filling, and padding, in automobiles, trucks, buses, and other motor vehicles.

05280 MOTOR VEHICLE WRECKER (Tow Truck Operator; Wrecker Operator)

The Motor Vehicle Wrecker (Tow Truck Operator; Wrecker Operator) operates gasoline, diesel, or electric-powered vehicle equipped with special equipment used to tow vehicles or equipment.

05310 PAINTER, AUTOMOTIVE

The Painter, Automotive Worker coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from vehicle, using liquid paint remover and scraper, smoothes surface with sandpaper and steel wool. The Painter, Automotive Worker roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface, masks and covers portions of surfaces not to be painted, paints vehicle or specified portion of vehicle and may paint insignia, letters or numerals on vehicle surface using stencils.

05340 RADIATOR REPAIR SPECIALIST (Automobile Radiator Mechanic)

The Radiator Repair Specialist (Automobile Radiator Mechanic) repairs, modifies, and tests automotive radiators, air coolers, and oil temperature regulators made of various kinds of metals, locates and repairs leaks, removes defective parts, and installs new parts.

05370 TIRE REPAIRER

The Tire Repairer repairs damaged tires of automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using hydraulic jack, and unbolts wheel, using lug wrench, removes wheel from vehicle by hand or, when repairing giant tires of heavy equipment, by use of power hoist, locates puncture in tubeless tire by visual inspection or by immersing inflated tire in water bath and observing air bubbles emerging from puncture, and seals puncture in tubeless tire by inserting adhesive material and expanding rubber plug into puncture, using hand tools.

Job task for the Tire Repairer also includes separating tubed tire from wheel, using rubber mallet and metal bar or mechanical tire changer, removing inner tube from tire and inspects tire casing for defects, such as holes and tears, gluing boot (tire patch) over rupture in tire casing using rubber cement, inflating inner tube and immerses it in water to locate leak, buffing defective area of inner tube, using scraper, and patches tubes with adhesive rubber patch or seals rubber patch to tube, using hot vulcanizing plate. The Tire Repairer reassembles tire onto wheel, and places wheel on balancing machine to determine counterweights required to balance wheel, hammers required counterweights onto rim of wheel.

05400 TRANSMISSION REPAIR SPECIALIST (Transmission Mechanic)

The Transmission Repair Specialist (Transmission Mechanic) repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using jacks or hoists, and removes transmission, using mechanic's hand tools, disassembles transmission and replaces broken or worn parts, such as bands, gears, seals, and valves, adjusts pumps, bands, and gears as required, using wrenches, installs repaired transmission and fills it with specified fluid, adjusts operating linkage and tests operation on road. The Specialist may adjust a carburetor, verify idle speed of motor, using equipment, such as tachometer, and make required adjustments.

06000 AUTOMATIVE SERVICE (RETAIL) OCCUPATONS

This category applies exclusively to Air Force, Army or Navy Exchange auto concession service contracts for maintenance and repair of passenger car, light truck, and other motor vehicles owned by military service members and other qualified individuals.

Occupations include such activities as diagnostic services and engine tune-ups; cleaning and detailing vehicles; changing oil and other fluids; repairing or replacing tires and aligning wheels; installing exhaust systems (mufflers, tailpipes, etc); repairing brake, air conditioning, and suspension and steering systems; replacing alternators, starters and water pumps, and other defective bolt-on parts; and may include selling gasoline and oil.

Exclusions include major transmission or engine repairs or overhauls, major body work or painting, work performed for motor pool services.

06500 RETAIL AUTOMOTIVE DETAILER

The Retail Automotive Detailer cleans interior and exterior of passenger cars and light trucks using vacuum cleaner, shampooer and cloth, cleans windows with water glass cleaner using clothes or paper towels, cleans dash, doors and trim and applies vinyl dressing, washes outside of vehicle with car-wash soap and soft cloth polishes painted surfaces using handheld buffer and wax, may install auto accessories such as mudflats, bug deflector, and vent visors using hand tools.

06510 RETAIL AUTOMOTIVE HELPER

The Retail Automotive Helper performs minor automotive services on cars and light trucks for retail customers, including washing, vacuuming, and cleaning vehicles. This worker assists higher-grade automotive technicians with oil changes or tire repair services, stocks and retrieves automotive parts and supplies, maintains tool and equipment cleans work areas, and performs other related duties. Work is unskilled in nature.

06520 RETAIL AUTOMOTIVE TECHNICIAN

The Retail Automotive Technician performs a variety of basic repair services to cars and light trucks for retail customers. Typical duties include: making repairs that can be accomplished by cleaning, reinstalling or replacing defective bolt-on parts, or components; i.e. batteries, windshield wipers, lights, fouled spark plugs, wheel cylinders, or worn brake shoes, removing and replacing with standard parts. This Technician performs wheel alignments or installs exhaust systems (mufflers, tailpipes, etc.), repairs brake systems, air conditioning systems, suspension and steering systems; replaces alternators, starters and water pumps, and may perform state safety inspections. This position does not perform major transmission or engine repairs or overhauls. The Technician reports additional findings to foreman/service writer, advises customers on findings, places and maintains decals on vehicles, maintains tools and equipment, cleans work areas, and performs other related duties.

06530 RETAIL LUBRICATION TECHNICIAN

The Retail Lubrication Technician performs minor automotive services on cars and light trucks for retail customers, drains and replaced lubricants in crankcases, transmissions and differentials, lubricates steering and drive train linkages and door and hood hinges, replaces oil and air filters, checks fluid levels in engine, transmission and differential, radiator, brake and steering systems, checks tire pressure and refills to required capacity, drains and replaces engine coolants. This Technician installs batteries, rotates tires, uses hand or compressed air grease equipment oil sprays or cans, and hand tools, places and maintains decals on vehicles, reports additional findings to foreman/service writer, advises customers on the findings, may inform customers of automotive services available, maintain tools and equipment, cleans work areas, and performs other related duties.

06540 RETAIL TIRE SERVICE WORKER

The Retail Tire Service Worker removes, repairs, and replaces tires on cars and light trucks, jacks and blocks equipment, removes wheels from vehicle and removes tire from rim, using the tire change machine and following the established procedures to install replacement tire or repair punctured tire. This Worker mounts wheel and tire assembly on balancing machine, calibrates to corrected balance, removes tire and wheel, may rotate tires to different positions, uses tire and wheel mounting and balancing equipment, tire repair materials and chemicals and hand tools, reports additional findings to foreman/service writer, places and maintains decals on vehicles. This Worker performs other related duties, such as clean work areas and surroundings, maintain and obtain tools, parts, supplies, etc.

06550 SENIOR RETAIL AUTOMOTIVE TECHNICIAN

The Senior Retail Automotive Technician performs the basic repair services (including diagnostic services and engine tune-ups to cars and light trucks) for retail customers, diagnoses the source of trouble and advises the retail customer of the nature of the problem in non-technical terms.

07000 FOOD PREPARATION AND SERVICE OCCUPATIONS

This category includes occupations concerned with preparing and serving food in such establishments as hotels, clubs, restaurants, cafeterias, and mess halls on military installations.

07010 BAKER

The Baker applies full knowledge of baking trade and is responsible for producing standard baked goods such as bread, rolls, cakes, cookies, biscuits, muffins, and various types of puddings, and ice cream or sherbets.

07040 COOK (Occupational Base)

The Cook prepares food, using various cooking methods, i.e., boiling, roasting, baking, broiling, to make suitable for eating.

07041 COOK I

The Cook I independently performs moderately difficult tasks in preparing small quantities of quickly prepared food such as steaks, chops, cutlets, hamburgers, eggs, salads and other similar items. Excludes workers who exercise general supervision over kitchen activities.

07042 COOK II

The Cook II prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, seasons and cooks all cuts of various meats, fish and poultry, boils, steams or fries vegetables, makes gravies, soups, sauces, roasts, meat pies, fricassees, casseroles, and stews. Excludes food service supervisors and head cooks who exercise general supervision over kitchen activities.

07070 DISHWASHER

The Dishwasher manually or mechanically washes and rinses dishes, glasses and silverware; maintains proper temperature for sterilization and adds soap as needed, and performs other duties as assigned.

07080 FAST FOOD SHIFT LEADER (Crew Chief, Team Leader)

The Fast Food Shift Leader (Crew Chief, Team Leader) refers to a non-supervisory full or part-time worker who performs the duties of a fast food worker. In addition, from time to time, after training, performs other duties requiring a limited amount of discretion such as assisting management in directing other Fast Food Workers, controlling amount and timing of food production, and opening and closing restaurant.

07090 FAST FOOD WORKER (Crew person, Team member, Associate)

The Fast Food Worker (Crew Person, Team Member, Associate) refers to a non-supervisory full-or part-time worker in a fast food restaurant who performs one or more repetitious and standardized tasks at an assigned station. Duties include one or more of the following: preparing simple food items such as French fries, fish or chicken portions, hamburgers, and beverages in a highly standardized manner, often controlled by automatic or simple timing devices; taking customers' orders; filling orders, and collecting payment. This Worker may rotate among stations, and clean equipment or premises.

07130 FOOD SERVICE WORKER (Cafeteria Worker)

The Food Service Worker (Cafeteria Worker) serves as a cafeteria and/or delicatessen/bakery worker helping in the preparation, presentation and serving of specialty meats, delicacies, preserved foods, cheeses, salads, breads and sweets to patrons. The incumbent assists in weighing, pricing and wrapping selected foods on plates, trays and in bags, prepares food displays in counter cases and other display units, greets customers as they arrive at service counter, takes special orders, and answers basic customer questions about specialty foods.

Using prepared ingredients and following routine, repetitive steps, this Worker makes hot and/or cold sandwiches, fruit and vegetable trays, salads and rotisserie chicken, may slice and/or mix simple ingredients, as needed, cleans counters and trays, washes dishes and maintains cleanliness of preparation, work and display areas, inspects and cleans equipment. This Worker may assist in any or all of the following: measuring and mixing ingredients as directed, assists in preparing, cooking and decorating breads, rolls, pastries, cakes and other bakery items, receives, unloads trucks, and stores stock, takes special orders or unusual food requests from customers, takes payment and makes change for customers.

07210 MEAT CUTTER

Utilizing standardized meat cutting methods, the Meat Cutter breaks down meat carcasses and wholesale cuts; bones and cuts meat into roasts, steaks, chops, etc, cleans and cuts fish into fillets and steaks, draws dresses and cuts poultry. Must know methods for handling and storing meats (including fish and fowl).

07260 WAITER/WAITRESS

The Waiter/Waitress serves food and beverages to patrons at counters and tables in coffee shops, lunchrooms, and other dining establishments. This worker presents menus to customers, answers questions, and makes suggestions regarding food and service. Duties include: memorizing or writing order on check, relaying order to kitchen and serving course from kitchen and service bars. The Waiter/Waitress observes guests to fulfill any additional requests and to perceive when meal has been completed, totals bill and accepts payment or refers patron to Cashier. The Waiter/Waitress may ladle soup, toss salads, portion pies and desserts, brew coffee, perform other services as determined by establishment's size and practices, and may clear and reset counters or tables at conclusion of each course or meal.

08000 FORESTRY AND LOGGING OCCUPATIONS

This category includes occupations concerned with the following: propagating, protecting, and managing forest tracts, felling trees and cutting them into logs, using hand tools or operating heavy powered equipment to perform such activities as preparing sites for planting, tending crop trees and reducing competing vegetation, moving logs and piling brush, yarding, trucking logs from the forest, planting seedlings and trees, growing crop trees in nurseries, gathering forest products, and preventing, controlling, and extinguishing fires.

08010 BRUSH/PRECOMMERCIAL THINNER

The Brush / Pre-commercial Thinner uses a chainsaw, brush blade, or other hand-held equipment, including chemical applicators (where authorized by law) such as hypo hatchet and spot gun, to remove excess trees and other vegetation. This Worker determines which immature trees to leave for accelerated growth, depending on spacing, species, size, freedom from disease or other defect, and possible damage to remaining trees, cuts brush and other vegetation, may chip debris and move slash (wood debris) away from roads, fire trails and remaining trees. Excludes workers cutting mature trees.

08040 CHOKER SETTER

The Choker Setter fastens choker (noose of wire rope, cable, or chain) to log end, attaches choker to skidder or cable to be pulled to landing or loading area.

08070 FALLER/BUCKER

The Faller/Bucker uses a chainsaw to cut down (fell) mature trees and saw felled trees into log lengths (buck) and determines optimum cuts to maximize yield and minimize waste.

08100 FIRE LOOKOUT

The Fire Lookout locates and reports forest fires and weather conditions from remote fire-lookout station, maintains on the ground surveillance to detect evidence of fires and observe weather condition, locates fires on area maps, estimates size and characteristics of each fire, and report's findings to base camp by radio or telephone. The Fire Lookout may monitor and report daily meteorological data, such as temperature, relative humidity, and wind direction and velocity.

08130 FORESTRY EQUIPMENT OPERATOR (Includes Tractor Operator, Planting; Tractor Operator, Site Preparation; and Tractor Operator, Thinning)

Equipment is used in planting and thinning trees, spreading or spraying chemicals, preparing sites for planting, or performing other forestry services. The incumbent operates a rubber-tired or crawler-type tractor or other heavy motorized equipment such as a grader, front-end loader, or backhoe. May also lubricate fuel equipment, adjust equipment, and make emergency repairs to equipment.

08160 FORESTRY/LOGGING HEAVY EQUIPMENT OPERATOR (Loader Operator, Skidder Operator)

Equipment is used to maintain unpaved roads, clean culverts and ditches, move logs, clear land, provide roadside vegetation control, and prevent or fight fires. The Forestry/Logging Heavy Equipment Operator (Loader Operator, Skidder Operator) operates heavy equipment such as bulldozer, grader, power shovel, backhoe, feller/buncher, skidder, yarder, high tower, tree peeler, or grapple loader, may lubricate, fuel, adjust, and make emergency repairs to equipment.

08190 FORESTRY TECHNICIAN

The Forestry Technician requires the use of technical knowledge acquired through formal training or equivalent experience to examine forest area and report's findings. Duties include one or more of the following: inspecting reforestation work such as planting, thinning, or site preparation to determine compliance with contract; examines and measures stands of trees to collect and record data on ground vegetation, soil condition, and size, growth, and condition of trees; taking measurements and making calculations to estimate timber yield from sample plots (cruising). At tree progeny sites, the Forestry Technician performs layout, staking, and mapping, identifies planting spots and seedlings by pinning and tagging and records position numbers and growth data identifies superior specimens of trees for cone and scion (sprouts or shoots for grafting) collection. Excludes workers required to have a degree in forestry.

08200 FORESTRY TRUCKDRIVER

The Forestry Truckdriver drives a truck to transport logs, dirt, gravel, trash, brush, equipment, supplies, or personnel. May direct the work of laborers loading or unloading truck, load or unload truck without helpers,

perform routine maintenance, or make minor mechanical repairs. Excludes owner-operators, over-the-road drivers, and general freight haulers.

Classifications are made according to type and rated capacity of truck (see Truck Driver).

08250 GENERAL FORESTRY LABORER

The General Forestry Laborer performs a variety of tasks to grow nursery stock, reforest and protect timber tracts. Duties include one or more of the following: sowing seed; lifting seedlings from nursery beds, placing shading materials beside seedlings, netting or tubing (placing small plastic tubes over seedlings); mulching (placing mulching materials around seedlings), post-planting hand scalping (removing excessive vegetation around seedlings); applying repellent or fertilizer to seedlings; gopher baiting, and collecting fallen cones or scion (sprouts or shoots for grafting).

Excludes workers climbing trees to pick cones (see Tree Climber).

08280 NURSERY SPECIALIST

The Nursery Specialist works in nursing and greenhouse operations, providing technical direction to the nursery worker on the jobs to be done, determines the plant's needs and provides the necessary instructions to the nursery worker to accomplish the work; checks plants for disease and damage and determines the necessary treatment, determines when pruning, culling and other operations should be done in the nursery, reads the climate control gauges, and makes the necessary adjustments to the equipment to provide the necessary climate.

08310 SLASH PILER/BURNER

The Slash Piler/Burner performs one or more of the following: transports and piles slash (woody debris) by hand, ignites slash using a drip torch; sets up and uses pumps and hoses to wet down areas or extinguish spot fires; uses hand tools to construct fire lines; patrols fire lines and patrols burned area to be certain all fire has been extinguished. The Slash Piler/Burner may use a power saw to cut slash into smaller pieces.

Excludes workers piling slash by machine and workers whose primary duty is to fight forest fires.

08340 TREE CLIMBER

The Tree Climber performs tree climbing and topping, cone and scion collection and other duties where tree climbing is necessary.

08370 TREE PLANTER

The Tree Planter plants bare-root or containerized trees using a shovel, hoe dad, dibble bar, hoe, or powered auger, transports trees in a tree bag, selects optimum planting location to meet spacing, soil, and shade requirements. The Tree Planter may perform only part of the planting function such as baring soil, operating auger, or tamping soil around plant. Workers such as Christmas tree planters, who are not required to select optimum planting locations, are excluded.

08400 TREE PLANTER, MECHANICAL

The Tree Planter, Mechanical rides a mechanical planter pulled by a rubber-tired or crawler tractor while inserting seedlings in a trench dug by the planter, or placing the seedlings on a conveyor for planting by the machine.

09000 FURNITURE MAINTENANCE AND REPAIR OCCUPATIONS

This category includes occupations concerned with maintaining and repairing furniture made of metal, wood and other materials such as reed and rattan for use in hospitals, laboratories, offices, stores and other establishments.

09010 ELECTROSTATIC SPRAY PAINTER

The Electrostatic Spray Painter sprays negatively charged paint particles on positively charged work pieces, using cone, disk, or nozzle-type electrostatic painting equipment, moves switches and dials to start flow of current and to activate paint spraying equipment, turns valves and observes gauges to set pressure and to control flow of paint, adjusts thermostat to maintain specified temperature in paint tanks, inspects painted units for runs, sags, and unpainted areas, readjusts pressure valves to control direction and pattern of spray and to correct flaws in coating, and cleans paint from ceiling and walls of booth, conveyor hooks or grid, and from disks, cones, spray heads, and hoses using solvent and brush. This Worker may hand-spray parts to cover unpainted areas or apply rust preventative, mix paint according to specifications, using viscometer to regulate consistency according to changes in atmospheric conditions, may supervise or train furniture handlers for limited operation of the electrostatic spray painting equipment. In general, the work of an electrostatic spray painter requires rounded training and experience usually acquired through considerable on-the-job training and experience.

09040 FURNITURE HANDLER

The Furniture Handler assists one or more electrostatic spray painters in repainting furniture by performing specific or general duties of lesser skill, moves materials or furniture to work areas, using hand truck or dolly, cleans surfaces of articles to be painted. The Furniture Handler is confined to supplying, lifting, holding materials and tools, and cleaning working areas.

09080 FURNITURE REFINISHER

The Furniture Refinisher refinishes damaged, worn, or used furniture or new high-grade furniture to specified color for finish, utilizing knowledge of wood properties, finishes, and furniture styling, removes old finish from surfaces by abrading with steel wool or sandpaper or by brushing solvent on surfaces to soften finish and scraping with knife and steel wool, removes excess solvent by rubbing surface with cloth immersed in paint thinner or salt soda, applies plastic putty, wood putty, or lacquer-stick to surfaces, using spatula or knife, to fill nicks, depressions, holes and cracks. The Furniture Refinisher smooths surface for finishing, using sandpaper or power sander, selects and mixes finish ingredients to obtain specified color shade or to match existing finish, brushes or sprays successive coats of stain, varnish, shellac, lacquer, or paint on work piece. This refinisher grains wood or paints wood trim, using graining roller, comb, sponge, or brush, polishes and waxes finished surfaces. In general, this worker requires extensive knowledge of surface peculiarities and types of finishes required for different applications usually acquired through considerable on-the-job training and experience.

09090 FURNITURE REFINISHER HELPER

The Furniture Refinisher Helper assists in refinishing furniture by performing one or a combination of the following tasks: supplying furniture refinishers with materials and tools, holding materials and tools as requested, cleaning work areas, machines and equipment, immersing small articles in vat filled with solvent preparatory to rubbing, and blowing excess solvent from surface with air hose or wipes surface with dry cloth.

Job tasks continue to include scraping articles, using knife, scraper, or wood chisel to remove burs, splinters, and excess glue, and marking defects such as knotholes, cracks, and splits to facilitate repair of articles.

This Refinisher Helper cuts plastic laminated covering materials and plywood to specified size and shape using hand tools and power tools; cements pre-cut laminated materials to plywood to form furniture parts such as cabinet tops, countertops, desktops and tabletops, using clamps or vise; wipes acetone on edges of parts with rags and solvent to remove excess adhesive; examines edges of laminated parts to detect ridges, and removes excess materials with file or electric hand trimmers, and attaches metal molding trim to edges, using glue and hand tools.

09110 FURNITURE REPAIRER, MINOR

The Furniture Repairer, Minor repairs surface defects of finished wood and metal furniture, using the following methods: (1) Repair defects in finish of wooden furniture; fill holes and cracks with shellac or wax, using heated blade to melt and spread wax and shellac; remove varnish and smooths cracks and scratches with sandpaper; apply stain to match furniture surface and varnish to protect surface, using brush or spray gun; smooth and shape repaired surface with sandpaper, pumice stone, steel wool, or chisel. This method will require this repairer to nail, screw, or glue broken or split parts together, rub glossy spots with pumice stone and oil, and polish dull spots with wax to match surrounding finish. The Furniture Repairer dabs moistened cloth to and presses heated blade against dents and scratches to draw indentations to surface, may chisel out defective sections and replace them with patch matching color and grain, (2) Repair damaged metal furniture; weld cracks using acetylene torch; file, scrape, or sand parts to remove dirt, paint, or rust, melt solder into holes and cracks; grind solder until smooth and flush with surrounding metal, using portable grinder; bend or hammer dented or twisted parts to original shape; tighten or replace loose screws, nuts and bolts; replace missing or broken parts, e.g., hinges, door and drawer handles, latches, and furniture arms and legs.

09130 UPHOLSTERER

The Upholsterer repairs and rebuilds upholstered furniture, using hand tools and knowledge of fabrics and upholstery methods, removes covering, webbing and padding from seat, arms, back and sides of work piece, using tack puller, chisel, and mallet, removes defective springs by cutting cords or wires that hold them in place, replaces webbing and springs or reties springs, measures and cuts new covering material, installs material on inside of arms, back, seat, and over outside back and arms of wooden frame. The Upholsterer tacks or sews ornamental trim, such as braid and buttons, to cover and frame, may operate sewing machine to seam cushions and join various sections of covering materials, may repair wooden frame of work piece, repair seats from various types of vehicles, repair a variety of items requiring special shaping, cushioning and covering including aircraft insulation and soundproofing panels, repair special devices and assemblies and other items such as carpets, inflatable shelters and tents made of canvas and other fabrics. In general, the work of an Upholsterer requires rounded training and experience usually acquired through considerable on-the-job training and experience.

11000 GENERAL SERVICES AND SUPPORT OCCUPATIONS

This category includes occupations concerned with moving and handling materials (e.g., loading, unloading, digging, hauling, hoisting, carrying, wrapping, mixing, pouring, spreading); washing and cleaning laboratory apparatus, cars and trucks; cleaning and maintaining living quarters, hospital rooms and wards, office buildings, grounds, and other areas; and doing other general maintenance work, by hand or using common hand tools and power equipment. These occupations may involve heavy or light physical work and various skill levels. Skills are generally learned through job experience and instruction from supervisors or, in some instances, short-term formal training programs.

11030 CLEANER, VEHICLES

The Cleaner, Vehicles cleans interiors and exteriors of transportation vehicles, such as automobiles, buses, railroad cars, and streetcars, cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whiskbroom, cleans windows with water, cleansing compounds, and cloth or chamois, replenishes sanitary supplies in vehicle compartments, removes dust, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment or by spraying or washing vehicles, using spraying equipment, brush or sponge. The Cleaner may polish exterior of vehicle, and may fumigate interior of vehicle, using fumigating gases or sprays.

11060 ELEVATOR OPERATOR

The Elevator Operator operates elevator to transport passengers or freight between floors of a building such as a department store, hotel, office building, apartment house, or manufacturing plant, pushes buttons or moves levers on signal or instructions from passengers or others to control movement of elevator, opens and closes safety gate and elevator door at each floor where stop is made, may supply information to passengers concerning location of offices, merchandise, and individuals, distribute mail to various floors, answer telephone, and prevent unauthorized persons from entering building; may load or unload freight or assist other employees to do so, transport freight from elevator to designated area, using hand truck, and may sweep or vacuum elevator.

11090 GARDENER

The Gardener plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. The Gardner plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, brooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.

11122 HOUSEKEEPING AIDE

The Housekeeping Aide performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. An employee uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. The Housekeeping Aide will dry and wet mop floors, scrub and buff floors with rotor and other machines, vacuum carpets to clean and control bacteria, transport trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, perform special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, move furniture and set up meeting rooms. This Aide collects soiled linen, assists in cleaning emergency spills that are observed or as requested, maintains assigned equipment for cleanliness and requests repairs when needed, reports need for repairs to hospital equipment, furniture, building and fixtures, assists in moving patients in case of fire, disaster or emergency evacuation, and assists security personnel in restraining disturbed patients in psychiatric wards.

11150 JANITOR

The Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

- a. Workers who specialize in window washing.
- b. Housekeeping staff who make beds and change linens as a primary responsibility.
- c. Workers required to disassemble and assemble equipment in order to clean machinery.
- d. Workers who receive additional compensation to maintain sterile facilities or equipment.

11210 LABORER, GROUNDS MAINTENANCE

The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.

11240 MAID OR HOUSEMAN

The Maid or Houseman cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks: dusting and cleaning Venetian blinds, furniture, and other surfaces, sorts, counts, folds, marks, or carries linens. The Maid or Houseman turns mattresses and makes beds, moves and arranges furniture and hangs drapes, cleans and polishes metalwork and porcelain bathroom fixtures, spot-cleans walls and windows, empties wastebaskets and removes trash, removes soiled linens for laundering, replenishes room supplies, and reports needed repairs to equipment, furniture, building and fixtures.

11260 PRUNER

The Pruner identifies and inspects trees for damage and/or diseases. Uses loppers to remove limbs from designated trees, applies spacing guidelines for selection of best trees, and cuts or severs all live or dead limbs of selected trees to a specified height.

11270 TRACTOR OPERATOR

The Tractor Operator drives gasoline or diesel powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.

11330 TRAIL MAINTENANCE WORKER

The Trail Maintenance Worker removes fallen and leaning dead trees, encroaching limbs and brush, minor repair of tread, tread drainage and tread drainage structures and trail location marking. The Trail Maintenance Worker removes downed limbs, loose rock and debris from trail ways.

11360 WINDOW CLEANER

The Window Cleaner cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee, crawls through windows from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses basin chair, swings stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.

12000 HEALTH OCCUPATIONS

This category includes occupations concerned with providing health and allied services to assist physicians and other medical practitioners by caring for patients, mixing pharmaceutical preparations, performing clerical duties and providing medical laboratory services in a variety of medical service establishments, such as hospitals, clinics, medical laboratories, blood banks, and community health organizations.

12010 AMBULANCE DRIVER

The Ambulance Driver drives an ambulance to transport sick, injured or convalescent persons, places patients on stretcher and loads stretcher into ambulance (usually with help of ambulance attendant), takes sick or injured persons to hospital or convalescents to destination, using knowledge and skill in driving to avoid sudden motions detrimental to patients, changes soiled linen on stretcher, administers first aid as needed; may shackle violent patients, and may report facts concerning accident or emergency to hospital personnel or law enforcement officials.

12011 BREATH ALCOHOL TECHNICIAN (BAT)

The Breath Alcohol Technician instructs and assists individuals in the alcohol testing process and operates the Evidential Breath Testing (EBT) devices. He or she must complete a course of instruction which includes: the principles of EBT methodology, operation, and calibration checks; the fundamentals of breath analysis for alcohol content; the agency testing procedures; and, interpretation and recording of EBT results. The BAT is trained to proficiently use approved EBT devices, and is familiar with the alcohol testing procedures. The BAT may independently perform external calibration checks by preparing the breath alcohol simulator or alcohol standard and may perform other maintenance and calibration functions. Specific Duties can include: Maintenance and safekeeping of the EBT, assuring there are sufficient testing supplies/materials available, explaining the breath testing process to subjects, operating an EBT and documenting test results.

12012 CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

The Certified Occupational Therapist Assistant assists in the administration of rehabilitative activities for patients with developmental, physical or emotional impairments. This person must pass a national certification examination, be familiar with standard concepts, practices and procedures within a particular field, rely on limited experience and judgment to plan and accomplish goals, perform a variety of tasks, and report to the occupational therapist.

12015 CERTIFIED PHYSICAL THERAPIST ASSISTANT

The Certified Physical Therapist Assistant administers procedures to patients to help reduce pain and improve mobility. This position usually requires an Associate's degree from an accredited program and two years of experience. The Incumbent must be familiar with standard concepts, practices and procedures within the physical therapy field. The Certified Physical Therapist Assistant performs a variety of tasks and utilizes limited experience and independent judgment to accomplish goals. A limited degree of creativity and latitude is required, and this person will report to the Physical Therapist.

12020 DENTAL ASSISTANT

The Dental Assistant provides assistance to the dentist by receiving and preparing patients for dental treatment, preparing materials and equipment for use by the dentist, assisting dentist at chair-side or bedside in the treatment of patients, taking dental radiographs and maintaining records related to appointments, examinations, treatment and supplies. This person may work in general dentistry or in a specialized field of dentistry such as prosthodontics or oral surgery.

12025 DENTAL HYGIENIST

Under the direct supervision of a dentist, the Dental Hygienist cleans calcareous deposits, accretions and stains from teeth and beneath margins of gums, using dental instruments. This employee feels lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer, feels and visually examines gums for signs of disease, may provide clinical services and health education to improve oral health and dental care of school children, and may conduct dental health clinics for community groups to augment services of dentist. Usually, this position requires an Associate's degree, dental hygienist license and two to four years of experience. Prospects must be familiar with standards, concepts, and procedures within the dental field, and be able to rely on limited experience and judgment to plan and accomplish goals, to perform variety of tasks. The Dental Hygienist reports to Dentist.

12030 EKG TECHNICIAN

The EKG Technician performs electrocardiographs according to established policies and procedures. Usually, this position requires graduation from an accredited EKG program, two years of community college and two years of clinical experience. Prospects must be familiar with standard concepts, practices and procedures within the electrocardiography particular field, rely on limited experience and judgment to plan and accomplish goals, and perform a variety of tasks. This position reports to physician or registered nurse.

12035 ELECTRONEURODIAGNOSTIC TECHNOLOGIST

The Electroneurodiagnostic Technologist assists in the analysis and diagnosis of disorders in the brain and nervous system such as brain tumors, sleep disorders, strokes, and epilepsy. Usually this requires two years of community college and two years of related experience. Prospects must be familiar with standards, concepts, and procedures within the Neurology field, rely on limited experience and judgment to plan and accomplish goals, and perform variety of tasks. This position reports to supervisor or manager.

12040 EMERGENCY MEDICAL TECHNICIAN (EMT)

The Emergency Medical Technician provides emergency medical treatment to sick or injured persons at site of emergency and while in transit to medical facility, working as a member of an emergency medical team, responds to instructions from emergency medical dispatcher, and drives specially equipped emergency vehicle to specified location., monitors communication equipment to maintain contact with dispatcher, determines nature and extent of illness or injury, or magnitude of catastrophe, and establishes procedures to be followed or need for additional assistance, basing decisions on statements of persons involved, examination of victim or victims, and knowledge of emergency medical practice, administers prescribed medical treatment at site of emergency or in vehicle in route to medical facility, performing such activities as applying splints, administering oxygen, maintaining an adequate airway, treating minor wounds or abrasions, or performing cardiopulmonary resuscitation (CPR). Job tasks requires that one; communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility, assists in removal of victims from vehicle and in their transfer to treatment center, assists center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency, maintains vehicles and medical communication equipment, and replenishes first-aid equipment and supplies.

The Emergency Medical Technician may assist in controlling crowds, protecting valuables, or performing other duties at scene of catastrophe, and assist professional medical personnel in emergency treatment administered at medical facility. The typical EMT is trained according to an U. S. Department of Transportation National Standard Curriculum (114 hours). The EMT may also acquire additional skills, such as use of the automatic or manual external defibrillator, and become certified as an EMT-Defibrillator (EMT-D). On average, 18 hours of training are needed to acquire defibrillation skills.

12070 LICENSED PRACTICAL NURSE (LPN) (Occupational Base)

The LPNs are licensed to provide practical or vocational nursing care to patients in hospitals, nursing homes, clinics, health units, homes, and community health organizations. They typically work under the supervision of a registered nurse or physician, and may supervise unlicensed nursing assistants.

12071 LICENSED PRACTICAL NURSE I

The Licensed Practical Nurse I provides standard nursing care requiring some latitude for independent judgment and initiative to perform recurring duties. Supervisor provides additional instructions for unusual or difficult tasks. Deviations from specific guidelines must be authorized by the supervisor.

12072 LICENSED PRACTICAL NURSE II

The Licensed Practical Nurse II provides nursing care requiring an understanding of diseases and illnesses sufficient to enhance communications with physicians, registered nurses, and patients, follows general instructions in addition to established policies, practices and procedures, uses judgment to vary sequence of procedures based on patient's condition and previous instructions. Supervisory approval for requested deviations is given routinely. Guidance is provided for unusual occurrences.

12073 LICENSED PRACTICAL NURSE III

This level applies to two different work situations. In situation 1), LPNs provide nursing care for patients in various stages of dependency, setting priorities and deadlines for patient care as necessary prior to notifying the supervisor. In situation 2), LPNs are assigned to a selected group of critically ill patients, e.g., in hospital intensive care or coronary care units. These assignments require LPNs to immediately recognize and respond

to serious situations, sometimes before notifying an RN. However, their overall independence and authority is more limited than that described in situation 1, and supervisory approval is required for proposed deviations from established guidelines.

12100 MEDICAL ASSISTANT

The Medical Assistant assists physicians in examination and treatment of patients, and performs clerical tasks related to administration of office. The Medical Assistant prepares treatment rooms for examination of patient. Interviews patient and checks pulse, temperature, blood pressure, weight and height, drapes patient with covering correctly positions instruments and equipment, hands instruments and materials to doctor as directed, collects and prepares specimens for shipment to medical laboratories, takes electrocardiograms, telephones prescriptions to pharmacy, and authorizes refills as directed. This person schedules appointments, arranges for hospital admission and laboratory services, receives money for bills, completes insurance forms, maintains financial records, and records and files patient charts and medical records. Medical Assistants may use computer to perform administrative duties.

12130 MEDICAL LABORATORY TECHNICIAN (Clinical Laboratory Assistant; Registered Medical Technician)

The Medical Laboratory Technician (Clinical Laboratory Assistant, Registered Medical Technician) performs a variety of routine tests and laboratory procedures in a medical laboratory for use in diagnosis and treatment of disease. This technician conducts urinalyses, clinical chemistry tests and blood counts, prepares tissue samples for study by medical technologist or pathologist, prepares chemical reagent stains and solutions tends automatic equipment to prepare specimens and perform analytic tests, makes preliminary identification of bacterial cultures subject to confirmation of supervisor, maintains laboratory stock of chemicals and glassware, and may collect specimens from patients.

12160 MEDICAL RECORD CLERK

The Medical Record Clerk compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys, prepares folders and maintains records of newly admitted patients. reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure, reviews inpatient and emergency room records to insure presence of required reports and physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration, checks list of discharged patients to insure receipt of all current records, compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. This technician will also record diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms maintain death log, type and process birth certificates, assist other workers with coding of records, make copies of medical records, using duplicating equipment, and may schedule and post results of laboratory tests to records.

12190 MEDICAL RECORD TECHNICIAN (Medical Record Administrator)

The Medical Record Technician (Medical Record Administrator) maintains medical records of hospital and clinic patients, reviews medical records for completeness and accuracy, codes diseases, operations, diagnoses and treatments, compiles medical care and census data for statistical reports, and maintains indexes on patient, disease, operation, and other categories. The Medical Record Technician directs routine operation of medical record department, files, or directs Medical Record Clerk to file, patient records, maintains flow of medical records and reports to departments, and may assist medical staff in special studies or research.

12195 MEDICAL TRANSCRIPTIONIST

The Medical Transcriptionist transcribes medical dictation by physicians and other medical practitioners pertaining to patients' assessments, diagnostics, therapy and other medical reports. This position usually requires a high school diploma or equivalent and coursework in medical terminology and two years of related work experience. Prospects must be familiar with standard concepts, practices and procedures within a medical field, be able to perform a variety of tasks and utilize limited experience and independent judgment to accomplish goals.

12210 NUCLEAR MEDICINE TECHNOLOGIST

The Nuclear Medicine Technologist administers and monitors radionuclides to patients to determine presence of radioactive drugs. This position usually requires an Associate's degree with two years of experience in the field or related area, and May require state certification. Prospects must be familiar with standard concepts, practices and procedures within the Nuclear Medicine field and utilize limited experience and independent judgment to accomplish goals. This position reports to supervisor or manager.

12220 NURSING ASSISTANT (Nursing Aide, Orderly and Attendant) (Occupational Base)

The Nursing Assistant (Nursing Aide, Orderly and Attendant) (Occupational Base)) provides personal and nursing care to patients in hospitals, nursing homes, resident care facilities, clinics, private homes, and community health organizations. Duties include maintaining patient hygiene and supporting doctors and nurses in diagnostic procedures, technical treatments, patient charting, and patient teaching. Work does not require state licensure. Supervisory positions are excluded.

12221 NURSING ASSISTANT I

The Nursing Assistant I performs simple personal care and housekeeping tasks requiring no previous training. Typical tasks include bathing, dressing, feeding, lifting, escorting, and transporting patients, collecting laundry carts and food trays, taking and recording temperatures, changing bed linen and cleaning patients' rooms. This assistant must be able to follow detailed and specific instructions.

12222 NURSING ASSISTANT II

In addition to providing personal care, the Nursing Assistant II performs common nursing procedures such as, observing and reporting on patient conditions; taking and recording vital signs, collecting and labeling specimens, sterilizing equipment; listening to and encouraging patients, giving sitz baths and enemas; applying and changing compresses and non-sterile dressings, checking and replenishing supplies, securing admission data from patients, and assisting in controlling aggressive or disruptive behavior. The Nursing Assistant II follows specific instructions, and matters not covered are verified with the supervisor. (Positions involved with the above duties in forensic units of mental health institutions are classified as Nursing Assistant III.)

12223 NURSING ASSISTANT III

This position performs a variety of common nursing procedures as described at Level II. Work requires prior experience or training to perform these procedures with some latitude for exercising independent initiative or limited judgment. This Assistant may also perform several procedures sequentially, chart patient care, administer prescribed medication and simple treatments, teach patient self-care and lead lower level nursing assistants.

12224 NURSING ASSISTANT IV

This position applies advanced patient or resident care principles, procedures and techniques that require considerable training and experience. In addition to the work described at Level III, typical duties are as follows: assisting professional staff in planning and evaluating patient or resident care; recognizing subtle changes in patient's condition and behavior and varying nursing care accordingly; catheterizing, irrigating, and suctioning patients; monitoring IV fluids and alerting registered nurse when system needs attention; performing minor operative and diagnostic procedures in a clinic. Supervisor describes limitations and priorities of work.

12235 OPTICAL DISPENSER

The Dispensing Optician (Optician) examines written prescriptions to determine the specifications of lenses. The Optician recommends eyeglass frames, lenses, and lens coatings after considering the prescription and the customer's occupation, habits, and facial features. Measures clients' eyes, including the distance between the center of the pupils and the distance between the surface and the lens. May obtain a customer's previous record or verify a prescription with the examining optometrist or ophthalmologist. Opticians may reshape or bend the frame by hand or using pliers so that the eyeglasses fit the customer properly and comfortably. May also fix, adjust, and refit broken frames. Some Opticians specialize in fitting contacts, artificial eyes, or cosmetic shells to cover blemished eyes.

12236 OPTICAL TECHNICIAN

The Optical Technician operates machinery to construct eyeglasses based on specific prescription information. This person must be familiar with standard concepts, practices and procedures within the optical field. The Optical Technician performs a variety of tasks and utilizes limited experience and independent judgment to accomplish goals. The Optical Technician reports to supervisor or manager.

12250 PHARMACY TECHNICIAN

Duties for Pharmacy Technician include the following: prepare and dispense medications, maintain related records for patients in hospital or clinic under supervision of pharmacist; prepare, package, label and distribute medication doses prescribed by physician. This technician maintains patient medication profile records, utilizing compute, and maintains inventories of drugs and supplies; performing such duties as placing drug and supply orders with vendors, stocking shelves, rotating stock and checking expiration date of pharmaceuticals.

12280 PHLEBOTOMIST

Phlebotomists draw blood from patients or donors in hospitals, blood banks, or similar facilities for analysis or other medical purposes. They assemble equipment such as tourniquet, needles, blood collection devices, gauze, cotton, and alcohol on work tray according to requirements for specified tests or procedures, verify or record identities of patients or donors and converse with patients or donors to allay fears of procedures. This worker applies tourniquet to arm, locates accessible vein, swabs puncture area with disinfectant, inserts needle into vein to draw blood into collection tube or bag, withdraws needle, applies treatment to puncture site, and labels and stores blood container for subsequent processing. This worker may prick finger to draw blood, conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood bank.

12305 RADIOLOGIC TECHNOLOGIST

The Radiologic Technologist arranges patients for radiological examinations, produces radiographs (x-rays) to aid in the diagnosis of medical problems. Usually, this position requires an Associate's degree with two years of experience in the field or related area. The prospect has knowledge of commonly used concepts, practices

and procedures within the field, relies on instructions and pre-established guidelines to perform the functions of the job, and works under immediate supervision. A certain degree of latitude and creativity is required. This position reports to supervisor or manager.

12310 REGISTERED NURSE (RN) (Occupational Base)

The Registered Nurse provides professional nursing care to patients in hospitals, nursing homes, clinics, health units, private residences, and community health organizations. (Visiting nurses are included.) The Registered Nurse assists physicians with treatment; assesses patient health problems and needs, develops and implements nursing care plans, maintains medical records, and assists patients in complying with prescribed medical regimen, may specialize as an operating room nurse, psychiatric nurse, nurse anesthetist, industrial nurse, nurse practitioner, and clinical nurse specialist. This nurse may supervise LPNs and Nursing Assistants.

12311 REGISTERED NURSE I

The Registered Nurse I provides comprehensive general nursing care to patients whose conditions and treatment are normally uncomplicated, follows established procedures, standing orders, and doctor's instructions, uses judgment in selecting guidelines appropriate to changing patient conditions. Routine duties are performed independently; variations from established routines are performed under specific instructions. Typical assignments include:

Staff: Prepares hospital or nursing home patients for tests, examinations, or treatment; assists in responding to emergencies; records vital signs and effects of medication and treatment in patient charts; and administers prescribed medications and intravenous feedings.

Operating Room: Assists in surgical procedures by preparing patients for less complex operations (e.g., appendectomies); sterilizes instruments and other supplies; handles instruments; and assists in operating room, recovery room, and intensive care ward.

Psychiatric: Provides routine nursing care to psychiatric patients. May observe and record patient behavior.

Health Unit/Clinic: Administers immunizations, inoculations, allergy treatments, and medications in a clinic or employer health unit; performs first aid for minor burns, cuts, bruises, and sprains; obtains patient histories; and keeps records, writes reports, and maintains supplies and equipment.

12312 REGISTERED NURSE II

The Registered Nurse II plans and provides comprehensive nursing care in accordance with professional nursing standards, uses judgment in assessing patient conditions, interprets guidelines, and modifies patient care as necessary, recognizes and determines proper action for medical emergencies, e.g., calls physician or takes preplanned emergency measures. Typical assignments include the following:

Staff: In addition to the duties described at Level I, usually performs more complex procedures, such as: administering blood transfusions, managing nasal-pharyngeal, gastric suction, and other drainage tubes, using special equipment such as ventilator devices, resuscitators and hypothermic units; or closely monitoring postoperative and seriously ill patients.

Operating Room: Provides nursing service for surgical operations, including those involving complex and extensive surgical procedures, confers with surgeons concerning instruments, sutures, prostheses and special equipment, cares for physical and psychological needs of patients; assists in the care and handling of supplies

and equipment; assures accurate care and handling of specimens; and assumes responsibility for aseptic technique maintenance and adequacy of supplies during surgery.

Psychiatric: Provides comprehensive nursing care for psychiatric patients. In addition to observing patients, evaluates and records significant behavior and reaction patterns and participates in group therapy sessions.

Health Unit/Clinic: Provides a range of nursing services, including preventive health care counseling, coordinates health care needs and makes referrals to medical specialists, assesses and treats minor health problems, administers emergency treatment; performs limited portions of physical examinations, manages the stable phases of common chronic illnesses and provides individual and family counseling.

Community Health: Provides a broad range of nursing services including adult and child health care, chronic and communicable disease control, health teaching, counseling, referrals, and follow-up.

12313 REGISTERED NURSE II, SPECIALIST

The Registered Nurse II, Specialist plans and provides highly specialized patient care in a difficult specialty area, such as intensive care or critical care. In comparison with Registered Nurse II, pay typically reflects advanced specialized training, experience and certification. This nurse may assist higher-level nurses in developing, evaluating, and revising nursing plans, and may provide advice to lower level nursing staff in area of specialty.

12314 REGISTERED NURSE III

The Registered Nurse III plans and performs specialized and advanced nursing assignments of considerable difficulty, uses expertise in assessing patient conditions and develops nursing plans that serve as a role model for others. Evaluations and observation skills are relied upon by physicians in developing and modifying treatment. Work extends beyond patient care to the evaluation of concepts, procedures, and program effectiveness. Typical assignments include the following:

Specialist: Provides specialized hospital nursing care to patients having illnesses and injuries that require adaptation of established nursing procedures, renders expertise in caring for patients who are seriously ill, are not responding to normal treatment, have undergone unique surgical operations, or are receiving infrequently used medication. Duties may require knowledge of special drugs or the ability to provide pulmonary ventilation.

Psychiatric Specialist: Provides nursing expertise on an interdisciplinary treatment team that defines policies and develops total care programs for psychiatric patients.

Practitioner: Provides primary health care and nursing services in clinics, schools, employer health units, or community health organizations, assesses, diagnoses, and treats minor illnesses and manages chronic health problems. Other services may include providing primary care for trauma cases including suturing; planning and conducting a clinic, school or employer health program; or studying and appraising community health services.

12315 REGISTERED NURSE III, ANESTHETIST

This Nurse recommends and administers general anesthetics intravenously, topically, by inhalation, or by endotracheal intubation; induces patient anesthesia, and manages proper states of patient narcosis throughout prolonged surgeries; determines the need for and administers parenteral fluids including plasma and blood; administers stimulants as directed. The Registered Nurse III may also administer local anesthetics as needed.

12316 REGISTERED NURSE IV

This Nurse plans, researches, develop and implements new or modified techniques, methods, practices, and approaches in nursing care; acts as consultant in area of specialization and is considered an expert or leader within specialty area; consults with supervisor to develop decisions and coordinates with other medical staff and community. Typical assignments include the following:

Specialist/Consultant: Provides expert and complex hospital nursing and health care to a specialized group of patients, develops and monitors the implementation of new nursing techniques, policies, procedures and programs; instructs nursing and medical staff in specialty, represents the specialty to outside organizations; and evaluates, interprets, and integrates research findings into nursing practices.

Practitioner: Serves as primary health advisor in clinics and community health organizations and provides full range of health care services. The Practitioner manages clinic and is responsible for formulating nursing and health care standard and policies, including developing and teaching new techniques or practices and establishing or revising criteria for care. This Practitioner collaborates with physician in planning, evaluating, coordinating and revising program and determines conditions, resources and policies essential to delivery of health care services.

12317 SCHEDULER (Drug and Alcohol Testing)

Drug and Alcohol Testing Schedulers are responsible for a variety of functions related to the planning, scheduling, and modification of plans and schedules for workplace alcohol or drug testing as well as reporting of alcohol or drug tests. These functions are carried out as a centralized operation coordinating the client's request for a certain number and type of test to be accomplished at specific dates, times and places on a national scale. These tests could be accomplished anywhere in the USA, Puerto Rico, and American Trust Territories, for any of the type of alcohol or drug tests required, i.e., random, pre-employment, post-accident, reasonable suspicion, return-to-duty, or follow-up.

Requests for testing will occur well in advance for random and follow-up testing and will typically involve a large volume of tests. The Scheduler must determine the appropriate offices, Breath Alcohol Technician (BAT), and/or subcontractor performing the tests according to location or other factors. The request must be communicated to the responsible offices with the dates/times, etc. confirmed with the client. Any subsequent changes must be coordinated with all parties. If travel costs involving air travel, hotel, rental car, or mileage over 100 miles, this must be pre-approved by the client. The Scheduler is expected to choose the most cost-effective approach to completing the test requirements.

13000 INFORMATION AND ARTS OCCUPATIONS

This category includes occupations concerned with the communication of information and ideas through audio, visual, or pictorial means, the collection, custody, presentation, display, and interpretation of art works, cultural objects, and other artifacts, or a branch of fine or applied arts such as industrial design, interior design, or musical composition.

13010 EXHIBITS SPECIALIST (Occupational Base)

The Exhibits Specialist constructs and installs exhibit structures, electric wiring, and fixtures of materials, such as wood, plywood, and fiberglass, using hand tools and power tools. This Specialist studies sketches or scale drawings for temporary or permanent display or exhibit structures to determine type, amount, and cost of material needed. The Specialist confers with exhibit planning and art personnel to discuss structural feasibility of plans and to suggest alternate methods of displaying objects in exhibit; cuts, assembles, and fastens parts to construct framework, panels, shelves, and other exhibit components of specified materials, using hand tools

and power tools. The Exhibits Specialist sprays or brushes paint, enamel, varnish, or other finish on structures, or creates special effects by applying finish with cloth, sponge, or fingers to prepare structure for addition of fittings.

This Specialist would mount fittings and fixtures, such as shelves, panel boards, and shadow boxes to framework, using hand tools or adhesives; install electrical wiring, fixtures, apparatus, audiovisual components, or control equipment in framework, according to design specifications, install or affix murals, photographs, graphs, mounted legend materials, and graphics in framework or on fixtures assemblies. Typically, the Exhibits Specialist duties also include the following: installing or arranging structures in exhibit galleries working with maintenance and installation personnel, tests electrical, electronic, and mechanical components of exhibit structure to verify operation, may maintain inventory of building materials, tools, and equipment, and order supplies as needed for construction of exhibit fixtures; assigning duties to, and supervising work of carpentry, electrical, and other craft workers engaged in constructing and installing exhibit components.

13011 EXHIBITS SPECIALIST I

At this level, the Exhibits Specialist brings to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. They perform duties related to the fabrication, finishing and repair of exhibits while acquiring training in museum or exhibits techniques.

13012 EXHIBITS SPECIALIST II

At this level, the Exhibits Specialist perform independently the phases of work in which they are proficient, and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits that require a high degree of manual dexterity and moderate but varied artistic skills. Generally, they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. The supervisor checks their work at the completion of each phase on work that involves several processes or stages of development.

13013 EXHIBITS SPECIALIST III

At this level, the Exhibits Specialist is responsible for the construction of portions of more complex exhibits, such as models, three-dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

13040 ILLUSTRATOR (Occupational Base)

The Illustrator prepares illustrations and drawings using common art media to depict medical and scientific subjects or technical equipment, renders preliminary or final products such as assembly and component drawings, exploded views, functional, perspective and isometric drawings, and schematic diagrams from rough sketches or notes provided by subject matter specialists, using art media such as oil, water color or pen-and-ink. This person lays out proposed illustrations in conformity with established style and format taking into

account perspective, angle of view, and artistic effect, discusses illustration or drawing at various stages of completion with higher-grade illustrator or supervisor, and makes changes as necessary.

13041 ILLUSTRATOR I

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

13042 ILLUSTRATOR II

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

13043 ILLUSTRATOR III

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

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

13047 LIBRARIAN

The Librarian maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information. This worker issues and receives materials for circulation or use in library, assembles and arranges displays of books and other library materials, maintains reference and circulation materials. The Librarian also answers correspondence on special

reference subjects, may compile list of library materials according to subjects or interests, and may select, order, catalog and classify materials.

13050 LIBRARY AIDE/CLERK

The Library Aide/Clerk works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including; issuing library cards, explaining library rules and borrowing procedures, recording information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. This Worker contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.

13054 LIBRARY INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR

The Library Information Technology Systems Administrator administers and supports daily operational requirements of library and information computer network systems including workstation, file servers, and web servers. Duties typically involve the installation of hardware, software, systems upgrades, network accounts, network security, and web page design, interface and updates, planning and implementing long-range automation plan, period reports, and local system design documentation. This Administrator trains staff on software applicable to their position, assists patrons with information technology, and provides instruction on computers and applications.

13058 LIBRARY TECHNICIAN

The Library Technician provides information service such as answering questions regarding card catalogs and assists in the use of bibliographic tools, such as Library of Congress catalog. The incumbent performs routine cataloging of library materials, files cards in catalog drawers according to system used, answers routine inquiries, and refers persons requiring professional assistance to Librarian. This Technician verifies bibliographic information on order requests, works or directs workers in maintenance of stacks or in section of department or division with tasks such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

13060 MEDIA SPECIALIST (Occupational Base)

The Media Specialist maintains functionality (expiration dates, incorrect labeling, etc.) for a variety of media sources, e.g., tapes, cassettes, microfiche, film, and compact disks/DVDs, in addition to introduction of new media technology. Troubleshoots and resolves media errors and data processing problems; lower level media specialists focus on preplanned procedures when troubleshooting, while higher level media specialist may deviate from standard operating procedures.

13061 MEDIA SPECIALIST I

The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media). In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists.

13062 MEDIA SPECIALIST II

This Specialist maintains a range of media (tapes, cassettes and microfiche). In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g., tape, disposition or making mechanical adjustments to maintain or restore media equipment). In response to media error reports, this Worker may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to Media Specialist III.

13063 MEDIA SPECIALIST III

The Media Specialist III adapts to a variety of nonstandard problems that require extensive specialist assistance (e.g., expiration date on media, media internally labeled incorrectly or frequent introduction of new media technology). In response to media error conditions, this Worker chooses or devises a course of action from among processing tanks and dryer, around polished drum, and onto take-up reel. The specialist turns valves to fill tanks with premixed solutions such as developer, dyes, stop-baths, fixers, bleaches, and washes, moves thermostatic control to keep steam-heated drum at specified temperature, and splices sensitized paper to leaders using tape. The specialist then starts machine and throws switches to synchronize drive speeds of processing and drying units, compares processed prints with color standard, reports variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.

13070 PHOTOGRAPHER (Occupational Base)

The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes. Typically, some familiarity with the organization's activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, serve as a lead photographer to lower level workers, or may perform work described at lower levels as needed.

Positions are matched to the appropriate level based on the difficulty of, and responsibility for the photography performed, including the subject-matter knowledge and artistry required to fulfill the assignment. While the equipment may be an indication of the level of difficulty, photographers at the higher level may use standard equipment, as needed.

13071 PHOTOGRAPHER I

The Photographer I takes routine pictures in situations where several shots can be taken. This Photographer uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

13072 PHOTOGRAPHER II

This Photographer uses standard still cameras, commonly available lighting equipment and related techniques to take photographs, which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this Worker determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. This position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. The Photographer II may use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.

13073 PHOTOGRAPHER III

The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision.

In typical assignments, the Photographer III photographs the following: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

13074 PHOTOGRAPHER IV

The Photographer IV uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. This Worker conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment, improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc.

Some assignments are characterized by extremes in light values and the use of complicated equipment. This photographer sets up precise photographic measurement and control equipment; uses high speed color

photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. This person works under guidelines and requirements of the subject-matter area to be photographed, and consults with supervisors only when dealing with highly unusual problems or altering existing equipment.

13075 PHOTOGRAPHER V

As a top technical expert, the Photographer V exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. This worker typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g. works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; (2) plans and organizes the overall technical photographic coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality.

The Photographer V Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. This worker uses imagination and creative ability to implement objectives within the capabilities and limitations of cameras and equipment, may exercise limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken.

13110 VIDEO TELECONFERENCE TECHNICIAN

The Video Teleconference Technician operates video teleconferencing equipment including powering up teleconferencing equipment, checking equipment for proper operation, setting audio levels, positioning camera functions, performing secure or non-secure setup; operate or assist in operating session control panel, studio control unit, and high-resolution graphics. Job tasks require this technician to provide assistance to users in conducting video teleconference sessions, which may include conference preparation, and monitor VTC equipment and system performance, reporting equipment and network problems to appropriate parties for maintenance or repair. The Video Teleconference Technician's responsibilities may include operation of briefing computers, projectors or other audiovisual equipment in conjunction with video teleconferencing services; may include scheduling video teleconferencing sessions, training personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services.

14000 INFORMATION TECHNOLOGY OCCUPATIONS

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

14040 COMPUTER OPERATOR (Occupational Base)

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

Studies operating instructions to determine equipment setup needed.

Loads equipment with required items (tapes, cards, paper, etc.).

Switches necessary auxiliary equipment into system;

Diagnoses and corrects equipment malfunctions;

Reviews error messages and makes corrections during operation or refers problems;

Maintains operating record.

This operator may test run new or modified programs and assists in modifying systems or programs. Included within the scope of this definition are fully qualified Computer Operators, trainees working to become fully qualified operators, and lead operators providing technical assistance to lower level positions.

14041 COMPUTER OPERATOR I

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

14042 COMPUTER OPERATOR II

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

14043 COMPUTER OPERATOR III

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

14044 COMPUTER OPERATOR IV

The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer

output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

14045 COMPUTER OPERATOR V

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

14070 COMPUTER PROGRAMMER (Occupational Base)

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

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

Positions are classified into levels based on the following definitions:

14071 COMPUTER PROGRAMMER I

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

In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in

elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

14072 COMPUTER PROGRAMMER II

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

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

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

14073 COMPUTER PROGRAMMER III

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

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

The Computer Programmer III performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff. This Worker monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as:

using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data, and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) This Programmer tests, documents work, writes and maintains operator instructions for assigned programs, and confers with other EDP personnel to obtain or provide factual data.

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

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

14074 COMPUTER PROGRAMMER IV

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

This Programmer performs such duties as: developing, modifying, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; works with problems or concepts and develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g. a critical path analysis program to assist in managing a special project. This Worker tests, documents, and writes operating instructions for all work, confers with other EDP personnel to secure information, investigate and resolve problems, and coordinates work efforts.

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

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

14100 COMPUTER SYSTEMS ANALYST (Occupational Base)

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

Positions are classified into levels based on the following definitions:

14101 COMPUTER SYSTEMS ANALYST I

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

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

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.

14102 COMPUTER SYSTEMS ANALYST II

This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis

and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.

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

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

14103 COMPUTER SYSTEMS ANALYST III

The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.

The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

14150 PERIPHERAL EQUIPMENT OPERATOR

The Peripheral Equipment Operator operates peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

The following duties characterize the work of a Peripheral Equipment Operator:

Loads printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;

Labels tape reels, or disks;

Checks labels and mounting and dismounting designated tape reels or disks on specified units or drives;

Sets controls which regulate operation of the equipment;

Observes panel lights for warnings and error indications and taking appropriate action;

Examines tapes, cards, or other material for creases, tears or other defects that could cause processing problems.

Excludes workers who monitor and operate a control console or a remote terminal, or whose duties are limited to operating decollators, busters, separators, or similar equipment.

14160 PERSONAL COMPUTER SUPPORT TECHNICIAN

The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.

15000 INSTRUCTIONAL OCCUPATIONS

This category includes occupations concerned with the direct delivery and development of instruction. The instruction is primarily of a technical nature where the requirements of the work are a combination of practical knowledge of the methods and techniques of instruction and practical knowledge and experience in the subject taught. With the exception of educational technologist and instructional developer positions, the occupational titles in this category do not have a requirement of professional training in the field of education.

15010 AIRCREW TRAINING DEVICES INSTRUCTOR (NON-RATED)

The Aircrew Training Devices Instructor (Non-Rated) is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of aircraft crewmembers (non-rated for Air Force/Navy contracts). This Worker instructs and measures training progress of crewmember students who train in the established aircrew training curriculum/ATDs, provides inputs and courseware corrections and modifications to update training policies and procedures. The Aircrew Training Devices Instructor assists in projects and development work as assigned, performs administrative and collateral duties relative to training such as record keeping, monitoring student progress, counseling, training development and maintenance of training programs.

15020 AIRCREW TRAINING DEVICES INSTRUCTOR (RATED)

The Aircrew Training Devices Instructor (Rated) is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of aircraft crew members (crew members for Air Force/Navy contracts) either individually, or in combination with pilot instructors. The incumbent instructs and measures training progress of crewmember students who train in the established aircrew training curriculum/ATDs, provides inputs and courseware corrections and modifications to update training policies and procedures, and assists in projects and development work as assigned.

This Rated Instructor conducts ATD and other ground training of crew members in their specialized aircraft operations, including diagnosis and remediation of student problems following course outline and programmed simulator exercises. This person performs administrative and collateral duties relative to training such as: record keeping, monitoring student progress, counseling, training development and maintenance of training programs.

15030 AIR CREW TRAINING DEVICES INSTRUCTOR (PILOT)

This Pilot Instructor is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of pilots. As a qualified pilot, the incumbent conducts simulator and other ground training of pilots and other crewmembers in aircraft operating procedures, in-flight IFR/ VFR, operational and tactical procedures, measures training progress of pilot students and diagnosis and remediate problems, provides input on needed corrections, modifications and updates to courseware and to training policies and procedures.

Administrative and collateral duties include record keeping, counseling, training development, maintenance of training programs and serving as subject matter expert for students and other personnel as required. This instructor assists in projects and development work as assigned, and maintains a high level of current subject knowledge, capability, and expertise.

15050 COMPUTER BASED TRAINING SPECIALIST

The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.

15060 EDUCATIONAL TECHNOLOGIST

The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective

hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). This technologist will work with Instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. This person plans graphics integrates completed graphics into curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.

15070 FLIGHT INSTRUCTOR (PILOT)

The Flight Instructor provides individual flight, and ground instructions to military, civilian or international student pilots in a highly structured training environment. Flight instruction may be performed in a high performance aerobatic aircraft with students who have limited or no previous flight experience. Instruction is based on highly structured syllabus of instruction. Instructors must be able to tailor instruction to students' individual progress and previous qualifications. Instructors must be skilled in providing instructions limited by daily flight schedule.

This person maintains training folders that accurately reflect student performance and progress, documents student deficiencies and suggests corrective actions, and motivates students having problems with performance or adaptation to the flight environment.

Instructors may also be required to qualify as an observer, monitoring aircraft in the traffic pattern and providing aircraft clearance information to maintain safe and efficient traffic flow. Instructors may also be required to qualify as an area controller who assigns areas to and monitors aircraft in the local training areas, including providing for aircraft separation for arriving and departing aircraft.

15080 GRAPHIC ARTIST

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

15090 TECHNICAL INSTRUCTOR

The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.

15095 TECHNICAL INSTRUCTOR/COURSE DEVELOPER

The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.

15110 TEST PROCTOR

The Test Proctor administers safeguards and physically controls a wide variety of tests. This worker may arrange for testing rooms and facilities, and become thoroughly familiar with the Examiner's Manual for the test(s) prior to testing. The Test Proctor issues all materials required for test administration, positively identifies all test takers, observes examinees during the test, conducts a page check of each examination prior to and following administration, may compile student assessment reports, and administer make-up tests in accordance with agency or contractual requirements. Testing materials are controlled items and are handled, stocked, safeguarded, inventoried, and administered in strict compliance with applicable regulations.

15120 TUTOR

This incumbent tutors students individually or in small groups. She/he may conduct a small amount of formal classroom instruction provided adequate experience is possessed in the subject being tutored. The Tutor does not normally prepare instructional programs or create lesson topic guides, but instead uses existing lesson plans and delivers any formal instruction from existing audio-visual and/or written material prepared by others. This worker may administer examinations or informal tests. This may require familiarity and experience in the field of instruction, but the incumbent can perform the required duties with no college education and approximately 30 to 90 days of training.

16000 LAUNDRY, DRYCLEANING, PRESSING, AND RELATED OCCUPATIONS

This category includes occupations concerned with receiving, sorting, washing, drying, dry-cleaning, dyeing, pressing, and preparing for delivery of clothes. In addition, a person in any of these occupations uses hand tools, machines, and other devices to fit, cut, sew, rivet, assemble and attach findings to articles such as belts, brief cases, bags, gun covers, and hats.

16010 ASSEMBLER (Assorter; Distributor; Matcher; Sorter)

This Worker sorts or assembles the various dry-cleaned or laundered garments and other items of each customer's order, matching the articles according to description and identifying number as shown by tracking records.

16030 COUNTER ATTENDANT (Service Establishment Attendant)

The Counter Attendant (Service Establishment Attendant) performs the following job tasks: receiving clothing articles, examining articles to determine nature of repair and advising customer of repairs, quoting prices and preparing work tickets, sending articles to appropriate departments, returning finished articles to customers and collecting amount due. This Attendant may keep records of cash receipts and articles received and delivered and may sell articles such as cleaner, polish, shoelaces, and accessories.

16040 DRY CLEANER

Work involves most of the following: knowledge of cleaning processes, fabrics, and colors, placement of sorted articles in drum of cleaning machine, operation of valves to admit cleaning fluids into drum of machine, starting of the drum, allowance of the drum to rotate until articles are cleaned and removal of articles from machine, and the rining and filtering of cleaning fluid. In addition, the Dry Cleaner may operate an extractor or tumbling machine or place articles in a cabinet dryer.

16070 FINISHER, FLATWORK, MACHINE

The Flatwork, Machine Finisher performs flatwork-finishing operations by machine. Work involves one or more of the following: shaking out the creases in semi-dry washing to prepare it for the flatwork ironing machine, feeding clean, damp flatwork pieces into the flatwork ironing machine by placing the articles on the feeder rollers, catching or receiving articles as they emerge from the machine and partially folding them.

16090 PRESSER, HAND

Job duties include the following: pressing articles such as drapes, knit goods, and delicate textiles such as lace, synthetics, and silks to remove wrinkles, flatten seams, and give shape to article all with the use of hand iron. The Hand Presser places article in position on ironing board or worktable, smoothes and shapes fabric prior to pressing, sprays water over fabric to soften fibers when not using steam iron, and adjusts temperature of iron according to type of fabric, using covering cloths to prevent scorching or to avoid sheen on delicate fabrics. The Presser pushes and pulls iron over surfaces of article, employing knowledge relevant to pressing different types of fabrics, fits odd-shaped pieces that cannot be pressed flat over puff iron, and sometimes pins, folds, and hangs article after pressing.

16110 PRESSER, MACHINE, DRYCLEANING

This Worker smoothes the surfaces of garments, slipcovers, drapes, and other shaped-fabric articles with a pressing machine in order to shape the articles, remove wrinkles, and flatten seams. This person may also operate two presses, loading one while the other is closed.

16130 PRESSER, MACHINE, SHIRTS

Work for this incumbent includes: operating or tending the operation of one or more of the several types of machines that press shirts, performing such shirt pressing operations as body pressing, bosom pressing, collar and cuff pressing, and/or sleeve pressing.

16160 PRESSER, MACHINE, WEARING APPAREL, LAUNDRY

The Machine, Wearing Apparel, Laundry Presser operates a machine to press family wearing apparel (T-shirts, socks, shorts) or uniforms and coats from linen supply and commercial accounts, and may fold and stack finished work or hang garments on rack. Shirt pressers are not to be included in this occupation.

16190 SEWING MACHINE OPERATOR

Requirements for this job are for one to: operate power sewing machines to sew, alter or repair wearing apparel, linens, blankets and other fabric articles, alter article according to alteration ticket, fitter's pins, chalk marks, or verbal instructions, and locate defects, and repairs article, including ripping of seams and matching sizes and colors of replacement parts. This operator may operate automatic sewing machines, utilizing knowledge of threading machines, winding bobbins, adjusting tension, and oiling parts. Work is reviewed for accuracy, neatness, and to determine if instructions have been followed.

The following kinds of work are not covered under this classification: fitting and marking necessary alterations; measuring and cutting materials to make new articles; designing and making articles for special purposes; sewing leather; and using heat-sealing machine to patch articles.

16220 TAILOR

A Tailor fits, marks, alter and repair clothing, takes measurements from or fits garment to customer to determine type and extent of cutting required, and marks garment accordingly. Job requirements are to: insert or eliminate padding in shoulders, taper seams without distorting the drape and proportions of the garment, re-sew garment using needle and thread or sewing machine, repair or replace defective garment parts such as snaps, zippers, buttons, buckles, pockets, pocket flaps and coat linings, shorten or lengthen sleeves or legs; expands or narrows waist and chest, raises or lowers collar, and sets sleeves to armholes. The Tailor maintains adequate stock of supplies, equipment and working area, and may supervise activities of sewing machine operator or other related workers.

16250 WASHER, MACHINE (Washman)

A person in this position operates one or more washing machines to wash household linens, garments, curtains, drapes, and other articles. Work involves the following: manipulating valves, switches, and levers to start and stop the machine, control the amount and temperature of water for the lathering and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions, loading and unloading the washing machine, if not done by loaders or un-loaders (pullers), and may make minor repairs to washing machine.

19000 MACHINE TOOL OPERATION AND REPAIR OCCUPATIONS

This category includes occupations concerned with setting up and operating machine tools, and using hand tools to make or repair (shape, fit, finish, assemble) metal parts, tool, gauges, models, patterns, mechanism, and machines.

19010 MACHINE-TOOL OPERATOR (TOOLROOM)

Someone in this position specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: planning and performing difficult machining operations which require complicated setups or a high degree of accuracy, setting up machine tool or tools

(e.g., installing cutting tools and adjusting guides, stops, working tables, and other controls to handle the size of stock to be machined.

The Machine Tool Operator determines proper feeds, speeds, tooling, and operation sequence or selects those prescribed in drawings, blueprints, or layouts). Work also involves using a variety of precision measuring instruments, making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. This worker may be required to select proper coolants and cutting and lubricating oils to recognize when tools need dressing, and to dress tools. In general, the work of a Machine-Tool Operator (Tool room) at the skill level called for in this classification, requires extensive knowledge of machine shop and tool room practice usually acquired though considerable on-the-job training and experience.

19040 TOOL AND DIE MAKER

The Tool and Die Maker constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: planning and laying out work according to models, blueprints, drawings, or other written or oral specifications, understanding the working properties of common metals and alloys, selecting appropriate materials, tools, and processes required to complete task, making necessary shop computations, and setting up and operating various machine tools and related equipment. Work for someone in this position also involves using various Tool and Die Maker's hand tools and precision measuring instrument, working to very close tolerances, heat-treating metal parts and finished tools and dies to achieve required qualities, and fitting and assembling parts to prescribed tolerances and allowances. In general, the Tool and Die Maker's work requires rounded training in machine shop and tool room practice usually acquired through formal apprenticeship or equivalent training and experience.

21000 MATERIALS HANDLING AND PACKING OCCUPATIONS

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

21020 FORKLIFT OPERATOR

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

21030 MATERIAL COORDINATOR

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

This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product

and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

21040 MATERIAL EXPEDITER

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

21050 MATERIAL HANDLING LABORER

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

Excluded from this definition are workers whose primary function involves:

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

21071 ORDER FILLER

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

21080 PRODUCTION LINE WORKER (FOOD PROCESSING)

This position refers to an employee employed in a food processing plant whose duties involve several of the following: loading and unloading commodities from rail cars, trucks, or other conveyances, placing merchandise in proper storage location and transporting the merchandise by hand truck, push-pull, or forklift; blends merchandise ingredients into pre-determined quality by heating, mixing, re-heating, etc. The Production Line Worker monitors blending operation to ensure that finished products meets customer's requirements, monitors flow of product into appropriate container; labels container with identifying information supplied by customer, and places containers into appropriate shipping container. Must have knowledge of various types and sizes of shipping containers and special requirements of customers.

21110 SHIPPING PACKER

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

Exclude packers who also make wooden boxes or crates.

21130 SHIPPING/RECEIVING CLERK

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

21140 STORE WORKER I

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

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

21150 STOCK CLERK (Shelf Stocker; Store Worker II)

The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.

21210 TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)

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

21410 WAREHOUSE SPECIALIST (Warehouse Worker)

As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.

Note: Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

23000 MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS

This category includes occupations concerned with maintaining and repairing buildings, grounds, and related facilities; installing, repairing, rebuilding, and maintaining in efficient operating condition a wide variety of engines and mechanical equipment designed for use in domestics, commercial, industrial, and agricultural activities.

23010 AEROSPACE STRUCTURAL WELDER

This worker performs fusion welding on aircraft and ground support equipment to a qualified Welding Procedures Specification (WPS), performs structural fusion welding on aerospace parts and components per the requirements of specifications as prescribed by Engineering Drawings and Work Orders. The incumbent is required to read and understand engineering drawings and welding symbols, fabricates manufacture-welded

parts from engineering drawing without direct supervision, performs fusion welding and torch brazing for ground support equipment, ensuring the procedure is completed per the requirements of the national welding and brazing codes and specifications. This welder welds a wide variety of materials such as aluminum, magnesium, alloyed and low alloy steel, stainless steel and nickel alloy steels. The incumbent is required to have knowledge of the materials to select the correct filler materials and shielding gas when generating the Weld Procedure Specification (WPS), and produce flight critical welds and assist in the development process of generating Weld Procedure Specifications as mandated by welding codes and specifications. The Aerospace Structural Welder determines the sequence of welding in order to prevent or reduce the amount of warp to the weld, designs and fabricates weld holding fixtures as necessary to perform individual welding projects, performs pre-heat and post weld stress relief operations, maintains weld records. The incumbent may perform duties as a Qualified Weld Inspector by inspecting own welds and those of less qualified welders, and may perform duties such as training and re-certification in the various welding processes.

23020 AIRCRAFT MECHANIC (Airframe and Power Plant Mechanic Occupational Base)

This mechanic services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness. (See Aerospace Structural Welder for employees whose primary duty involves welding.)

23021 AIRCRAFT MECHANIC I

The Aircraft Mechanic I troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems. This mechanic repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. This worker reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.

This mechanic performs 100-hour, progressive, isochronal, phase, periodic, and other hourly or calendar inspections, examines reciprocating engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves, inspects jet engines and components for cracks, corrosion, foreign object damage, burned areas, distortions, security, warping, wear, and missing segments. Inspects jet engine turbine blades to detect cracks, distortion, corrosion, burn-out, security, or breaks, tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, ammeter, and jet calibration (Jetcal) tester, to locate source of malfunction.

Work involves: replacing or repairing worn or damaged components, such as carburetors, alternators, magnetos, fuel controls, fuel pumps, oil pumps, and engine mounted gearboxes, and compressor bleed valves using hand tools, gauges, and testing equipment; removing engine from aircraft, using hoist or forklift truck, disassembling and inspecting parts for wear, cracks, security, or other defects, and repairing or replacing defective engine parts and reassembles and installs engine in aircraft.

Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens and filters, greasing moving parts, and checking brakes. This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural, precision, and functional

spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation Administration.

23022 AIRCRAFT MECHANIC II

This mechanic maintains repairs and modifies aircraft structures and structural components of moderate difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems, and mechanical components, applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies required expertise in restoring equipment condition and or operation, and applies comprehensive technical expertise to solve moderate to complex problems by interpreting technical documentation such as; blueprints or manufactures' manuals.

Job requirements: must have a thorough knowledge of aircraft mechanical component troubleshooting, repair procedures and replacement of parts, requires broad knowledge of aircraft sheet metal/structural modifications and repair, must have basic knowledge of electrical theory, must have thorough knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, sheet metal brakes and sheers. This job requires working knowledge of technical publications. The incumbent receives technical guidance, as required, from supervisor or higher-level technician, will occasionally be required to lead teams through more complex aircraft relevant tasks, and may be required to make entries in aircraft logs and records. Must be able to prioritize workload to maintain schedules on assigned projects.

23023 AIRCRAFT MECHANIC III

A person in this position does the following; maintains repairs and modifies aircraft structures, structural components and engines of complex to extreme difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems and mechanical components, and applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies technical expertise in restoring equipment condition and operation.

This worker also applies professional technical expertise and guidance to solve complex problems by interpreting technical data such as blueprints or manufactures' manuals. Work typically requires a thoroughly comprehensive knowledge of aircraft mechanical component troubleshooting/repair procedures and replacement of components, a thorough knowledge of aircraft sheet metal/structural modification and repair and the ability to determine functionality of non-complex electrical systems. A detailed knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, cable tensiometers, sheet metal brakes and sheers, etc. is required.

The incumbent must possess the experience and ability to provide technical support to structural/mechanical engineers and customers alike, must possess excellent organizational skills in prioritizing workload to meet aircraft delivery schedule. This worker will be required to make entries in aircraft logs and records, and is responsible for providing guidance and technical expertise to lower level technicians throughout all aircraft modifications and/or maintenance efforts.

23040 AIRCRAFT MECHANIC HELPER (Airframe and Power plant Mechanic Helper)

The person assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties: adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools, removes inspection plates, cowling, engine covers, floor boards and related items to provide access for inspection and repair, and replaces items when work is completed, assists in towing and jacking aircraft, and disconnects instruments, ignition systems,

and fuel and oil lines. This mechanic assists in dismantling, repairing, overhauling or replacing parts and assemblies such as engines, plumbing and hydraulic systems, and aircraft structural sections, performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment, cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions, assists in jacking and towing aircraft; Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun, and may assist flight line mechanic, worker, or servicer in servicing and repairing aircraft prior to flight.

23050 AIRCRAFT, PAINTER

The Aircraft Painter coats surfaces of aircraft with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from aircraft, using liquid paint remover and scraper. Smooths surface with sandpaper and steel wool, roughens aluminum surfaces with acid solution and steel wool to insure that paint adheres to surface, masks and covers portions of surfaces not to be painted, and paint insignia, letters or numerals on aircraft surface, using stencils.

23060 AIRCRAFT SERVICER (Airport Utility Worker)

The Aircraft Servicer (Airport Utility Worker) services aircraft, performing any combination of the following tasks, directs incoming and outgoing aircraft near terminal or flight line parking area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck with guiding sign, and secures aircraft in parking position with blocks, stakes, and tie downs.

The Aircraft Servicer (Airport Utility Worker) does the following tasks: operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste, enters in the maintenance records description of the servicing performed, checks for fuel contamination by draining sumps and fuel drains; operates ground support equipment such as electrical power supply and engine starting units, examines tires for specified air pressure and condition, assists in jacking and towing aircraft, removes and replaces defective tires, positions and removes boarding platforms to unload or load aircraft passengers, unloads and loads luggage and cargo, using tow truck with luggage carts, and cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. The Aircraft Servicer may de-ice aircraft wings and assemblies, load and unload containers of food, beverages, and dishes for in-flight meal services, trace lost luggage for customers and prepare lost baggage claims, and install drag chutes or retrieve them and send them to parachute shop for repacking.

23080 AIRCRAFT WORKER

The Aircraft Worker makes repairs to aircraft following orders of higher grade worker, assists in troubleshooting malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems, removes, cleans, reinstalls, or replaces defective parts, accessories, and components such as worn gaskets, couplings, and fittings, bad actuators, accumulators, gauges, sections of corroded fuel and oil lines, This worker may supervise the jacking and towing of aircraft, makes adjustments and settings such as cable tension and seat movement settings and adjustments; obtains standard parts such as fuel and oil line connections and fittings, cable linkage, and spark plug cables and harnesses by referring to parts manuals and by making comparisons with samples, may perform pre-flight, thru-flight, and post-flight maintenance inspections, enter in the maintenance records description of the work performed, and services engines and aircraft components at line station making repairs, short of overhaul required to keep aircraft in safe operating condition.

23110 APPLIANCE MECHANIC

The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. This person connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter, observes readings on meters and graphic recorders, examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts, and disassembles appliances and examines mechanical and electrical parts. The worker traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter, calibrates timers, thermostats and adjusts contact points, and cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. This person replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring, repairs and adjusts appliance motors, reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.

23120 BICYCLE REPAIRER

The Bicycle Repairer does the following job duties: repairs and services bicycles, using power tools and hand tools, tightens and loosens spokes to align wheels, disassembles axle to repair coaster brakes and to adjust and replace defective parts, using hand tools, and adjusts cables or replaces worn or damaged parts to repair hand brakes. This incumbent also performs these tasks: installs and adjusts speed and gear mechanisms, shapes replacement parts, using bench grinder, installs, repairs, and replaces equipment or accessories, such as handle bars, stands, lights, and seats, rubs tubes with scraper and places patch over hole to repair tube. The Bicycle Repairer may paint bicycle frame, using spray gun or brush, weld broken or cracked frame together, using oxyacetylene torch and welding rods, and assemble new bicycles and accessories.

23125 CABLE SPLICER

A Cable Splicer installs, maintains, repairs, and modifies cable systems. This worker uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems, prepares and installs distribution equipment, terminates tip cables on main distribution frames, and installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. This incumbent ensures techniques, materials, and accomplishments are according to technical standards and specifications and engineered directives; locates, repairs, and/or replaces splice cases, performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies, using resistance measurements and pressure gradients, and determines course of signal deterioration in voice and data circuits over cable by using test equipment. This person also interprets compressor meter readings and adjusts controls, and troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.

23130 CARPENTER, MAINTENANCE

The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

23140 CARPET LAYER

The Carpet Layer prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor, measures and cuts carpeting to size, using carpet knife; lays padding and places carpeting on top of padding, cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections, installs metal edging and metal door strips; may lay carpet tiles, applying adhesive to floor, and transport carpeting to installation site.

23160 ELECTRICIAN, MAINTENANCE

An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

23180 ELECTRONICS TECHNICIAN, MAINTENANCE (Occupational Base)

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

23181 ELECTRONICS TECHNICIAN MAINTENANCE I

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

23182 ELECTRONICS TECHNICIAN MAINTENANCE II

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

23183 ELECTRONICS TECHNICIAN MAINTENANCE III

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

23210 ELEVATOR REPAIRER

The Elevator Repairer repairs and maintains "Automated People Movers" and like named devices used in the transportation of people and materials including, but not limited to elevators, escalators, dumbwaiters, and moving walkways to meet safety regulations and building codes. This worker trouble shoots and determines causes of trouble in brakes, electrical motors, switches, signal and control systems, using computers, test lamps, voltmeters, ammeters, and oscilloscopes, disassembles defective units and repairs or replaces parts such as electrical door locks, cables, electrical wiring and faulty safety devices installs push button control systems, complete control systems, and other devices to modernize automated people mover systems, and cleans and lubricates bearing and other parts to minimize friction.

23220 ELEVATOR REPAIRER HELPER

The Elevator Repairer Helper assists Elevator Mechanics or Repairers to service and repair "Automated People Movers" and like named devices used in the transportation of people and materials including, but not limited to, elevators, dumbwaiters, and moving walkways to meet safety regulations and building codes. This helper assists in all maintenance or repair functions while under the direct supervision of an Elevator Mechanic or Repairer using mechanic's hand tools.

23260 FABRIC WORKER

The Fabric Worker makes, alters, and repairs a variety of fabric articles such as clothing, awnings, tents, gun covers, sleeping bags, parachutes, inflatable shelters, flags, bed linens, and belts. Fabrics include wool, cotton, canvas, nylon, polyester, olefin, metallic fabrics, leatherette, velour, burlap, felt, vinyl, and fabrics made of rubber yarns or plastic filaments. The Fabric Worker takes measurements and makes patterns and layouts, marks, cuts, fits, and sews or cements parts together, using hand- or power tools and equipment and knowledge of fabrics and construction methods, and may do upholstery work on such items as cushions and vehicle seats.

23290 FIRE ALARM SYSTEM MECHANIC

The Fire Alarm System Mechanic inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards, inspects fire alarm equipment visually and replaces defective components, tests initiating and signal circuits, detectors, and system transmitter, makes needed repairs, and checks pressure gauges on suppression system storage containers and recharges or replaces containers.

23310 FIRE EXTINGUISHER REPAIRER

The Fire Extinguisher Repairer performs the following duties: repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings. Using hand tools and hydrostatic test equipment, this repairer dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects, and replaces worn or damaged parts. Using hand tools, this repairer cleans extinguishers and recharges them with materials, (such as soda water and sulfuric acid, carbon tetrachloride, nitrogen or patented solutions); tests extinguishers for conformity with legal specifications using hydrostatic test equipment, and may install cabinets and brackets to hold extinguishers.

23311 FUEL DISTRIBUTION SYSTEM MECHANIC

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

This mechanic services water separators, checks meters for correct delivery and calibration, overhauls system components such as pressure regulating valves and excess valves, disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them, removes and installs equipment such as filters and piping to modify system or repair and replace system component. Duties include: cleaning fuel tanks and distribution lines, removing corrosion and repainting surfaces, overhauling vacuum and pressure vents, floating roof seals, hangers, and roof sumps, and maintaining record of inspections and repairs.

23312 FUEL DISTRIBUTION SYSTEM OPERATOR

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

23370 GENERAL MAINTENANCE WORKER

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

Excluded are:

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

23380 GROUND SUPPORT EQUIPMENT MECHANIC

The Ground Support Equipment Mechanic diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools.

This mechanic maintains external fuel and grounding systems, performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, diagnoses mechanical and electronic circuitry malfunctions using visual and auditory senses, test equipment, and technical publications. This work also does the following: disassembles and assembles malfunctioning GSE accessories and components, removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations. This mechanic prepares GSE for storage and mobility deployment; and operates, cleans, inspects, and services GSE towing vehicles. In addition to maintaining vehicle records, this mechanic maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, practices good housekeeping, tool control, Foreign Object Damage prevention, and safety at all times.

23381 GROUND SUPPORT EQUIPMENT SERVICER

The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

23382 GROUND SUPPORT EQUIPMENT WORKER

The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems. This worker performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, disassembles and assembles malfunctioning GSE accessories and components.

In addition, the Ground Support Equipment Worker removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles; maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

23390 GUNSMITH (Occupational Base)

The Gunsmith can design, fabricate, modify, repair and service foreign and domestic firearms, weapons and accessories. Employee possesses required knowledge in the use of hand tools, machine tools, and other equipment necessary to perform assigned duties, has the knowledge and skill to design and construct prototype small arms from drawings or customer input. This employee is capable of designing computer prototypes from customer input, has necessary knowledge of munitions and ballistics to accomplish assigned tasks. All required knowledge is typically obtained through technical schools and/or on the job experience. This incumbent plans and conducts training as required.

23391 GUNSMITH I

The Gunsmith I is responsible to: perform detailed assembly and disassembly of foreign and domestic small arms weapons including † small arms inspection, maintenance, and minor repairs. This employee possesses knowledge of the tools (i.e. hammers, punches, files, stones, etc.) and gauges needed to perform assigned duties, has limited knowledge in the operation of gun-smithing machinery such as lathes, milling machines, surface grinders, etc., as well as limited knowledge of tooling used with those machines. The Gunsmith I has knowledge of basic shop safety procedures needed to work in a small arms environment, performs support functions for the shop, to include bead blasting and preparing metal parts for refinishing. Other support functions include, but are not limited to, ammo inventory and residue turn-in, publication and catalogue updates, tool and capital equipment maintenance, calibration control, weapons cleaning and organizational level weapons maintenance. This person may assist primary instructor in conducting Armorer's courses on specific small arms systems.

23392 GUNSMITH II

In addition to performing all functions of Level I Gunsmith, the level II usually requires attendance at factory Armorer's courses of small arms in the arms room inventory, performs major repairs on foreign and domestic standard and non-standard small arms weapons, can build either custom pistols or rifles with little or no supervision, possesses excellent knowledge of gun-smithing tools and procedures, and possesses moderate

knowledge of firearms operating principles and ballistics. This worker has a thorough understanding of firearm operation principles, has a moderate knowledge of internal/external ballistic theories, can fabricate special jigs, fixtures and other special tooling with some supervision, can read and understand blueprint drawings, and can work from those drawings under direct supervision. The Gunsmith II can perform as primary instructor on most standard and non-standard small arms weapon systems. This position may require computer literacy.

23393 GUNSMITH III

Qualification for this position usually requires attendance at a formal one to two year accredited in-house gunsmithing course, or equivalent work experience. This worker has a thorough understanding of, and can instruct in external/internal and terminal ballistics, can build custom pistols and rifles, as well as other types of weapons systems with no supervision, and has a thorough understanding of machine tools and equipment. In addition, this incumbent can do the following: work from blueprints without supervision, design, fabricate and develop prototype small arms systems from a drawing or from customer input, work to Special Repair Facility Level maintenance, and can design computer prototypes from customer input. The Gunsmith III consults with government officials in all facets concerning the Weapons Department, such as, but not limited to, indoor/outdoor range design, ammunition fundamentals ballistics, weapons mounts, suppressors, optic systems, prototype development and reverse engineering projects, and performs direct supervision and training of subordinate gunsmiths.

23410 HEATING, VENTILATION, AND AIR-CONDITIONING MECHANIC

The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit.

This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.

23411 HEATING, VENTILATION, AND AIR CONDITIONING MECHANIC (Research Facility)

The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs, modifies and repairs refrigeration – hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This person performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning

plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems.

The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs new or repaired component and performs complex modifications of systems and components in accordance with applicable electrical publications and directives, and will maintain and repair specialized laboratory equipment such as fume hoods, de-ionized water systems, bio-clean systems, vacuum systems, cascade refrigeration systems, and laboratory sinks. This mechanic may perform complex repair of systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines valves, meters, gages, thermostats, pumps, mechanical linkage, and electrical sensing, switching and controlling devices including pneumatic controls, variable speed drives, digital controlled devices, electronic, hydraulic heating and cooling and economizer systems.

23430 HEAVY EQUIPMENT MECHANIC

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

23440 HEAVY EQUIPMENT OPERATOR

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

23460 INSTRUMENT MECHANIC

The Instrument Mechanic installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. This worker disassembles malfunctioning instruments, examines and tests mechanism and circuitry for defects; troubleshoots equipment in or out of control system and replaces or repairs defective parts, reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, and makes minor calibration adjustments to insure functioning within specified standards. This mechanic may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.

23465 LABORATORY/SHELTER MECHANIC

The Laboratory/Shelter Mechanic performs and, on occasion, will work alone performing removal, repair and installation to a variety of items pertaining to rebuilding and the repair of air transport galley laboratories,

communications shelters, trailers and vans; this worker removes, repairs or replaces broken screws, bolts riv-nuts, pop rivets, brackets, skids, floors, and luge, etc. This person fills holes, dents and grooves on the various shelters with filler materials such as Scotch Weld, silastic, and plastic filler, fits positions and attaches patches, removes old and worn gaskets and replaces insuring that gasket is fitted properly to assure water tightness. On occasion, this mechanic removes, makes minor repairs, installs minor appliances, installs the various marking and identifications plates, works with higher-grade employees in providing estimates as to man-hours required to accomplish repairs. On familiar projects, this mechanic works with technical manuals and repair specifications and procedures, properly laying out and installing equipment racks, brackets, tool boards, holding devices, benches, mounts tables, etc.

This mechanic removes, repairs and/or replaces filters, blowers and heaters, visually locates defective operating hardware making repairs as required to items such as doors, handles, locks, hinges, fastening devices, etc., and checks all exterior seams for tightness and fit, making repairs as necessary. The Laboratory/Shelter Mechanic works with higher graded employees in performing structural repair, assists higher graded employee in the water test area performing high and low pressure tests and fording tests, performs pull test on shelter lifting eyes according to specifications, and inspects the shelter during these tests watching for any deficiencies. When deficiencies are noted, he/she makes on the spot repair or returns shelter to the line for necessary repair.

23470 LABORER

The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

23510 LOCKSMITH

The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.

23530 MACHINERY MAINTENANCE MECHANIC

The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for

operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.
23550 MACHINIST, MAINTENANCE

The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: interpreting written instructions and specifications, planning and laying out of work, using a variety of machinist's hand tools and precision measuring instruments, setting up and operating standard machine tools. This incumbent is responsible for the shaping of metal parts to close tolerances, making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals, selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice, usually acquired through a formal apprenticeship or equivalent training and experience.

23580 MAINTENANCE TRADES HELPER

The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

23590 METROLOGY TECHNICIAN (Occupational Base)

This category includes occupations responsible for the calibration and certifying of electronic and physical/dimensional measuring and test equipment to technical specifications, maintaining traceability to the National Institute of Standards and Technology (NIST).

23591 METROLOGY TECHNICIAN I

The Metrology Technician I will do most or all of the following: calibrate and certify electronic and physical/dimensional measuring and test equipment to technical data specifications, maintaining traceability to the NIST, US Department of Commerce or by reference to natural constants. This person will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, accuracy and precision requirements, troubleshoot, align, and repair malfunctioning measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics. This worker inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, and will document results of measurements and calibrations on calibration certificates.

23592 METROLOGY TECHNICIAN II

The Metrology Technician II independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. The incumbent will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements.

The Metrology Technician II identifies magnitude of error sources contributing to uncertainty of results to determine reliability of measurement process in quantitative terms, diagnoses and repairs malfunction in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. This worker provides training to apprentice technicians on metrology principle, resolving technical problems, and complicated electronic theory. This worker will inspect measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyze and interpret results of measurements and calibrations using mathematical formulas, and document results of measurements and calibrations on calibration certificates and calibration correction charts.

23593 METROLOGY TECHNICIAN III

The Metrology Technician III will independently determine and perform operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. This Worker assess and utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements, analyzes magnitude of error sources contributing to uncertainty of results and/or test accuracy ratios to determine reliability of measurement process in quantitative terms. The Incumbent will recommend substitution of standards or measuring equipment if required, diagnose and repair malfunctions in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level.

The Metrology Technician III will provide training to apprentice and journeyman technicians on metrology principle, resolving technical problems, and complicated electronic theory, implement quality control plan, identify nonconformities, analyze and interpret trends; recommend corrective actions, investigate and identify root causes of problems.

The Metrology Technician III interprets engineering drawings, schematic diagrams, or formulas to determine quality and reliability standards, inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyzes and interprets results of measurements and calibrations using mathematical formulas and authenticate calibration certificates for measurements and calibrations and calibration correction charts.

23640 MILLWRIGHT

The Millwright installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: planning and laying out work; interpreting blueprints or other specifications, using a variety of hand tools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity, aligning and balancing equipment, selecting standard tools, equipment and parts to be used, and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the Millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

23710 OFFICE APPLIANCE REPAIRER

The Office Appliance Repairer repairs and services office machines, such as adding, accounting, calculating machines and typewriters, using hand tools, power tools, micrometers and welding equipment. This worker operates machine to test moving parts and to listen to sounds of machines to locate causes of trouble, disassembles machine and examines parts, such as gears, guides, rollers, and pinions for wear and defects,

using micrometers, repairs, adjusts, or replaces parts, and cleans and oils moving parts. This person may give instructions in operation and care of machines to machine operators, or assemble new machines.

23760 PAINTER, MAINTENANCE

The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

23790 PIPEFITTER, MAINTENANCE

The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

23810 PLUMBER, MAINTENANCE

The Plumber, Maintenance assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand.

The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.

23820 PNEUDRAULIC SYSTEMS MECHANIC

The Pneudraulic Systems Mechanic maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases), tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics, and modifies, repairs or disassembles and overhauls systems or components.

23850 RIGGER

A Rigger assembles rigging to lift and move equipment or material in manufacturing plant or shipyard, selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved, attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps, attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook, gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. The Rigger also sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches, splices rope and wire cables to make or repair slings and tackle, and may direct workers engaged in hoisting machinery and equipment into ships.

23870 SCALE MECHANIC

The Scale Mechanic installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights, moves scale into position, using hoists and rollers, inserts shims between scale base and foundation to level scale, secures scale to foundation, using hand tools. This worker tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications, turns setscrews to adjust spring scales disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings. This worker straightens, cleans, and repaints structural parts of scale, and may install, adjust and repair electronically controlled scales.

23890 SHEET-METAL WORKER, MAINTENANCE

The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

23910 SMALL ENGINE MECHANIC

The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as rings and bearings, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.

23930 TELECOMMUNICATIONS MECHANIC (Occupational Base)

The Telecommunications Mechanic installs, removes, tests, troubleshoots, programs, maintains, and repairs voice and non-voice communications systems including intercom and public address systems, alarm systems, digital switching equipment, miscellaneous telephone, radio, fire alarms, intrusion alarms and compute data circuits, and related apparatus required in central switching office.

23931 TELECOMMUNICATIONS MECHANIC I

The Telecommunications Mechanic I installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems including intercom and public address systems, alarm systems, teletype equipment, and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.

23932 TELECOMMUNICATIONS MECHANIC II

The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Employees in this position maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.

23950 TELEPHONE LINEMAN

This occupation includes jobs that involve installing, and repairing aerial and underground communications lines and auxiliary equipment such as conduits, insulators, and poles. The work does not require completing line connections.

23960 WELDER, COMBINATION, MAINTENANCE

This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

Note: Employees welding aircraft and ground support equipment should be classified as an Aerospace Structural Welder.

23965 WELL DRILLER

This incumbent sets up and operates portable drilling rig (machine and related equipment) to drill wells, extends stabilizing jackscrews to support and level drilling rig, moves levers to control power-driven winch that raises and extends telescoping mast. This person bolts trusses and guy wires to raise mast and anchors them to machine frame and stakes, and assembles drilling tools, using hand tools or power tools. The Well Driller moves levers and pedals to raise tools into vertical drilling position and lowers well casing (pipe that shores up walls of well) into well bore, using winch, moves levers and pedals and turns hand wells to control reciprocating action of machine and to drive or extract well casing.

This employee pumps water into well to facilitate drilling by cooling drill bit and removing drillings, listens to sounds of drilling machine and feels cable or brake to determine drilling conditions and to identify variations such as entering new strata or striking rock, moves levers to adjust stroke and impact of cable tool drilling machine or changes drill bits of rotary drilling machine to fit changing conditions, and replaces drill bit with tool to collect samples of earth or rock being penetrated. This worker examines samples to determine nature of strata encountered or submits samples to laboratory for analysis, records drilling progress and geological data, and splices worn or broken cable. This incumbent may sharpen bits by heating them in forging furnace and hammering edges on anvil, build up worn drill bits by arc welding, tempering bits in furnace, and by quenching them in water, retrieve lost equipment from bore holes, using specialized retrieval tools and equipment, may fabricate well casings, or restore wells to active production.

23970 WOODCRAFT WORKER

The Woodcraft Worker makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. This worker marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications, matches materials for color, grain, or texture, sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. This worker trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files; bores holes for insertion of screws or dowels by hand or using boring machine, glues, fits, and clamps parts and subassemblies together to form complete unit using clamps or clamping machine, and drives nails or other fasteners into joints at designated places to reinforce joints. This worker sands and scrapes surfaces and joints of articles to prepare articles for finishing, may dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint, and may install hardware, such as hinges, catches, and drawer pulls.

23980 WOODWORKER

The Woodworker constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.

24000 PERSONAL NEEDS OCCUPATIONS

This category includes occupations concerned with cutting and styling hair; shaping, cleaning and polishing fingernails, applying cosmetics, caring for and providing support services for children and adults.

24510 BARBER

A Barber provides customers with barbering services, cuts, blow-dries, trims, and tapers hair, using clippers, comb, blow-drier, and scissors. This person applies lather and shaves beard or shapes hair contour (outline) on temple and neck, using razor, performs other tonsorial services, such as applying hairdressings or lotions, dyeing, shampooing, singeing, or styling hair, and massaging face, neck, or scalp. The Barber records service charge on ticket, and may sell lotions, tonics, or other cosmetic supplies.

24540 BEAUTICIAN (Cosmetologist)

A Beautician provides beauty services for customers, analyzes hair to ascertain condition of hair, applies bleach, dye or tint, using applicator or brush, to color customer's hair and scalp with water, liquid soap, dry powder, or egg, and rinses hair with vinegar, water, lemon, or prepared rinses. This employee massages scalp and gives other hair and scalp-conditioning treatments for hygienic or remedial purposes, styles hair by blowing, cutting, trimming and tapering, using clippers, scissors, razors, and blow-drier, suggests coiffure according to physical features of patron and current styles, or determines coiffure from instructions of patron. The Beautician applies water or waving solutions to hair and winds hair around rollers, or pin curls and finger waves hair, sets hair by blowing dry, natural-set, or presses hair with straightening comb. This incumbent suggests cosmetics for conditions, such as dry or oily skin; applies lotions and cream to customer's face and neck to soften skin and lubricate tissues, performs other beauty services, such as massaging face or neck, shaping and coloring eyebrows or eyelashes, removing unwanted hair or retain curls or waves in hair and waving or curling hair, and cleans, shapes, and polishes fingernails and toenails.

24570 CHILD CARE ATTENDANT

This incumbent organizes and leads activities of children in nursery schools, day care centers, and similar organizations, receives children from parents, noting any special instructions parents may provide, helps children remove outer garments, prepares play materials and ensures that play areas, equipment and toys are safe and sanitary, supervises play periods, organizes and participates in games, reads to children, distributes toys and play materials, and teaches children simple painting, drawing, handwork, songs and similar activities. This worker attends to physical needs of children, assists them to develop self-help skills, helps children to develop habits of caring for own clothing and picking up and putting away toys and books, and maintains discipline. Work includes the following: consoling upset or distressed children, directing rest periods, preparing and serving meals or snacks. The Childcare Attendant eats with children and observes food intake and needs of children, teaches table manners, and clears tables, ensures that children remain clean, and that each child leaves with parent or authorized individual. This worker may wash, dry, fold, and store bed linens, blankets and diapers.

24580 CHILD CARE CENTER CLERK

This incumbent performs clerical and administrative support duties in childcare center that provides dependent care and preschool programs, enrolls children in day care and preschool programs, assists parents in completing enrollment forms, receives and confirms reservations by telephone, and assigns children to rooms. This clerk ensures space is available for regular and hourly patrons, greets patrons and helps children make transition to center environment, and remains alert to detect early signs of distress, abnormal behavior, or suspected illnesses or diseases in children. This clerk keeps enrollment records, ensures that enrollment forms including immunization records are updated, as necessary, compiles hourly and daily registration reports, compiles records of children who will be present for meals and snacks, advises cook of meal requests, updates reservation records, labels children's belongings, and ensures that parents fill out daily information or medication forms, if needed.

This clerk collects fees for all aspects of center operation, calculates and posts all changes to patron's accounts, and balances total with control records, prepares and safeguards cash receipts in accordance with applicable directives, prepares daily cashier's report per office guidelines, prepares daily activity report and, as required, a consolidated activity report, keeps daily attendance report. Orders and distributes supplies, and arranges meetings. The Childcare Center Clerk makes appointments for director or other staff members, greets and screens callers who contact the center either in person or by telephone and answers questions concerning such matters as fees and tuition; computes staff/child ratios and advises director when additional staff is needed, maintains lounge and work area in a clean and orderly manner, and contacts parents when a

child becomes ill or injured. This clerk informs parents of incidents and prepares incident reports for parents' signatures, may open center in the morning and close it at night, and may serve as Child Care Attendant.

24610 CHORE AIDE

The Chore Aide provides basic housekeeping services in homes of elderly or disabled adults, cleans house, apartment, or room in accordance with instructions provided in service plan prepared by supervisor and to satisfy client to extent possible, using devices normally found in private homes, including brooms, light mops, dust cloths, vacuum sweepers, and washing machines and dryers for laundry. Specific cleaning tasks include sweeping, mopping and/or vacuuming floors, dusting furniture, wiping counter tops and stove tops, defrosting refrigerators, removing trash, and cleaning metal and porcelain bathroom fixtures. This aide makes beds and changes linens, does laundry; goes grocery shopping following a prepared grocery list, prepares meals, and runs errands.

24620 FAMILY READINESS AND SUPPORT SERVICES COORDINATOR

This incumbent develops and implements a family support program. Provides support to families impacted by Aerospace Expeditionary Force (AEF) and other long and short-term mobilization assignments, communicates with families, involving them in activities that will assist during separation, and identifies family issues and demographic trends. This worker establishes and maintains formal agreements and relationships with federal state and local aid agencies, as well as an informal network with charitable, religious and human service group to establish deliver and promote family support and readiness, and projects long-term family readiness and support plans and resource needs.

24630 HOMEMAKER

The Homemaker advises family in private home in how to deal with problems, such as those concerning nutrition, cleanliness, and household utilities, advises and assists family members in planning nutritious meals, purchasing and preparing foods, and utilizing commodities from surplus food programs. This person assists the head of household in training and disciplining children, assigns and schedules housekeeping duties to children according to their capabilities. The Homemaker also encourages parents to take interest in children's schoolwork and assists them in establishing good study habits, explains fundamental hygiene principles and renders bedside care to individuals who are ill, and trains other family members to provide required care, participates in evaluating needs of individuals served, and confers with a caseworker to plan for continuing additional services.

24710 NAIL TECHNICIAN

The Nail Technician provides clients with a complete understanding of proper nail care, educating the client regarding shape, cleanliness, color, and length of nails, and advises the client of the best nail type to choose which will benefit the client most. The Nail Technician provides nail sculpturing services to clients, and provides the following nail services: basic & French manicure, hot oil manicure, hand paraffin, polish change, acrylic set, acrylic fills, artificial nail removal, nail repair (each), pedicure, foot paraffin, spa pedicure with paraffin, hair removal (basic waxing) of eyebrows, lip, and chin.

25000 PLANT AND SYSTEM OPERATION OCCUPATIONS

This category includes occupations concerned with operating water and sewage treatment plants, gas plants, power plants, stationary engines and related equipment, chemical plants, and petroleum plants. The

occupations are concerned with minute-by-minute operation and not with marketing, supplies, personnel, and other non-operating activities.

25010 BOILER TENDER

The Boiler Tender tends one or more boilers to produce steam or high-temperature water for use in an establishment, fires boiler, observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation, adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. This incumbent may also do one or more of the following: maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.

25020 BRIDGE TENDER

Bridge Tenders ensure that the drawbridge opens promptly and safely, considering both vehicular and marine traffic, and that operating machinery is maintained in a serviceable condition.

25040 SEWAGE PLANT OPERATOR (Wastewater Treatment Plant Operator)

This incumbent operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage, monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage, observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements. This worker starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes, maintains log of operations and records meter and gas readings, gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance, and may collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. This person may operate and maintain power-generating equipment to provide steam and electricity for plant.

25070 STATIONARY ENGINEER

The Stationary Engineer operates and maintains one or more systems that provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided, recording in logs various aspects of the system's operation, keeping the engines, machinery and equipment of the system in good working order. This engineer may direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer. Workers are required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale, and Boiler Tenders.

25190 VENTILATION EQUIPMENT TENDER

This incumbent tends ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes; adjusts valves to regulate temperature of lubrication oil and flow of water through system, moves controls to regulate speed of fans, adjust vents and ducts, records gauge readings, and repairs completed, and time lost because of inoperative

equipment. This worker writes repair work order tickets and out-of-order tags preparatory to equipment repair, inspects equipment to detect excessive noise and heat, replaces gauges and tightens and chalks leaky fittings, using wrenches, hammers, and chalking tool, cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam.

25210 WATER TREATMENT PLANT OPERATOR

This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. This person starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water.

This operator cleans tanks and filter beds, using backwashing (reverse flow of water), repairs and lubricates machines and equipment, using hand- and power tools, tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of chemicals, water turbidity, and water pressure. This operator may operate portable water-purification plant to supply drinking water, and purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.

27000 PROTECTIVE SERVICE OCCUPATIONS

This category includes occupations concerned with providing protection against fire, fighting fires, and detecting fire hazards; maintaining law and order to protect individuals and property, directing and controlling traffic and maintaining order in court; and guarding property to prevent illegal entry, fire, theft, and vandalism, to ensure safety of people.

27004 ALARM MONITOR

The Alarm Monitor operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency, operates telephone console to receive incoming calls for assistance, questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines, and scans status charts and computer screen to determine units available. This worker monitors alarm system signals that indicate location of fire or other emergency, operates two-way radio to dispatch police, fire, medical, and other personnel and equipment, and to relay instructions or information to remove units. This worker types commands on computer keyboard to update files and maintain logs, tests communications and alarm equipment, and backup systems to ensure serviceability. The Alarm Monitor may provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques, and activate alarm system to notify fire stations.

27006 BACKGROUND INVESTIGATOR

The Investigators travel nationwide, including U. S. Territories, to perform background investigations on applicants, employees, and contractor employees. Investigators travel to the applicant's former schools, residences, places of employment, etc. At these places, the investigators will interview references, relatives, neighbors, friends, co-workers, and other sources to acquire background information regarding the subject

person. They will also compile data from written information found in schools, and employment records. Upon completion, the investigator will compile all the data into a report and submit it to the government. This investigator may be required to perform these duties in other U.S. Territories such as the Virgin Islands, or Puerto Rico.

27007 BAGGAGE INSPECTOR

The Baggage Inspector inspects/screens all passenger baggage and personnel prior to tenting passenger terminal, uses x-ray machine, metal detectors and explosive residue detection equipment, and inspects personnel and/or baggage manually, if required. This inspector is responsible for ensuring that passengers and personnel entering the terminal do not possess unauthorized material such as weapons, explosives, etc. This person communicates with law enforcement personnel if unauthorized material is discovered, or in case of emergency. This worker conducts facility observations to ensure the safety of personnel inside and outside the facility by walking through the building ensuring that there are no obvious treats, unusual situations or suspicious activities, and notifies the proper authorities if such situations occur. The Baggage Inspector may perform routine testing and maintenance of screening equipment.

27008 CORRECTIONS OFFICER

The Corrections Officer maintains order among inmates in a prison or local jail, performs routine duties in accordance with established policies, regulations, and procedures to guard and supervise inmates in cells, at meals, during recreation, and on work assignments, and may employ weapons or force to maintain discipline and order. Typical duties include: taking periodic inmate counts, searching inmates and cells for contraband articles, inspecting locks, windows bars, grills, doors, and grates for tampering, aiding in prevention of escapes and taking part in searches for escaped inmates, and escorting inmates to and from different areas for questioning, medical treatment, work and meals. The Corrections Officer may act as outside wall guard, usually on rotation.

Excluded are:

- a. Workers receiving on-the-job training in basic correctional activities.
- b. Positions responsible for providing counseling or rehabilitation services to inmates.

27010 COURT SECURITY OFFICER

This incumbent patrols courthouse to provide security, escorts defendants to and from courtroom, and stands guard during court proceedings, checks courtroom for security.

Assignments include not only the monitoring of entrances to the court, but also attention to the special needs of the court system, particularly in the area of personal protection for the judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public. Duties require specialized training in methods and techniques of protecting security areas. This incumbent is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

27030 DETECTION DOG HANDLER

The Detection Dog Handler utilizes a trained explosives or narcotic detection dog to conduct searches and inspections of structures, objects, ships and watercraft, aircraft and open areas, works with canine partner to maintain control and develop skills. This handler may require canine and kennels support including the grooming and feeding canine partner, and use of two-way radio communication devices, cellular phones,

communications devices and other devices as necessary to communicate. This worker maintains a log, written reports and canine and handler records, and may perform duties in a uniform or in civilian clothes.

27040 DETENTION OFFICER

The Detention Officer performs various duties related to detention, safeguarding, security and escort of violators of immigration laws, exercises surveillance over detainees, and maintains order and discipline, attends to sheltering, feeding, and physical well being of detainees, and counseling of alien detainees on personal matters. This worker guards detainees at deportation or exclusion hearings, recognizes potentially hazardous health, safety, security, or discipline problems, supervises voluntary work details, and encourages participation in organized recreational activities.

27070 FIREFIGHTER

The Firefighter controls and extinguishes fires. They may drive vehicle to scene of fire following predetermined route, or selecting alternate route when necessary. This worker positions vehicle considering such factors as wind direction, sources of water, hazards from falling structures, and location of armaments or aircraft, operates pumps, foam generators, boom and ground sweeps nozzles, and other similar equipment, uses a variety of special protective gear in situations where poisonous gases, radioactive materials, and hazardous biological products are involved. The Firefighter determines proper pressures for the distances to be pumped and the number of lines being used. When operating a crash truck, this incumbent maneuvers the vehicle to keep the fire in optimum range while ensuring that backflash will not occur, maintains a constant awareness of water levels in self-contained tanks and warns handline and rescue man when tanks are close to running dry. This worker performs daily preventive maintenance inspection of vehicle and equipment, minor maintenance such as oil changes, replacing packing in pumps, and draining and flushing tanks, and otherwise ensuring that all equipment is in usable condition.

27100 GUARD (Occupational Base)

This guard protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. This worker may be deputized to make arrests, and may help visitors and customers by answering questions and giving directions. This person may be required to demonstrate proficiency in the use of firearms and other special weapons and continuing physical fitness.

For wage study purposes, Guards are classified as follows:

27101 GUARD I

This guard carries out detailed instructions and procedures primarily oriented to insure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations. This guard intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.

27102 GUARD II

The Guard II enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and

techniques of protecting controlled areas. Commonly, the Guard II is required to demonstrate proficiency with firearms and other special weapons, and to meet rigorous physical fitness standards.

27130 POLICE OFFICER (Occupational Base)

The Police Officer enforces laws established for the protection of persons and property, by detaining, arresting, interrogating, and incarcerating suspected violators, and appearing as a witness at trials. Work is performed in uniform or civilian clothes, and officers are typically armed.

Excluded are:

- a. Supervisory positions.
- b. Criminal investigators.
- c. Police detectives and specialists performing duties above those described for Police Officer II.
- d. Positions requiring the operation of aircraft.
- e. Police academy cadets and positions receiving on-the-job training and experience in basic police activities.

27131 POLICE OFFICER I

This officer carries out general and specific assignments from superior officers in accordance with established rules and procedures, maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat by performing a combination of duties. These duties could include: patrolling a specific area on foot or in a vehicle, directing traffic, issuing traffic summonses, investigating accidents; apprehending and arresting suspects, processing prisoners, and protecting scenes of major crimes. This officer may participate with detectives or investigators in conducting surveillance operations.

27132 POLICE OFFICER II

In addition to the basic police duties described at level I, the Police Officer II receives additional compensation to specialize in one or more activities, such as: canine patrol, special reaction teams, juvenile cases, hostage negotiations, and participating in investigations or other enforcement activities requiring specialized training and skills.

27210 SINGLE POINT ENTRY MONITOR

This incumbent greets and screens individuals desiring entry into pre-boarding staging areas, operate x-ray and other screening equipment, monitors screens, and physically checks passengers for forbidden articles, identifies prohibited articles, immediately notifies supervisor if detected, and responds to audible alarms. This monitor logs suspected violations, conducts routine maintenance and adjustment of monitoring equipment. The Single Point Entry Monitor will maintain accurate records, and may perform loading and unloading zone and short-term overdue checks as part of the interior and exterior surveillance.

28000 RECREATION OCCUPATIONS

This category includes occupations concerned with the operation of carnival, recreational activities and sports facilities and activities, maintenance of recreational material and equipment, officiating of organized athletic contests and meets, and health and fitness center facilities and activities.

28041 CARNIVAL EQUIPMENT OPERATOR

This operator works under supervision of carnival contractor who checks performance for safety, reliability and attentiveness, operates and maintains amusement rides such as roller coasters, ferris wheels, pony rides, etc, sets up and prepares amusement rides for use by the public, accepts ticket as tender for rides, performs other duties as assigned.

28042 CARNIVAL EQUIPMENT REPAIRER

This incumbent works under the supervision of carnival contractor who checks performance for safety, reliability and attentiveness repairs amusement rides such as roller coasters, ferris wheels, car rides, etc, checks set up of amusement rides for safety and thoroughness, and performs other duties as assigned.

28043 CARNIVAL WORKER

The Carnival Worker works under supervision of carnival contractor, receives change fund from supervisor and signs appropriate hand receipts, rings sales on cash register, collects admission fee/tickets as tender for participation in/on amusement rides and sideshows, etc. This worker makes necessary change. Accounts for cash issued at beginning of tour, and receipts for sales, refers unusual problems to supervisor, may conduct internal performance checks for carnival's compliance to contract specifications, and performs other duties as assigned.

28210 GATE ATTENDANT/GATE TENDER

Gate Attendant duties include, but are not limited to, opening and closing the park entrance gate, posting shelter reservations, issuing entrance passes and brochures, handling emergency communications for ranger and/or medical services, disseminating information to and answering questions from the public regarding park rules, available facilities, etc. All attendant interaction with the public shall be performed diplomatically, courteously, and promptly.

28310 LIFEGUARD

The Lifeguard monitors activities at swimming pool to prevent accidents and to provide assistance to swimmers, maintains order in pool and pool areas, rescues swimmers in danger of drowning and administers first aid, inspects facilities for cleanliness, cleans pool and pool areas including bathhouse, determines chlorine content and pH value of water using water testing kit, and records readings. This person may check in and out items such as towels and personal items, may conduct or officiate at swimming meets, and may give swimming instruction.

28350 PARK ATTENDANT (AIDE)

This incumbent assists in operation of state or national parks, monument, historic site, or recreational areas, performing a combination of clerical and other duties. This attendant greets visitors at facility entrance, hands out informational pamphlets, maps, explains regulations, and other information concerning camping and visiting the facility. The Park Attendant assigns campground or recreational sites, collects fees, fills out camping and visitor permits, and maintains register of campers and visitors, maintains campgrounds and other areas, cautions visitors against infractions of rules, and reports all disturbances and problems to superior officer or as a last resort to local law enforcement officers. This attendant replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition, and conducts tours of premises and answers visitors' questions when stationed at historic park, site or monument.

The Park Attendant operates projection and sound equipment and assists in presentation of interpretive programs, provides simple first aid treatment to visitors injured on premises, and assists persons with more serious injuries to obtain appropriate medical care, and participates in carrying out fire-fighting or conservation activities. This worker assists other workers in activities concerned with restoration of buildings and other facilities, or excavation and presentation of artifacts when stationed at historic or archeological site, keeps a record of all complaints and criticisms of park facilities, and reports maintenance items to superior.

28510 RECREATION AIDE/HEALTH FACILITY ATTENDANT

Accepts reservations, collects fees, hands out towels, checks out equipment, maintains records of material used, number of patrons and other required information for operation of the facility. May prepare individual exercise records including measuring and patrons exercise objectives. Demonstrates proper use of equipment. May monitor exercise areas, sauna, steams rooms, whirlpool and dressing areas to ensure compliance with facility rules.

28515 RECREATION SPECIALIST

The Recreation Specialist plans, organizes, and directs comprehensive public and voluntary recreation programs at recreation building, indoor center, playground, playfield, or day camp. This person studies and analyzes recreational needs and resources, oversees and assigns duties to staff, interprets recreation programs and their philosophy to individuals and groups through personal participation and staff assignments, and schedules maintenance and use of facilities.

28630 SPORTS OFFICIAL

The Sports Official officiates at competitive games or other sporting events such as baseball, basketball, football, soccer, softball, swimming, and volleyball, performing one or more of the following tasks: starting competition, race or other event and controls progress of event according to established rules. This official observes actions of participants to detect infractions of the rules, and cautions or penalizes offenders, gives rulings on disputable matters, inspects game equipment and playing surfaces to ensure safety of players and officials. This worker keeps records such as scores, duration of races and finishing positions, depending on type of event, and postpones or forfeits games due to misconduct or inclement weather.

28690 SWIMMING POOL OPERATOR

The Swimming Pool Operator operates and maintains swimming pool and auxiliary equipment, fills pool and tests water for proper chlorine content, regulates feeders and puts in prescribed amounts of soda ash and chlorine according to specific instructions to purify water, checks heating and pumping equipment, and adjusts or makes minor repairs using mechanic's hand tools. This operator changes chlorine tanks, as required, removes leaves and other debris from water, using net, cleans bottom and sides of pool, using such aids as underwater vacuum cleaner, hose, brush, detergent, acid solution, and sander. Inspects and replaces loose or damaged tile, cleans and repairs filter system. Reports emergencies or unusual malfunctions to superior, and prepares report of materials used and work performed.

29000 STEVEDORING/LONGSHORMEN OCCUPATIONAL SERVICES

This category includes: occupations concerned with longshoremen and related terminal/warehouse and ship export and import cargo, services of seagoing vessels, to include dangerous and hazardous items, loading/unloading boxed, crated, wrapped and palletized freight from/to ships at dockside to various types of

transportation devices. These devices include trucks, trailers, vans, boxcars, flat cars, sea vans on wheeled chassis, roll on/roll off and other wheeled metal containers.

29010 BLOCKER AND BRACER

The Blocker and Bracer secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation, determines appropriate lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. This worker nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items, constructs weatherproof shelters over some types of deck loads, guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. This worker constructs temporary trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.

29020 HATCH TENDER

The Hatch Tender signals Winch Operator (water trans.) to transfer cargo from dock to ship's hold or from ship's hold to dock, observes workers attaching or detaching slings to or from loads to determine moment for signaling, waves arms to indicate ready signal for transfer of cargo, and may alternate jobs with Winch Operator.

29030 LINE HANDLER

The Line Handler secures and removes ship's docking lines to and from dock, catches lines heaved from ship attempting to dock, drags lines to bitts on dock and slips eye of mooring lines over bitts, removes lines from bitts when ships depart, and may drive vehicle to pull in docking lines.

29040 STEVEDORE (Occupational base)

The Stevedore loads and unloads ship's cargo, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, may operate material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area.

29041 STEVEDORE I

The Stevedore I loads and unloads ships' cargos, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, stacks cargo in transit shed or in hold of ship as directed by Header, and attaches and moves slings used to lift cargo. This worker guides load being lifted to prevent swinging and shores cargo in ship's hold to prevent shifting during voyage. May be called longshoreman or may be designated according to area in which work is performed as stevedore, dock; stevedore, front; stevedore, hold.

29042 STEVEDORE II

The Stevedore II operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area, operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached in accordance with

signals from other workers. This worker moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over each hatch when previous hatch is filled.

The Stevedore II drives lift truck along dock or aboard ship to transfer bulk items, such as lumber, pallet-mount machinery, and crated products within range of winch, drives tractor to transfer loaded trailers from warehouse dockside, and may position and fasten hose lines to ships' cargo tanks when loading or unloading liquid cargo, such as animal fats, vegetable oils, molasses, or chemicals. This worker may perform variety of manual duties, such as lashing or shoring cargo aboard ship, attaching slings, hooks, or other lifting devices to winch for loading or unloading, and signaling other workers to move, raise, or lower cargo, and may direct activities of cargo gang consisting of Stevedore I. This worker may also be called longshoremen.

30000 TECHNICAL OCCUPATIONS

This category includes occupations concerned with providing technical assistance to engineers and scientists in both laboratory and production activities as well as occupations concerned with independently operating and servicing technical equipment and systems. Characteristic of occupations in this category is the requirements for a knowledge of scientific, engineering, and mathematical theories, principles and techniques that are less than full professional knowledge but which, nevertheless, enables the technician to understand how and why a specific device or system operates.

The technician solves practical problems encountered in fields of specialization, such as those concerned with development of electrical and electronic circuits, and establishment of testing methods for electrical, electronic, electromechanical, and hydro-mechanical devices and mechanisms. Work involves the application of engineering principles in solving design, development, and modification problems of parts or assemblies for products or systems, and application of natural and physical science principles to basic or applied research problems in fields, such as metallurgy, chemistry, and physics. The technician may perform technical procedures and related activities independently. Workers with the title of Technician who are concerned primarily with maintenance and repair are classified with Mechanics and Maintenance and Repair Occupations.

30010 AIR TRAFFIC CONTROL SPECIALIST, CENTER

This position controls traffic of aircraft operating within a designated sector of airspace between centers and beyond airport terminal areas while en route along airways and over certain oceanic routes. This worker utilizes constant radar surveillance to issue speed, altitude and directional instructions to pilots for purpose of keeping aircraft properly separated. The incumbent also provides approach control service to aircraft going into certain airports within a center's assigned area. The type of control exercised, the procedures and techniques employed, and the equipment utilized in the air traffic control centers are similar to those used in the terminals (see Air Traffic Control Specialist, Terminal).

30011 AIR TRAFFIC CONTROL SPECIALIST, STATION

This incumbent receives and transmits flight plans, meteorological, navigational, and other information in air traffic control station to perform preflight and emergency service for airplane pilots, accepts flight plans from pilots in person or by telephone and reviews them for completeness. This specialist routes plans for operating under instrument flight rules to control center and for operating under visual flight rules to station in vicinity of destination airport, using radio, teletype, radiotelephone, radiotelegraph, telephone, or interphone, and provides meteorological, navigational, and other information to pilots during flight, using radio.

This Air Traffic Control Specialist relays traffic control and other instructions concerned with aircraft safety to pilots, radios such information as identifying landmarks, beacons and available landing fields to pilots in flight, maintains file of plans for operating under visual flight rules until completion of flight, and contacts facilities

along route of flight to secure information on overdue aircraft. This worker reports lost aircraft to control center for rescue or local emergency services, monitors such radio aids to navigation as range stations, fan markers and voice communication facilities, and notifies air personnel of availability of these facilities, and maintains written records of messages transmitted and received.

30012 AIR TRAFFIC CONTROL SPECIALIST, TERMINAL

This incumbent controls air traffic on and within vicinity of airport according to established procedures and policies to prevent collisions and to minimize delays arising from traffic congestion. This worker answers radio calls from arriving and departing aircraft and issues such landing and takeoff instructions and information as runway to use, wind velocity and direction, visibility, taxiing instructions, and pertinent data on other aircraft operating in vicinity. This specialist transfers control of departing flights to and accepts control of arriving flights from air traffic control center, using telephone or interphone, alerts airport emergency crew and other designated personnel by radio or telephone when airplanes are having flight difficulties.

The worker pushes buttons or pulls switches to control airport floodlights and boundary, runway, and hazard lights, and scans control panel to ascertain that lights are functioning, operates radio and monitors radarscope to control aircraft operating in vicinity of airport. The specialist also receives cross-country flight plans and transmits them to air traffic control center, signals aircraft flying under visual flight rules, using electric signal light or flags, may control cross-runway traffic by radio directions to guards or maintenance vehicles, and may keep written record of messages received from aircraft.

30020 ARCHEOLOGICAL TECHNICIAN (Occupational Base)

This class provides technical support to professional Archeologist, utilizing a basic understanding of anthropological and archeological field techniques in connection with locating, testing and evaluating cultural resource sites, conducts pre-field office research, field surveys, and site testing, using a variety of reference materials. These worker interview with source individuals, aerial photographs and technical instruments, search areas of proposed projects for evidence of historic and re-historic archeological remains, and determine exact locations of sites and marks them on maps and aerial photographs.

30021 ARCHEOLOGICAL TECHNICIAN I

Under the direct supervision of archaeological crew chiefs and under the general supervision of field director/project, the Archeological Technician I performs unskilled and semi- skilled tasks at archaeological field sites. This person assists crew chief in activities associated with the excavation of project areas and found features, walks over project searching for archaeological materials such as historic and prehistoric remains, excavates, screens, back-fills excavated areas, assists in preparation of sketch maps and forms, and field photography, conducts simple surveys using compass, topographical map and aerial photographs. This worker determines the exact locations of sites and marks them on maps and/or aerial photographs, records information on archeological site survey form and prepares simple reports, and cleans, packages, and labels artifacts recovered from inventories and excavations and assists in the flotation of soil samples.

30022 ARCHEOLOGICAL TECHNICIAN II

Under the general supervision of field director/project, this archaeologist, performs skilled tasks, conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples, walk over, and shovel testing, catalogs, packages and labels archaeological artifacts, maintains field equipment and supplies, and conducts inventories of cultural resources in areas of proposed projects. This incumbent researches reference material such as state and national register files, historic documents, archeological reports, maps

and aerial photos, and interviews source individuals concerning project areas, performs on-the-ground area searches for surface and subsurface evidence of historic and prehistoric archeological remains.

This technician identifies and records historic and prehistoric cultural resource sites prepares Archeological Reconnaissance Reports (AARF's) and maps, and ensures that archeology work assignments are carried out in safe, timely manner according to established standards and procedures. This technician maintains the Archeological Reconnaissance schedule by estimating and reporting and expected time of completion of each project and updating the project planning board, reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met, and advises other employees on methods of cultural resource inventory. This worker also provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities.

30023 ARCHEOLOGICAL TECHNICIAN III

This incumbent serves as lead archeological technician, under the general supervision of field directory/project archaeologist, and performs skilled tasks at archaeological field sites; conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples and shovel testing, packages and labels archaeological artifacts, and maintains field equipment and supplies.

This technician conducts inventories of forest cultural resources in areas of proposed forest service projects, researches reference materials such as state and national register files, historic documents, and archeological remains. Identifies and records historic and prehistoric cultural resource sites, and prepares Archeological Reconnaissance Reports (AAR's) and maps. The incumbent ensures that archeology work assignments are executed in a safe, timely manner according to established standards and procedures, maintains the Archeological Reconnaissance schedule by estimating and reporting an expected time of completion of each project. This worker updates the project planning board, and reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met.

This technician advises other employees on methods of cultural resource inventory, provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities, and provides site recording and implements field data strategies. This technician also provides leadership to at least three lower graded Archeological Aids or Technicians. Leadership responsibilities are regular and recurring and occupy about 25 percent of the work time. As crew leader, this technician assures the work assignments of employees are carried out, assigns tasks, monitors status, and assures timely accomplishment of workload, instructs employees in special tasks and job techniques, checks work in progress and amends or rejects work not meeting established standards, and reports employee performance, progress, etc., to supervisor.

30030 CARTOGRAPHIC TECHNICIAN

This incumbent provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. The Cartographic Technician performs any, or a combination of duties such as: collecting, evaluating and selecting source materials, compiling information from source materials and developing a plan for using the information in accordance with product specifications. Duties could involve obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogram metric techniques and equipment, using drafting tools and automated equipment to make maps and charts, assembling aerial photographs into mosaics, and reviewing and editing map and chart manuscripts.

30040 CIVIL ENGINEERING TECHNICIAN

This technician assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications and confers with the Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. This worker conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests, prepares reports detailing tests conducted and their results. The Civil Engineering Technician surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment, drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects. This work involves performing duties as described under Drafter, and calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.

30060 DRAFTER/CAD OPERATOR (Occupational Base)

The Draft/CAD Operator performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duck systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings.

Excluded are:

- a. Designers using technical knowledge and judgment to conceive, plan, or modify designs;
- b. Illustrators or graphic artists using artistic ability to prepare illustrations;
- c. Office drafters preparing charts, diagrams, and room arrangements to depict statistical and administrative data;
- d. Cartographers preparing maps and charts primarily using a technical knowledge of cartography;
- e. Positions below level I; workers in these trainee positions either trace or copy finished drawings under close supervision or, receive instruction in the elementary methods and techniques of drafting; and
- f. Supervisors.

Positions are classified into levels based on the following definitions.

30061 DRAFTER/CAD OPERATOR I

This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include:

- a. Revisions to the original drawings of a plumbing system by increasing pipe diameters.
- b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.

- c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes.
- d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.
- e. Preparing a computer model of a room, building, structure from data, prints, photos.

30062 DRAFTER/CAD OPERATOR II

This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.

Typical assignments include:

- a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout.
- b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.
- c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.

30063 DRAFTER/CAD OPERATOR III

This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

- a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.

b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.

c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.

d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.

30064 DRAFTER/CAD OPERATOR IV

This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

30080 ENGINEERING TECHNICIAN (Occupational Base)

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

Excluded are:

a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians);

b. Model Makers and other craft workers;

c. Quality Control Technicians and Testers;

d. Chemical and other non-engineering laboratory technicians;

e. Civil Engineering Technicians and Drafters;

f. Positions (below Level I) which are limited to simple tasks such as: measuring items or regular shapes with a caliper and computing cross-sectional areas; identifying, weighing, and marking easy-to-identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles.

30081 ENGINEERING TECHNICIAN I

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

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

30082 ENGINEERING TECHNICIAN II

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

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

30083 ENGINEERING TECHNICIAN III

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

- a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions;
- b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.

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

30084 ENGINEERING TECHNICIAN IV

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

- a. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. (Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts).
- b. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports.
- c. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.

30085 ENGINEERING TECHNICIAN V

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

- a. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.
- b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research

instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

c. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

30086 ENGINEERING TECHNICIAN VI

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

a. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).

b. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.

c. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.

d. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

30090 ENVIRONMENTAL TECHNICIAN

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

This worker collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring

equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation.

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

30110 FOREIGN LANGUAGE TRANSLATOR

The Foreign Language Translator translates to English from a variety of language sources, including but not limited to print and audio. Complete knowledge of language must provide translator with a wide range of standard and non-standard terminology and an understanding of dialects and jargon. This worker must be able to comprehend slang and colloquial expressions in translating both technical and non-technical materials; must idiomatically translate repetitive material in specialized areas, including documents, reports, and general correspondence, in full or summary form, and provide supplemental research when necessary. Some interpreting will be required.

This worker must ensure that the final translation communicates the accurate meaning of the original transcribed document and conform as closely as possible to the format of the source document. Translation must use accepted standard English grammar in attaining clarity and a faithful rendition of the original source's meaning. Translation requires treatment of conventional problems and situations using established translating practices and principles. This translator must possess the ability to make independent determinations concerning accuracy and thoroughness of the translation, and will often report to supervisory translator yet must be able to function independently.

30130 INTERPRETER (Sign Language)

The Interpreter (Sign Language) interprets for deaf and hearing impaired persons, is skilled in interpreting rapid-fire conversations, provides translation between spoken and manual (sign language) communication, translates spoken material into sign language for understanding of deaf, and interprets sign language of deaf into oral or written language for hearing individuals or others not conversant in sign language. The Interpreter may translate television news and other broadcast for deaf viewers.

30210 LABORATORY TECHNICIAN (Laboratory Tester)

The Laboratory Technician (Laboratory Tester) performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. This incumbent sets up and adjusts laboratory apparatus, and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. This worker performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process.

Work involves running tests of the following: raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness; dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscometer, torsion balance scale, and pH meter; solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications; materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural

grease or impurities, tungsten, sulfur, cyanide, ash or dust, and samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductility, and other specifications, and examines materials, using microscope.

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

30240 MATHEMATICAL TECHNICIAN

The Mathematical Technician applies standardized mathematical formulas, principles, and methodology to technological problems in engineering and physical sciences in relation to specific industrial and research objectives, processes, equipment, and products. They confer with professional, scientific, and engineering personnel to plan project, analyzes raw data recorded on magnetic tape, punched cards, photographic film or other media, and select most practical and accurate combination and sequence of computational methods using algebra, trigonometry, geometry, vector analysis and calculus to reduce raw data to meaningful and manageable terms.

This technician selects most economical and reliable combination of manual, mechanical, or electronic data processing methods and equipment consistent with data reduction requirements, modifies standard formulas to conform to data processing method selected, translates data into numerical values, equations, flow charts, graphs or other media, analyzes processed data to detect errors. This worker may operate card punching or sorting machines, calculators, or data processing equipment.

30360 PARALEGAL/LEGAL ASSISTANT (Occupational Base)

The Paralegal/Legal Assistant performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings, conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school and may have been gained from formalized, professionally instructed agency, educational institution training, or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's substantive programs.

30361 PARALEGAL/LEGAL ASSISTANT I

The Paralegal/Legal Assistant I works under close supervision with required assistance readily available. Persons in this position typically perform the following:

- a. Consult prescribed sources of information for facts relating to matters of interest to the program;
- b. Review documents to extract selected data and information relating to specific items;
- c. Review and summarize information in prescribed format on case precedent and decisions;
- d. Search and extract legal references in libraries and computer-data banks;

e. Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

30362 PARALEGAL/LEGAL ASSISTANT II

At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:

- a. Reviews case materials to become familiar with questions under consideration;
- b. 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;
- c. 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;
- d. Interviews potential witnesses and prepares summary interview reports for the attorney's review;
- e. 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;
- f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;
- g. Verifies citations and legal references on prepared legal documents;
- h. Prepares summaries of testimony and depositions;
- i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

30363 PARALEGAL/LEGAL ASSISTANT III

At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:

- a. Analyzes and evaluates case files against litigation worthiness standards;
- b. 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;
- c. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
- d. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;
- e. Interviews relevant personnel and potential witnesses to gather information;
- f. Reviews and analyzes relevant statistics;

- g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
- h. Consults with statistical experts on reliability evaluations;
- i. May testify in court concerning relevant data.

30364 PARALEGAL/LEGAL ASSISTANT IV

At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties:

- a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
- b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
- c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
- d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;
- e. 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;
- f. 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;
- g. Interviews potential witnesses for information and prepares witnesses for court appearances;
- h. 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;
- i. 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;
- j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

30390 PHOTO-OPTICS TECHNICIAN

The Photo-Optics Technician sets up and operates photo-optical instrumentation to record and photograph data for scientific and engineering projects, operates and calibrates photo-optical equipment according to formalized procedures, maintenance manuals, and schematic diagrams, operates test equipment and performs analysis of data for engineering and scientific personnel. The Photo-Optic Technician may install and calibrate optical and photographic data collection equipment in missiles, aircraft, weaponry, weather or communication satellites, underwater devices, or other installations, may evaluate adequacy of data obtained to determine

need for future changes in instrumentation, and may modify existing equipment and participate in planning and testing modified equipment and instrumentation procedures.

30410 TAX PREPARER

The Tax Preparer conducts tax interviews for the purpose of preparing complete, accurate tax returns, provides tax information, correctly determines the fee for each return prepared in accordance with the schedule of charges, and properly utilizes the telephone to maximize the number of new and returning clients. corrects all errors on returns, completes required administrative forms, deposits all monies received on the day of collection in the bank according to company's instructions, checks returns, and assembles returns for delivery to client.

30411 TAX PREPARER (SENIOR)

The Tax Preparer (Senior) is responsible for client relations. In this capacity, the tax preparer ensures that company policy is being executed, ensures that the office is opened and closed correctly, that all tax office personnel are working their scheduled hours as required, there is a proper inventory of supplies available, and that all tax office personnel are following the office procedures and client service programs correctly. The worker ensures that completed returns are checked according to policy, tax returns errors are being promptly and properly handled, and cleanliness and proper office appearance is being maintained. The Tax Preparer Sr. ensures that there is proper implementation of the training programs, that all personnel are properly attired, that tax preparers receive tax information, that tax reference materials are available and used by tax preparers if necessary, that completed returns are being assembled and given to clients, provides on-the-job training when needed, and prepares tax returns.

30460 TECHNICAL WRITER (Occupational Base)

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

30461 TECHNICAL WRITER I

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

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

30462 TECHNICAL WRITER II

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.

This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

30463 TECHNICAL WRITER III

The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

30490 UNEXPLODED ORDNANCE (UXO) TECHNICIAN (Occupational Base)

The Unexploded Ordnance (UXO) Technician will provide technical support and set standards for UXO personnel conducting ordnance response projects, perform reconnaissance, classification, disposing, transporting, storage of UXO complying with Federal, state and local laws, will perform risk-hazard analysis and maintenance and operator checks on all team equipment, and will plan and supervise range clearance operations.

30491 UNEXPLODED ORDNANCE (UXO) TECHNICIAN I

The Unexploded Ordnance (UXO) Technician I will perform the following tasks: assist in performing reconnaissance and classification of UXO identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenade fuses, rockets and rocket fuses, land mines and associated components, pyrotechnic items, military explosives and demolition materials. Work also requires that the incumbent perform location of subsurface UXO using military and/or civilian magnetometers, assists in performing excavation procedures on buried UXO, perform operator maintenance of military and/or civilian magnetometers. This technician will locate surface UXO using visual means, and assist in the following: transporting and storing UXO and demolition materials, preparing non-electric firing system for an UXO disposal operation, and preparing electric firing system for an UXO disposal operation disposing of ammunition/ explosives by burning. This worker is responsible for disposing of ammunition/explosives by detonation, assisting in the operation of a personnel decontamination station, wear appropriate personal protective equipment in contaminated areas, and assist in the inspection of salvage UXO-related material and erection of UXO-related protective works.

30492 UNEXPLODED ORDNANCE (UXO) TECHNICIAN II

The Unexploded Ordnance (UXO) Technician II will perform: reconnaissance and classification of UXO, identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenades fuses, rockets and rocket fuses, land mines and associated components, pyrotechnics, military explosives and demolition materials. This technician will locate subsurface UXO using military and/or civilian magnetometers, perform excavation procedures on buried UXO by manual and mechanical means, and perform operator maintenance of military and/or civilian magnetometers. This technician will also locate surface UXO using visual means, operate motor vehicle transporting UXO, prepare an on-site safe holding area for UXO, perform storage of UXO and demolition materials and prepare an UXO disposal site; prepare non-electric firing system for an UXO disposal operation, electric firing system for an UXO disposal operation, and a detonating cord firing system.

The technician will dispose of UXO/explosives by burning and/or detonation, operate a personnel decontamination station, and wear appropriate personal protective equipment in contaminated areas. This worker will inspect salvage UXO-related material, erect UXO-related protective works, determine a magnetic azimuth using a lensatic compass, perform field expedient identification procedures to ID explosive-contaminated soil, perform emergency leak seal and packaging of chemical warfare material, and use radiographic (x-ray) equipment.

30493 UNEXPLODED ORDNANCE (UXO) TECHNICIAN III

In this capacity, the technician will perform the following: reconnaissance and classification of UXO; identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenade fuses, rockets and rocket fuses, land mines and associated components, pyrotechnic items, military explosives and demolition materials. The incumbent will supervise the location of subsurface UXO using military and/or civilian magnetometers, the excavation and recovery of subsurface UXO, construction of UXO-related protective works and the location of surface UXO by visual means. Work involves transporting and storing UXO assuring compliance with Federal, state, and local laws; disposal of UXO by burning/detonation, preparation of an UXO disposal site, and preparation of an on-site safe holding area for UXO.

This incumbent will determine UXO-related storage compatibility, prepare an explosive storage plan, supervise donning and doffing of personal protective equipment; operation of a personnel decontamination station; maintenance and operator checks on all team equipment, prepare UXO related administrative reports

according to standard operating procedures, and conduct daily team safety briefing. This worker supervises the segregation of UXO-related scrap from non-UXO related scrap, safe handling procedures, team preventive medicine and field sanitation procedures, perform risk hazard analyses, interpret x-ray of UXO, supervise field expedient identification procedures to ID explosive contaminated soil, the determining of a magnetic azimuth using a lensatic compass, and emergency leak sealing and packaging of chemical warfare material.

30494 UNEXPLODED (UXO) SAFETY ESCORT

The UXO Escort is responsible for the safe escort of non-UXO qualified personnel who are not directly involved in specific UXO clearance site work, but have activities to perform within restricted/exclusion areas. Such personnel may include, but are not limited to contractor personnel involved in the UXO cleanup, cultural visitors, surveying personnel, equipment operators, archaeologists, conservationists, geologists, news media, visiting Government personnel, and other personnel as directed. The UXOS escort ensures safety during the transit of persons being escorted by scanning visually in the immediate path of the escorted party, and redirecting the party as necessary to avoid unexploded ordnance and other hazards. The escort function involves hazard recognition and avoidance only, not the execution of UXO search or clearance actions. This position requires UXO training qualifications.

30495 UNEXPLODED (UXO) SWEEP PERSONNEL

The Unexploded (UXO) Sweep Personnel assist UXO personnel in the clearance of UXO, operating only under the direct working supervision of qualified UXO specialist and/or UXO supervisory personnel. They conduct visual and/or instrumented UXO search activities in the field and operate ordnance detection instruments and similar equipment, remove UXO fuse remnants, fragments and related debris only after such items have been positively identified, inspected and verified as safe to handle by a qualified UXO specialist. Sweep personnel are not involved in the execution of explosive operations. This position requires site and job specific contractor training, but does not require UXO qualifications.

30620 WEATHER OBSERVER, COMBINED UPPER AIR OR SURFACE PROGRAMS (Meteorological Technician)

This position takes, records and disseminates rawinsonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment, and makes surface observations periodically and as required, special and local observations. This worker documents rawinsonde observation of atmospheric pressure, temperature, relative humidity, wind direction, and speeds aloft, using automatic methods, obtains data of cloud height, wind transmissive atmospheric pressure, and precipitation from autographic records.

The incumbent performs rawinsonde observations, utilizing semi-automatic methods when automatic radio theodolite equipment fails, and observes, evaluates and codes flight data, performs prescribed quality control checks, and notifies personnel of problem areas, and disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings. For wage study purposes, workers concerned only with upper air observation programs may be classified as follows:

30621 WEATHER OBSERVER, SENIOR (Meteorological Technician, Senior)

This position is responsible for all administrative matters including record keeping, documentation, equipment accountability, and training. This worker manages the technical, administrative and personnel functions of the

facility, takes, records and disseminates rawinsonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment, and makes surface observations periodically, as well as special and local observations.

This incumbent documents rawinsonde observation of atmospheric pressure, temperature, relative humidity and wind direction and speeds aloft, using automatic methods, obtains data of cloud height, wind transmissive atmospheric pressure, and precipitation from autographic records. Performs rawinsonde observations, utilizing semi-automatic methods when automatic radiotheodolite equipment fails, and observes, evaluates and codes flight data. This person is responsible for an active quality control system with a procedure for notifying personnel of problem areas. Each observer is responsible for checking his/her observations before dissemination. This incumbent disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings.

31000 TRANSPORTATION/MOBILE EQUIPMENT OPERATION OCCUPATIONS

This category includes occupations concerned with the operation and operational maintenance of self-propelled transportation and other mobile equipment used to move materials or passengers, including airplanes, motor vehicles, and trains.

31010 AIRPLANE PILOT

The Airplane Pilot pilots airplane to transport passengers, mail, and freight, or for other purposes such as crop dustings, spraying fields with seeds, fertilizers, or pesticides, photographing areas of the earth's surface for mapping and other photogram metric purposes, dropping cargo, fire retardant, and smoke jumpers. The pilot reviews load weight, fuel supply, weather conditions, flight route, and schedule, orders changes in fuel supply, load, route, or schedule to insure safety of flight, checks gauges to verify that oil, hydraulic fluid, fuel quantities, and cabin pressure are at prescribed levels prior to starting engines, starts engines and taxis airplane to runway.

This pilot sets brake and accelerates engines to verify operational readiness of components, such as superchargers, carburetor-heaters, and controls, contacts control tower by radio to obtain takeoff clearance and instructions, and releases brakes and moves throttles and hand and foot controls to take off and control airplane in flight. This incumbent pilots airplane to destination adhering to flight plan and regulations and procedures of Federal Government, company and airport, logs information, such as time in flight, altitude flown, and fuel consumed. This incumbent must hold Commercial Pilot's Certificate issued by Federal Aviation Administration, may instruct students or pilots in operation of aircraft, pilot airplane over pipelines, train tracks, and communications systems to detect and radio location and nature of damage, and may pilot single, twin, and multi-engine planes.

31020 BUS AIDE

The Bus Aide assist drivers and passengers to maintain safe and orderly travel, may monitor students to maintain order on school buses, assist passengers in boarding the bus, and assist in the transportation of medical patients and disabled persons.

31030 BUS DRIVER

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

31043 DRIVER/COURIER

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

31051 FLIGHT ENGINEER

The Flight Engineer applies knowledge and skills concerned with all primary aircraft systems critical to the performance of the aircraft, inspects the aircraft prior to takeoff for defects such as fuel or oil leaks and malfunctions in electrical, avionics, onboard computers, hydraulic or pressurization systems according to preflight checklist, and inspects aircraft interior, and exterior to include engines, fuselage and control surfaces for mechanical and structural soundness and proper operation to determine aircraft airworthiness. As applicable, this worker loads flight data into computers, entering present position and aligning all inertial platforms on an aircraft without a navigator position, verifies passenger and cargo distribution and amount of fuel to ensure that weight and balance specifications are met, reviews aircraft maintenance documentation and ensures maintenance status complies with command operating restrictions and flight manual. This worker coordinates with aircraft maintenance personnel to ensure availability of aircraft, determines takeoff, in-flight and landing data based on terrain, runways, and weather conditions and aircraft weight/configuration.

This engineer will assist pilot with engine starting and ground operations, and advises on engine performance and computes critical speeds and time/distance checks including the ability to extract course data and calculate estimated time of arrival. The engineer monitors departure procedures, routing and altitude clearances, and is responsible for assisting the pilot in the operation of primary aircraft systems (propulsion, airframe, electrical, hydraulic, environmental, aerial delivery and air defense systems).

During all aircraft operations, the engineer monitors engine and aircraft system performance, analyzes instrument readings and identifies abnormal indications or system malfunctions, adjusts aircraft engine controls in-flight to ensure proper aircraft performance, and observes warning indicators and lights for fire, overheat, depressurization, radar and other systems as required by the flight manual. This incumbent operates built-in-test and troubleshooting systems, records fuel consumption, range, and in-flight performance data, and maintains records and forms covering fuel consumption and engine performance, flights, repairs, maintenance, inspections and service.

This engineer accomplishes simultaneous, multiple aerial refueling operations including the knowledge and skill to operate the aerial refueling boom and hose drogue assembly/controls to safely affect refueling contact between the tanker and multiple receiver aircraft. During rendezvous, the engineer directs receiver aircraft into contact position and advises receiver pilots of actions require maintaining a safe position. During contact, the engineer monitors instruments and observes multiple receiver aircraft for sudden or abnormal changes in

position and tail boom/wing drogue refueling connections via use of closed circuit TV. In the event of aerial refueling boom system or computer failures, the engineer directs receiver aircraft pilots and uses all available means to prevent aircraft collision. This person has ability to compute holding, orbit, minimum air refueling, and overrun speeds and analyzes data to determine abort procedures and emergency landing sites.

This incumbent is able to make in-flight repairs such as replacing fuses, adjusting instruments, freeing jammed control cables and takes emergency measures to compensate for failure of equipment such as auto-pilot, wing heaters and electrical and hydraulic systems, and record malfunctions which were not corrected during flight and reports needed repairs to ground maintenance personnel.

31061 HELICOPTER PILOT

The Helicopter Pilot is able to fly light single or twin-engine airplanes or helicopters primarily under visual flight rules with responsibility for such operations as ferrying the aircraft or carrying freight from one point to another. The incumbent is also able to fly light single or twin-engine airplanes or helicopters under visual flight rules with responsibility for various kinds of photographic survey work. Assignments at this level involve planning the route of flight, securing the necessary clearance, and navigating by reference to aeronautical charts, compass, and terrain features under visual flight conditions. The assignments entail a minimum degree of hazard in that they typically involve operating to and from airfields that are fully adequate for the aircraft, point-to-point flying utilizing normal flight procedures, and operating primarily in the daytime under favorable weather conditions. There are few, if any, demands on the pilot to perform tasks other than those connected with flying the aircraft.

31260 PARKING AND LOT ATTENDANT

Work involves the following: operating daily activity in a parking lot, and checking vehicles in and out of lot. This worker may be required to move and/or park vehicles. The Parking Lot Attendant controls authorized entry and use of lot, refers parking related problems arising within the facility to appropriate authorities for administrative action, ticketing or other law enforcement activity deemed warranted.

31290 SHUTTLE BUS DRIVER (Van Driver)

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

31310 TAXI DRIVER

The Taxi Driver drives motor vehicle, with or without a taximeter, to transport passengers for a fee, picks up passengers while cruising streets or in response to radio or telephone relayed request for service, collects fee recorded on taximeter or based on mileage or time factor, records transaction on log, and reports by radio or telephone to central location on completion of trip.

31360 TRUCKDRIVER (Occupational Base)

The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail

establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

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

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

31361 TRUCKDRIVER, LIGHT TRUCK

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

31362 TRUCKDRIVER, MEDIUM TRUCK

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

31363 TRUCKDRIVER, HEAVY TRUCK

Straight truck, over 4 tons, usually 10 wheels.

31364 TRUCKDRIVER, TRACTOR-TRAILER

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

47000 WATER TRANSPORTATION OCCUPATIONS

This category includes occupations concerned with the operation and maintenance of small vessels (tug boats, crew boat, integrated tug-barges, liquefied natural gas tankers, passenger ships and vessels operating solely on the Great Lakes or other inland waters) and ocean-going cargo vessels of 5,000 or more power tons, and tankers of 12,000 or more power tons. Included are oceanographic research, oil exploration, and cable laying, and repair vessels. Workers may be assigned into one of three departments: deck, engine, or steward. The deck department is responsible for the day-to-day operation and maintenance of the ship and care of its cargo, excluding machinery and mechanical controls. The engine department is responsible for the operation of the ship's engines and all machinery and mechanical control systems. The steward department prepares and serves all meals, cleans and maintains the living quarters of officers and guests, and provides linens and sanitary supplies.

47010 BOATSWAINS (Bosun)

In this capacity, the Boatswains (Bosun) supervises unlicensed deck personnel engaged in cleaning, chipping, scraping, wire brushing, and painting decks, sides, and superstructure; polishing metalwork, and operating and maintaining deck gear, safety equipment, rigging, and other equipment. The Boatswains inspects and tests equipment to ensure safe and proper operation, inspects work areas and crew quarters for cleanliness, directs securing of cargo, deck gear, and lines preparatory to leaving port and supervises handling of mooring lines and gangway when ship is docked or undocked. In addition, when assigned to watch duties, the incumbent

stands at wheel or lookout, watches for obstructions in path of ship, steers ship, and directs security procedures.

47020 CHIEF COOK/STEWARD (CHIEF COOK; CHIEF STEWARD/STEWARD- COOK/STEWARD-BAKER)

The Chief Cook/Steward supervises and coordinates activities of personnel in steward department, and performs one or both of the following functions:

- a. Directs and participates in the preparation and serving of meals; determines timing and sequence of operations required to meet serving times; inspects galley and equipment for cleanliness and proper storage and preparation of food, may plan or assist in planning meals and taking inventory of stores and equipment.
- b. Directs, instructs, and assigns personnel performing such functions as preparing and serving meals; cleaning and maintaining officers' quarters and steward department areas; and receiving, issuing, and inventorying stores, plans menus, compiles supply, overtime, and cost control records, may requisition or purchase stores and equipment, may bake bread, rolls, cakes, pies, and pastries.

47021 COOK-BAKER/SECOND COOK/SECOND COOK-BAKER/ASSISTANT COOK)

This cook prepares or assists in preparing and serving meals, performs a variety of galley duties, such as cutting, preparing, and cooking meats, fish, and poultry; culling, washing, and cooking vegetables, preparing and serving desserts and other foods, setting out night lunches, cleaning galley and equipment; storing leftovers; and disposing of garbage and trash, and may bake bread, rolls, cakes, pie, and pastries.

47030 DECK HAND

Under designated supervision, The Deck Hand performs a variety of deck duties aboard ship and boats to include handling lines and cables tying knot, operating deck winches, and scraping, painting and cleaning designated to the ship/boat. The incumbent performs the following in this capacity:

- a. Handles lines and cables when anchoring or getting under way, ties various types of knots, splices lines to secure cargo, boat and deck equipment.
- b. Assists in hoisting and lowering boats, making up cargo nets and fenders, and in performing other marlinespike seamanship.
- c. Operates deck winches to hoist or lower cargo and boats, works with ground tackle, block and tackle gear, and rigging equipment.
- d. Scrapes, paints, and clean ships/boats, hull superstructure and compartment space.
- e. May give instructions to passengers on the use of lifesaving equipment and instructions on what is required in case of emergency.
- f. May receive and transmit radio message from boat to shore.
- g. Performs other related duties as assigned.

47040 DIVER

The Diver works below surface of water, using SCUBA gear (self-contained underwater breathing apparatus) or diving suit with airline extending to surface to inspect, repair, remove, and install equipment and structures. The Diver descends into water with aid of Diver Helper, and communicates with surface by signal line or telephone. This worker inspects docks, bottoms, and propellers of ships. The Diver repairs vessels below waterline, replacing missing or leaking rivets with bolts, caulks leaks in ships or caissons, guides placement of pilings for structures, such as docks, bridges, cofferdams, and oil drilling platforms, and lays, inspects, and repairs underwater pipelines, cables, and sewers, using hand tools. The Diver cuts and welds steel, using oxyacetylene cutting torch and arc-welding equipment, utilizing air balloon device for working underwater, cleans debris from intake and discharge strainers.

The Diver removes obstructions from marine railway or launching ways with pneumatic and power hand tools, levels rails by driving wedges beneath track with maul or sledgehammer, removes launching cradles and sliding ways from keels of newly launched vessels, using power and hand tools, and places rigging around sunken objects and hooks rigging to crane lines. The Diver rigs explosives for underwater demolitions, searches for lost, missing, or sunken objects, such as bodies, torpedoes, sunken vessels, and equipment, places recording instruments below surface of water preparatory to underwater tests or experiments, may set sheet pilings for cofferdams, drill holes in rock for blasting purposes at bottom of lake or harbor, work in flooded mines; use armored diving equipment for dangerous missions, photograph underwater structures or marine life, and may place sandbags around pipelines or base of cofferdam to provide structural support.

47041 DIVER TENDER

The Diver Tender helps the Diver into diving suit, inspects diving equipment, and maintains communications with submerged Diver by lifeline or telephone, helps Diver into suit equipped with hard-shell headpiece (helmet), breathing hose, belt and breast weights, and leaded feet. The Diver Tender examines equipment to insure no obstructions in air hose and communication line exist and that air pressure is in accordance with Diver's specifications, hands equipment to Diver and helps Diver into water. This incumbent attends lifeline and telephone to receive signals from Diver, such as tugs on lifeline and instructions on telephone, to pull in or let out lifeline and air hose, maintains check on time Diver is submerged, weather conditions, and air compressor to ensure safety of Diver, and may be assigned only to letting out and taking in air hose.

47050 ELECTRICIAN (CHIEF ELECTRICIAN; ELECTRICIAN/SECOND ELECTRICIAN)

The Electrician repairs, tests, and maintains electrical equipment, machinery, and systems such as generators, alternators, motors, and intercommunication systems, makes inspection rounds of electrical equipment and maintains records and schedules of tasks and inspections.

47060 ENGINE UTILITYMAN

The Engine Utilityman performs routine maintenance and repair work in the engine department, assists in maintenance and repair of main propulsion and auxiliary machinery and piping, assists in fueling ship, hooking up oil lines and taking soundings, may perform routine maintenance of deck and galley equipment.

47070 FIREMAN-WATER TENDER

The Fireman-Water Tender tends boilers to maintain steam at specified pressure and regulates amount of water in boiler. Duties include connecting fuel-oil lines to burners; igniting fuel with torch, adjusting burners to maintain steam pressure at specified level, observing gauges, regulating flow of fuel oil and water, and

cleaning equipment and work area. The Fireman-Water Tender may maintain and repair fire room and engine room and monitor operation of evaporators and condensers used to convert salt water to fresh water.

47080 GENERAL VESSEL ASSISTANT

The General Vessel Assistant performs a variety of duties concerned with the operation, maintenance, repair, and cleaning of equipment and facilities in the deck, engine, and steward department areas. Duties include scaling, buffing, and painting deck and superstructure; cleaning, washing, or polishing decks, passageways, brightwork, machinery, and equipment; and securing cargo.

47090 OILER/DIESEL OILER

The Oiler/Diesel Oiler lubricates moving parts such as gears, shafts, and bearings of engines and auxiliary equipment, makes scheduled rounds to observe temperature, pressure, oil level, and condition of equipment, and records data in engineering log. Duties include tending pumps, maintaining evaporators, monitoring operation of automatically controlled boilers, assisting in transferring oil and water, and possible assisting in maintenance and repairs in engine room, machine shop, shaft alley, and related spaces.

47101 PLUMBER-MACHINIST

The Plumber-Machinist performs a combination of plumbing and machine shop tasks including: installing and repairing fresh and salt water pipes, steam pipes, and air conditioning piping, maintaining and repairing valves, faucets, water closets, sinks, and steam heating fixtures. This machinist fabricates spare and replacement parts on lathe and other machine shop equipment, and overhauls machinery according to manufacturer's specifications.

47201 PUMPMAN, CHIEF PUMPMAN, QMED/PUMPMAN, SECOND PUMPMAN, SECOND PUMPMAN/ENGINE MECHANIC

This position operates, tests, repairs, and maintains liquid cargo handling, ballast, and tank equipment including pumps, cargo pipelines, room heating systems, and engine department areas.

47301 REFRIGERATION ENGINEER

This incumbent maintains and repairs ship's refrigeration, air conditioning, heating, and ventilation systems, makes periodic inspections of equipment and systems including connected auxiliaries such as refrigerators, drinking fountains, and ice-making machines. Duties include replacing pumps and compressors, cleaning condensers and ducts, replacing worn or defective parts, and keeping complete records on operation, maintenance, and repair of equipment.

47401 SEAMAN (ABLE SEAMAN, WATCH ; ABLE SEAMAN, MAINTENANCE; ABLE SEAMAN, DAY/DECK UTILITY; ORDINARY SEAMAN)

The Seaman performs a variety of duties concerned with the operation and upkeep of deck department areas and equipment, scales, buffs, and paints decks and superstructure, sweeps and washes deck, splices wire and rope, breaks out, rigs, overhauls, and stows cargo-handling gear, stationary rigging, and running gear. This incumbent secures cargo, launches and recovers boats, may rig and operate hydrographic and other specialty winches; handle and stow oceanographic explosives, and stage and stow beach support equipment. In addition, when assigned to watch duty, this incumbent performs a variety of duties, including looking for obstructions in path of vessel, steering vessel, serving on security patrol, and standing gangway watch.

NOTE: Entry-level employees are normally titled "ordinary seamen". More experienced workers (usually titled "able seamen") may also be designated "green" or "blue" depending on length of service. (Green indicates greater length of service).

47501 STEWARD ASSISTANT/GALLEY UTILITYMAN/MESSMAN

This position performs a variety of the following duties: sets out night lunches, defrosts and cleans refrigerators, cleans mess room, gear, and equipment, sweeps and scrubs mess room deck, sets and clears tables, draws and stores linen and utensils. This incumbent disposes of trash and garbage and scrubs garbage cans, cleans brightwork and woodwork, and removes grease and finger marks from paintwork, assists in taking inventory, and may clean ladders and passageways. This worker cleans and maintains steward department areas, makes up bunks and cleans rooms, toilets, and showers of officers and others, as assigned. The worker cleans laundry room, refrigerated spaces, passageways, ladder wells, storerooms, linen lockers, ship's office, and radio room; sorts, counts, stocks, and issues linens; and assists in the serving of meals in the mess room or pantry.

47601 TUG BOAT OPERATOR/ENGINEER

The Tug Boat Operator/Engineer operates small tug or motor launch to above drill barges into position on boring locations. A candidate for this position must be expert and licensed to handle tug in all weather conditions, and have proper knowledge to locking, mooring anchoring and positioning procedures necessary for accurate placement of barge and drill rig on desired setup locations. The Tug Boat Operator/Engineer must be familiar with all Marine, Federal Coast Guard and state and local rules and regulations, and be able to handle routine engine maintenance and minor operating repairs.

47701 UNLICENSED JUNIOR ENGINEER/QUALIFIED MEMBER OF THE ENGINE DEPARTMENT [QMED]/DECK ENGINE MECHANIC

The Unlicensed Junior Engineer performs a variety of tasks connected with the maintenance and repair of engine room, fire room, machine shop, ice-machine room, and steering-engine room equipment. Duties include, inspecting equipment such as pumps, turbines, distilling plants, and condensers, and preparing record of condition. The incumbent lubricates and maintains machinery and equipment such as generators, steering systems, lifeboats, and sewage disposal systems, and cleans and restores tools and equipment.

47801 WIPER

The Wiper cleans machinery, decks, bulkheads, and other areas of engine room using cleaning solutions, rags, water hose, mops, vacuum cleaners, brushes, and scraping tools, disposes of refuse, and may assist in connecting and disconnecting fuel-oil and water lines and pumping up galley fuel tank.

91000 WILDLIFE MANAGEMENT AND ANIMAL CARE OCCUPATIONS

91150 FALCONER/BIRD ABATEMENT

The Falconer establishes and maintains a territory around airfield/runways that discourages all other avian species, waterfowl, geese, gulls, other birds of prey, passerines, etc., from entering the territory using appropriate captive-bred falcons consisting of a least one non-migratory species (i.e. Lanner or Saker). The Falconer meets with the Flight Safety Team weekly to discuss current Bird Air Strike.

91200 FISH MARKER

The Fish Marker stands in a marking trailer. They anesthetize the fish and pick up the fish on top individually, and hold it to a machine that inserts a coded wire tag in the fish's snout. The markers then take a pair of scissors and clip off an appropriate fin. These fish can range in sizes from 20 to 600 pounds each.

91400 FISHERY OBSERVER (Occupational Base)

The Fishery Observer is responsible to observe and document fishery catch composition and disposition, including takes of protected species (marine mammals, sea birds, sea turtles) and fishery discards. Duties may also include the following: biological sampling, monitoring of compliance with fishery regulations, environmental monitoring, collection of information on vessel and gear performance and characteristics, and collection of information on costs associated with fishing operations.

91401 FISHERY OBSERVER I

The Fishery Observer I performs routine tasks associated with recurring and continuing work according to prescribed or established procedural standards and technical methods assigned, assures that tasks are completed, data developed, methods used in securing and verifying data are technically accurate and in compliance with instructions and established procedures. This worker makes estimates of amounts and species composition of fish caught, retained and discarded, using at a minimum, simple, single stage sampling techniques and dichotomous keys, and collects biological samples from the catch of various fisheries according to detailed procedures. According to established standards and detailed procedures, this observer records data on appropriate forms and logs, some of which may be electronic, maintains field equipment and supplies, collects scientific, management, compliance information, and make observations of fishing operations. This worker measures selected portions of catch including incidentally caught marine mammals, sea birds and sea turtles. This incumbent may tag species of interest including sharks, tunas, sablefish, spiny lobsters, swordfish and sea turtles, and uses calculator and or PC for calculations and recording data. The Fishery Observer I obtains, enters and transfers data electronically, obtains and records information on electronic equipment, socio-economic and gear characteristics of fishing gear types while working either on board vessels, on alternative platform, or at a shore-based facility. This observer may use interpersonal communication skills to contact fishermen and schedule observer sampling trips, observe and document compliance with fishery regulations, write affidavits, camp at remote sites and may operate All Terrain Vehicles (ATV's) and skiffs.

91402 FISHERY OBSERVER II

The Fishery Observer II independently executes duties, while learning when and how to resolve exceptions and special problems or to make adaptations in the procedures, makes estimates of amounts and species composition of fish caught, retained and discarded, utilizing knowledge of various statistically valid sampling methods and dichotomous keys; and collects biological samples from the catch of various fisheries according to detailed program and gear scientific procedures. According to established standards and detailed procedures, this observer records data on appropriate forms and logs, some of which may be electronic, and supplies in-season reports. Maintains field equipment and supplies.

This incumbent collects scientific, management, compliance information, observations of fishing operations, and measures selected portions of catch including incidentally caught marine mammals, sea birds and sea turtles. This observer participates in tagging species of interest including sharks, tunas, sablefish, spiny lobsters, swordfish and sea turtles, and uses calculator and/or PC for calculations and recordings data. The worker may enter and transfer data electronically, obtains and records information on electronic equipment, socio-economic and gear characteristics of fishing gear types while working either on board vessels, on an

alternative platform, or at shore-based facility; uses knowledge of interpersonal and communication skills while contacting fishermen to schedule observer sampling trips; and may coordinate observer activities with appropriate State agencies. This person may observe and document compliance with fishery regulations, write affidavits, camp at remote sites, operate All Terrain Vehicle (ATV's) and skiffs, and may participate in aerial surveys and vessel surveys to provide abundance data or describe fisheries to be used in observer data analysis and program.

91403 FISHERY OBSERVER III

The Fishery Observer III acts as field coordinator and primary debriefer of lower graded Fishery Observers, oversees and tracks debriefing lower graded Fishery Observers, final data review, data editing and entry, demonstrate extensive familiarity of methods, procedures and management to ensure proper day-to-day operations. This worker shifts from one type of responsible technical assignment to other types, which are different in terms of equipment used. This person acts as primary field contact to address sampling, data, and deployment issues, makes recommendations so as to increase the efficiency of recruiting, training, and safety components of the program, supplies in-season reports, and Independently executes duties, while learning when and how to resolve exceptions in the procedures.

The Fishery Observer III does the following: collects biological samples from the catch of various fisheries according to detailed program and gear specific procedures, makes estimates of amount and species composition of fish caught, retained and discarded, utilizing knowledge of various statistically valid sampling and sub-sampling methods and dichotomous keys. According to established standards and detailed procedures, this incumbent records data on appropriate forms and logs, some of which may be electronic and provide recommendations for updates, oversees the maintenance of field equipment and supplies, uses and completes a pre-boarding vessel safety checklist; collect scientific, management, compliance information, observations of fishing operation, and measure selected portions of catch including incidentally caught marine mammals, sea birds and sea turtles, participates in tagging species of interest including sharks, tunas, sablefish, spiny lobster, swordfish and sea turtles, uses a calculator and/or PC for calculations and recording data.

This incumbent obtains and records information on electronic equipment, socio-economic and gear characteristics of fishing gear types while working either on board vessels, on an alternative platform, or at a shore-based facility, uses knowledge of interpersonal and communication skills while contacting fishermen to schedule observer sampling trips and coordinate observer activities with appropriate State agencies; observes and documents compliance with fishery regulations, and write affidavits as required, camps at remote sites, operates All Terrain Vehicles (ATV's) and skiffs as required, participates in aerial surveys and vessel surveys to provide abundance data or describe fisheries to be used in observer data analysis and program design.

91610 LIVESTOCK CARETAKER

The Livestock Caretaker provides feed and water for all captured wild horses/ burros, weighing up to 1200 pounds, at the site or temporary holding facilities according to established schedules. Judgment is used in observing/checking animals during feeding rounds, in terms of appearance and activities, reporting any abnormalities, signs of illness, and changes/ unusual behavior to supervisor or wranglers. This worker operates vehicles, such as tractor-trailers, around corral areas, and works independently, according to established procedures and previous instructions. Review of work ensures that work schedules are maintained and the basic needs of the animals are being met. During the trapping operations and transportation, animal behavior becomes unpredictable and dangerous.

91710 OUTFITTER/PACKER

The Outfitter/Packer uses livestock to pack and transport food, tools, and miscellaneous gear. The Outfitter/Packer is a specialist in the use of livestock (i.e. horses, mules, llamas, goats etc.) to pack and transport food, tools and miscellaneous gear. This worker packs materials to be transported, loads, directs, and cares for pack stock in mountainous terrain to a remote destination.

91750 WILDLIFE TECHNICIAN

The Wildlife Technician prepares plans to assist in the management of wildlife, birds or plants and habitat, conducts surveys and evaluates conditions in order to determine best possible approach to manage pests through the use of predators or other natural means such as, but not limited to, habitat manipulation, food source relocation, etc. This person may use pyrotechnics, trained raptors or domestic animals, sound effects, radio-controlled airplanes or other robotic devices to scare away intruding wildlife, birds, or other pests from an area. All duties are associated with the care and maintenance of animals under his/her care and control. This incumbent must hold appropriate certifications as may be required by State and Federal governments. This worker provides written reports as required.

91810 WRANGLER (Occupational Base)

The Wrangler hazes wild horses/burros in, around, and out of holding pens and alleyways into chutes, manhandles and restrains animals, as appropriate, during veterinary services and for transportation, sorts animals by age and sex into selected corral holding pens, observes colts and mares and matches by pairs. Identifies and cuts selected animals from holding pens to be processed for adoption. The Wrangler loads animals into private government or commercial horse trailers for transport, functions as an outrider on helicopter assisted roundups where incumbent is mounted on horse hazing the wild animals near the trap, and ropes individual wild animals in remote trap sites and force leads animals to trap and holding pen. During the trapping operations, behavior becomes unpredictable and dangerous. Wranglers must handle animals in a manner that avoids injury to the animals, themselves, and other workers.

91811 WRANGLER I

In this capacity, the Wrangler notifies supervisor of sick or injured horses, erects, tears down, and re-erects portable metal traps and holding pens at new trap sites, often on a daily basis, and observes captured horses and advises supervisor of injury, infection, or disease.

91812 WRANGLER II

In this capacity, the Wrangler acts as a lead wrangler and is notified of sick or injured horses. Based on observation, this wrangler advises and recommends veterinary services for individual animals, handles veterinary drugs and needles to administer limited veterinary services, assists in record keeping of wild horses/burros as they are captured, and advises on trap site locations and methods to be used during the trapping operations.

99000 MISCELLANEOUS OCCUPATIONS

This category includes various occupations not classified in any other category.

99030 CASHIER

The Cashier receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. The Cashier may make credit card transactions and may be required to know value and features of items for which money is received. This worker may give cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps. This person is usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

99050 DESK CLERK

The Desk Clerk performs any combination of the following duties for guests of hotel, motel, or other lodging facility: registers and assigns rooms to guests, issues and receives room keys, date-stamps, sorts, and racks incoming mail and messages; receives and transmits messages using equipment such as telephone switchboard, console, telegraph, and teletype, answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions, keeps records of room availability and guests' accounts, computes bills, collects payments, and makes changes for guests. The Desk Clerk makes and confirms room reservations, may post charges such as room, food, liquor, or telephone to casebooks by hand or machine, make restaurant, transportation, or entertainment reservations, and arrange for tours, may deposit guests' valuables in safe or safe-deposit box, and may sell tobacco, candy, and newspapers.

99095 EMBALMER

The Embalmer prepares bodies for interment in conformity with legal requirements, washes and dries body using germicidal soap and towels or hot air drier, inserts convex celluloid or cotton between eyeball and eyelid to prevent slipping and sinking of eyelid, presses diaphragm to evacuate air from lungs, may join lips using needle and thread or wire. This worker packs body orifices with cotton saturated with embalming fluid to prevent escape of gases or waste matter, makes incision in arm or thigh, using scalpel, inserts pump tubes into artery, and starts pump that drains blood from circulatory system and replaces blood with embalming fluid.

The Embalmer incises stomach and abdominal walls and probes internal organs, such as bladder and liver, using trocar to withdraw blood and waste matter from organs; attaches trocar to pump-tube, starts pump, and repeats probing to force embalming fluid into organs, closes incisions using needle and suture, reshapes or reconstructs disfigured or maimed bodies using materials such as clay, cotton, plaster of paris, and wax. This worker applies cosmetics to impart lifelike appearance, dresses body and places body in casket. The embalmer may arrange funeral details such as type of casket or burial dress and place of interment, maintain records such as itemized list of clothing or valuables delivered with body and names of persons embalmed.

99240 INSPECTOR (FGE is one grade above the class that performs the work being inspected).

An Inspector examines any of a variety of goods, services or operations for conformity to established quality, health, safety, legal, business, ethical or other standards, by performing any combination of the following duties: examines raw materials for quality and manufactured items for defects and for conformance to specifications, visually and using sample models and instruments, such as scales, gauges, templates, calipers and micrometers; verifies that established standards are maintained relative to such matters as food-growing, processing and marketing, product-packaging, storage and transportation methods, building and facilities and business practices, operations and services. The Inspector affixes seals or tags to approved items, issues or revokes licenses and permits or ascertains that licenses and permits have been obtained and are displayed,

confers with officials, interprets regulations and codes, and assists establishments in altering methods and practices to meet established standards. Investigates complaints and violations, prepares reports of findings and action taken or recommended, files charges and testifies in court, recommends changes in standards, administrative procedures, facilities, methods, and practices.

99250 LABORATORY ANIMAL CARETAKER (Occupational Base)

Animal care investigative and support personnel are required to follow defined protective procedures. The facilities provide a variety of husbandry options to meet the needs of the investigative staff while maximizing the facilities animal holding capacity. The facilities are individually approved for Bio-safety Level 1, 2, 3 and 4 procedures and many research protocols often require the use of hazardous biological, chemical, and/or physical agents, including ionizing radiation. The experience factor of the workers has to be very technical in order to aid the researchers. These levels of certification assure the investigators of their competence.

99251 LABORATORY ANIMAL CARETAKER I

The Laboratory Animal Caretaker I usually requires certification as an Assistant Laboratory Animal Technician. The caretaker performs the day-to-day functions of animal husbandry such as feeding, cleaning and handling laboratory animals; sanitizes the animal's room and caging, monitors environmental conditions, and maintains records. This person works under the supervision of a scientist, veterinarian, or higher level Laboratory Animal Caretaker or Facility Manager; is responsible for consistent and thorough animal care in order to ensure that experimental data is not confounded by poor animal management; reports potential animal care problems such as illness, inappropriate housing and equipment.

The Laboratory Animal Caretaker I work with an assortment of equipment including animal restraint devices, autoclaves for sterilization, and different types of cage washing equipment. This caretaker must have a basic understanding of biohazards in the research environment and a working knowledge for biohazard levels one and two; and be trained on safety procedures to avoid infection or exposure. In order to understand their responsibilities, Laboratory Animal Caretaker I should understand the moral and ethical aspects of the care and use of research animals. This position may require a general knowledge about federal, state, and local regulations. Other titles associated are Facility Support Technician, Animal Husbandry Caretaker, Technical Support Technician, and Facility Support Team Leader.

99252 LABORATORY ANIMAL CARETAKER II

The Laboratory Animal Caretaker II requires certification as a Laboratory Animal Technician. The caretaker must be technically skilled with appropriate backgrounds in biological sciences, such as anatomy, physiology, microbiology, and pathology. Their responsibilities will encompass the Laboratory Animal Caretaker I in addition to the following: technical support, maintenance and feeding colonies, collection of raw data, supervision of Laboratory Animal Caretaker I, delegation of tasks to Laboratory Animal Caretaker I and other Laboratory Animal Caretaker II workers. Responsibilities include participation in research projects at high technical levels, primary experimental procedures, and observation and treatment of experimental animals and training. Not only are they expected to work with animal restraint devices, autoclaves for sterilization and cage washing equipment, but they must also be familiar with laboratory and surgical equipment. Laboratory Animal Caretaker II must have the full understanding of all four biohazard levels and working knowledge of levels one through three and the safety procedures involved.

Due to stringent federal regulations and guidelines, Laboratory Animal Caretaker II must have a strong knowledge in the biological disciplines, and federal, state, and local regulations. This helps the facility establish and maintain mandated standards in order to avoid any possible penalties. Certification at this level gives a basic knowledge of a variety of species but it does not guarantee handling and restraint experience

with all species, especially less commonly used research animals such as livestock, non-human primates and exotic animals. Other titles associated are Team Leader, Animal Health Team Leader, Animal Health Technician, and Institute Specific Research Technician.

99310 MORTICIAN (Funeral Director)

The Mortician arranges and directs funeral services, coordinates activities of workers to remove body to mortuary for embalming, interviews family or other authorized person to arrange details such as preparation of obituary notice, selection of urn or casket, determination of location and time of cremation or burial, selection of pallbearers, procurement of official for religious rites, and transportation of mourners. The Mortician plans placement of casket in parlor or chapel and adjusts lights, fixtures, and floral displays, directs pallbearers in placement and removal of casket from hearse, closes casket and leads funeral cortege to church or burial site, directs preparations and shipment of body for out of state burial, and may prepare body for interment.

99410 PEST CONTROLLER (Exterminator)

The Pest Controller sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas, fumigates rooms and buildings using toxic gases, sprays chemical solutions or dusts powders in rooms and work areas, places poisonous paste or bait and mechanical traps where pests are present; may clean areas that harbor pests, using rakes, brooms, shovels, and mops preparatory to fumigating; and may be required to hold State license.

99510 PHOTOFINISHING WORKER (Photo Lab Technician, Dark Room, Technician)

The Photofinishing Worker tends one or more machines that automatically develop, fix, wash, and dry photographic prints, threads leaders (paper strips) around rollers, through processing tanks and dryer, around polished drum, and onto take-up reel, turns valves to fill tanks with premixed solutions, such as developer, dyes, stop-baths, fixers, bleaches, and washes. This worker moves thermostatic control to keep steam-heated drum at specified temperature, slices sensitized paper to leaders using tape, starts machine; throws switches to synchronize drive speeds of processing variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.

99610 QUALITY CONTROL INSPECTOR

(FGE is one grade above the class that performs the work being inspected.)

This inspector implements quality control and safety plans to ensure compliance with contract specifications and applicable regulations, inspects all phases of a variety of goods, services or operation for conformity to established quality, health and safety, and other operational standards by performing on-going work for compliance with contractual provisions; ensures all services listed on the performance requirement summary are performed in a satisfactory manner, specifies areas to be inspected (scheduled and unscheduled) and how often inspections will be accomplished, communicates deficiencies to proper persons, maintains Quality Control files, and document results of all inspections.

99710 RECYCLING LABORER

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

99711 RECYCLING SPECIALIST

The Recycling Specialist conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration, operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars; prepares receipts and reports concerning materials collected and chipped, may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor, may assist in performing preventive maintenance, minor repairs and lubrication of machinery, and may disassemble scrap material using hand tools.

99730 REFUSE COLLECTOR

The Refuse Collector picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.

99810 SALES CLERK

The Sales Clerk sells a variety of inexpensive merchandise usually in a retail trade establishment, for which knowledge of the items sold is not a primary requirement. This incumbent performs the following tasks: stocks shelves, counters, or tables with merchandise, sets up advertising displays or arranges merchandise on counters or tables to promote sales, stamps, marks, or tags price on merchandise; obtains merchandise requested by customer or receives merchandise selected by customer; totals price and tax on merchandise selected by customer using paper and pencil, cash register, or adding machine to determine bill. This worker receives payment and makes change, occasionally calculates sales discount in determining sales slip, wraps or bags merchandise for customers, cleans shelves, counter, or tables, as necessary; may keep record of sales, prepare inventory of stock, or order merchandise; and may be designated according to product sold or type of store.

99820 SCHOOL CROSSING GUARD

The School Crossing Guard controls traffic at the school crosswalk to insure safety during school hours, when children/pedestrians are going to or coming from school, instructs children/pedestrians to remain on the curb until signaled to cross and enforces instructions, directs action of traffic at street intersection to insure safe crossing of children/pedestrians. This incumbent must be knowledgeable of the traffic hand and arm signals as prescribed, uses the prescribed hand and arm signals (sequentially), stops all vehicles (except emergency vehicles), signals pedestrians to cross, and signals the resumption of vehicle traffic. This worker observes the areas adjacent to the crosswalks/intersection and reports to the police any suspicious activity (loitering, drug dealing, etc.), license numbers of vehicles disregarding traffic signals and any other vehicle moving violations. This person must be knowledgeable of state laws for school buses and school crosswalks, may escort children across the street, may place caution signs at designated points before duty and remove them at end of shift, and may stop vehicles and warn drivers and direct traffic in vicinity.

99830 SURVEY PARTY CHIEF (Chief of Party)

The Survey Party Chief (Chief of Party) leads day-to-day work activities of survey party under direction of land surveyor performing surveying duties not requiring licensure; supervises crew engaged in gathering data about the earth's surface using a variety of surveying instruments and in clearing land and setting stakes to identify certain points; checks final field notes for clarity and accuracy and completes transmittal forms.

99831 SURVEYING AIDE

The Surveying Aide performs any of following duties to assist in surveying land: holds level or stadia rod at designated points to assist in determining elevations and laying out stakes for map making, construction, mining, land, and other surveys, calls out reading or writes station number and reading in notebook marks points of measurement with elevation, station number, or other identifying mark, and measures distance between survey points, using steel or cloth tape or surveyor's chain. This worker marks measuring point with keel (marking crayon), paint sticks, scratches, tacks, or stakes, places stakes at designated points and drives them into ground at specified elevation using hammer or hatchet, and cuts and clears brush and trees from line of survey, using brush hook, knife, ax, or other cutting tools.

99832 SURVEYING TECHNICIAN (Instrument Person; Surveyor Assistant, Instruments)

The Surveying Technician obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments, compiles notes, sketches, and records of data obtained and work performed, and directs work of subordinate members of survey team.

99840 VENDING MACHINE ATTENDANT

The Vending Machine Attendant receives items from food and retail facilities or from immediate supervisor, and delivers items to vending machines, removes aged food or other merchandise from machines, as required by established procedures, replenishes machines, and makes appropriate notations on required records, gives locked moneyboxes to supervisor or designated cashier. This worker inspects machines frequently to ensure that they are adequately stocked, in good working order, and are in a sanitary condition, monitors brands and prices to ensure compliance with contract terms when vending services are provided on a contract basis.

This worker accompanies concessionaires to make spot checks of collections, tests operation of machines by inserting coins to determine if items are being dispensed properly and correct change is being returned, cleans interiors and exteriors of machines using appropriate cleaning solutions, and cleans areas adjacent to machines including snack tables. This worker notifies repairmen or immediate supervisor and places "out-of-order" sign on malfunctioning machines, may assist in the preparation of vending items such as sandwiches, gelatin, and salads, replenishes vending areas with napkins, condiments, paper cup lids, etc., opens crates, cartons or boxes, keep stockroom area in clean and orderly condition, and adheres to sanitation, safety, and security procedures.

99841 VENDING MACHINE REPAIRER (Coin Machine Service Repairer)

The Vending Machine Repairer installs, services, adjusts, and repairs vending, amusement, and other coin-operated machines, assembles machines following specifications, using hand tools and power tools, fills machines with ingredients or products and tests ice making, refrigeration, carbonation, evaporation, dispensing, electrical, and coin-handling systems. This worker examines defective machines visually or by using test equipment such as voltage meters, circuit testers and pressure and dial gauges to determine causes of malfunctions, adjusts and repairs machines, replacing worn or defective electrical or mechanical parts using hand tools such as hammers, pliers, screwdrivers, soldering irons, and wrenches. Duties may include the following: drive to designated locations to transport, install, or service machines, keep vending records and participate in taking inventories, collect coins from machines and make settlements with concessionaires, and replenish machines.

99842 VENDING MACHINE REPAIRER HELPER

The Vending Machine Repairer Helper assists in the maintenance and repair of vending machines, handles or holds tools and materials, cleans work and repair shop areas, may disassemble machines and clean equipment, and may drive truck to haul materials and equipment to and from work areas.

PROFESSIONAL POSITIONS

ACCOUNTANT I

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in accounting and 0-2 years of experience in the field or in a related area. 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

ACCOUNTANT II

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in accounting, finance and 2-4 years of experience in the field or in a related area. 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.

ACCOUNTANT III

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in accounting, and 4-6 years of experience in the field or in a related area. 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 lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

ACCOUNTANT IV

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in accounting and 6-8 years of experience in the field or in a related area. Familiar with 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 tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

ANTI-TERRORISM OFFICER

Provide a full time anti-terrorism officer to interpret higher level requirements and develop necessary internal implementing guidance and periodic examination of current command policies. Government funded training will be provided to meet requirements of changes and currency effected during contract administration.

Develops implementing command policy according to the government program manager's direction, then staffs and promulgates those actions. Publish such materials as necessary to instruct the command in effective techniques for an Antiterrorism Program. Provide input to a portion of any information dedicated to Antiterrorism, and products available to the command.

Provide a full time capability to conduct Antiterrorism assessments of subordinate elements of the command. The contractor will determine the effectiveness of Antiterrorism programs. The contractor will travel, at the direction of the government, to subordinate commands and installations to perform detailed assessments and prepare related reports on observations and recommended improvements to the program.

Provide a full time capability to develop and present training at the command headquarters as well as the capability to assess the training programs of subordinate elements as described in the paragraph above. Training must conform to the internal command policy. Specifically, the contractor may present or provide for mass awareness training sessions on a recurring basis for the entire headquarters complement as well as tailored, country-specific threat briefings for travelers with destinations outside the United States, its possessions or territories. This requires access to the SIPERNET classified database to provide the current threat information in the areas of terrorism, crime, espionage, and health, commensurate with the traveler's security clearance. The contractor must interpret current intelligence in order to identify trends and recommend practical security measures for the command in general as well as for individual travelers.

Conduct other Antiterrorism related studies and analyses as required. Provide support for contingencies or on an emergency basis as needed/required.

BIO-MEDICAL REPAIR TECHNICIAN

Maintenance and technical support for medical equipment and for the users of this equipment. Repair electronic, pneumatic, electro-mechanical and mechanical equipment to include troubleshooting, identifying source of problem(s) and replacement of defective printed circuit board(s), discrete component(s) or other parts as appropriate. Order spare parts and accessories as necessary to perform repair functions. Document the extent and cost of repairs using appropriate forms. Compute power and space requirements for installation medical equipment and install units to manufacturer's specifications. Prepare and submit medical equipment reports. Conduct Scheduled Services (Preventive Maintenance inspections) of medical equipment to include visual inspections, electrical safety inspections, calibration, and performance verification. Document the results of incoming inspections using appropriate forms. Set-up and install new medical equipment systems. Communicate with clinical staff (physicians, nurses, technicians, etc.) as necessary to provide assistance and in-service training setup, calibration, operation, and application of medical equipment. Provide technical training, assistance, and guidance to lower skilled co-workers. Conduct incoming inspections of new equipment to include receipt, inventory of parts, and accessories, assembly, inspection, calibration, and performance verification, and parts replacement. Interpretation of Scheduled Services results to determine whether equipment is safe and operating within manufacturer's specifications. Perform Scheduled Services using written test procedures. Develop and document a Scheduled Service procedure and complete the inspection on new/unique equipment. Documents the results of Scheduled Services using appropriate forms. Implement equipment modifications to include researching product modifications with appropriate regulatory agencies, documents, and equipment modifications, arranges for software upgrades for existing equipment, and designs interfaces to allow for interconnection of equipment. Investigate equipment hazard alerts, recalls,

updates, and incidents. Consult with co-workers or clinical staff outside normal duty hours to resolve medical equipment problems. Operate a government vehicle like a car/pickup truck/step van.

BOOTS ON THE GROUND

Management Assistance Support:

Assist the BOG Team Chief in identifying shortfalls and developing action plans to fill the shortfalls and perform analysis. Communicate with Liaison Officers (LNO5) at CONUS Replacement Centers (CRC) to track the reporting of 90-Day rotators on their anticipated report date. Assist LNOs at CRCs in resolving issues that occur with 90-Day Rotators while processing through the CRC. Review regulations, directives and correspondence and determine actions required. Identify problem areas and contacts, and coordinate with the Department of the Army (DA), Office of the Surgeon General (OTSG), Army Forces Command (FORSCOM), US Army Reserve Command (USARC), Human Resources Command (HRC)-St Louis and the Army National Guard (ARNG) to assist functional managers in identifying and reporting solutions. Coordinate, prepare, and execute requirements to ensure that support requirements are executed in support of GWOT. Support cell personnel responsible for reporting workload data and enforcing 90-Day Rotator directives. Initiate changes to programs to reflect changes in programmed workload and/or mission guidance received. Coordinate the compilation of data to be provided to supporting organizations upon request and responds to requests. Perform as a member on various special actions, data calls and studies requiring business case and statistical analysis, and act as a liaison or point of contact for the 90-Day BOG Cell.

Data Quality Assurance Support:

Assist the Chief, 90-Day BOG and Plans Division in ensuring the accuracy of all data that is processed, validated and transmitted from the various organizations to include DA, OTSG, FORSCOM, USARC, HRC-St Louis and ARNG. Recommend internal controls to ensure accuracy of all data processed, validated and transmitted from the 90-Day BOG. Review and develop metrics and performance indicators to identify data quality problems and to ensure compliance with the 90-Day Rotator Policy. Conduct and/or review internal and external data validation and complete reconciliation. Ensure workload statistics are accurately collected and recorded by the various organizations.

Data Analysis Support:

Research and analyze data to determine trend analysis and to identify problem areas where data is inconsistent with requirements. Assist in planning and conducting statistical analysis and studies concerning the trends and impact of changes in clinical and workload data. Develop statistical measures, which express the quantitative relationship between historical, current, and projected provider rotators. Track programs throughout the year and provide analyses of projected versus actual performance data and unusual trends and occurrences, in order to determine process improvement initiatives.

Reports and Presentations Support:

Analyze data and prepare reports for video-teleconferences (VTCs) at least three times a week, which list shortfalls and potential Active Component pass backs for all 90-Day Rotator positions. Reports shall be in an Excel and PowerPoint format. Prepare reports for LNOs to notify them of expected arrivals of 90-Day Rotators each weekend. Prepare slides and transparencies for presentation to The Surgeon General (TSG), Director of Healthcare Operations and other senior level officers. Maintain necessary data files and working papers to provide an audit trail for program actions taken. Prepare formal presentations of necessary data files and working papers to provide an audit trail for program actions taken. Calculate workload performance data and report it to Chief, 90-Day BOG or designated representative. Compile, analyze, interpret, prepare, advise, and

recommend changes on workload data, to include all input and output reports and documents. Requests for Information (RFI) Support: The Contractor shall: Respond to requests for information (RFI) from OTSG and outside organizations on an ad hoc basis. Investigate RFIs using all available resources. Develop clear, concise responses to all RFIs within the suspense time provided.

BUDGET ANALYST

Maintains budget status information, including collecting data from a variety of documents, remote data entry, analysis of commitments, obligations, and expenditures, and making corrections as necessary. Performs statistical analysis of programs and monitors budget execution of high interest programs. Uses automated budget system to monitor current expenditure rates and trends, finding alternatives (such as transfer of funds from operations dollars to labor dollars or vice versa) to preclude over-expenditures and office imbalances. Analyzes the accuracy and adequacy of budget justification data submitted in support of the budget requests throughout the budget cycle exercises: Planning Target Allocation (PTA), Annual Work Plan (AWP), Mid-Year Review, Third Quarter Review, and End of Year Closeout. Supports Budget Team meetings to develop corporate responses to the above budget exercises. Analyzes historical data and prepares preliminary plans, assists in developing recommendations, and documents decisions on budget priorities. Responds to requests from the for special data analysis in support of budget development. Compiles and summarizes data concerning personnel salaries and expenses and similar object class and line item information needed for formulation of budget estimates. Coordinates consolidation of the PTA, AWP, Mid-Year Review, and End of Year submissions from the subordinate offices for approval and transmission to the Washington Budget Office. Trains users of the electronic budget systems (Management Information System, Budget Planning System, and Federal Financial System) in the proper access and operation of the current applications. Provides monthly progress reports containing budget status for each office. Drafts budget plans for PTA and AWP based on historical data and budget guidance.

CONTRACT SPECIALIST

The Contract Specialist will perform non-personal services consisting of pre-award and post award contracting functions through contract closeout. Deliverables will include, but not limited to Small Business Coordination forms, Market Research Reports, Draft Solicitations, Solicitations, Pre-Negotiation, Objective Memorandums, Price Negotiation Memorandums, contract award documents, contract modifications, exercise of option documents, etc. The Government will establish delivery dates for all reports.

Tasks

1. Review performance work statements (PWS) for completeness, accuracy, and compliance with standards for Performance Based Service Acquisitions.
2. Prepare a market research report.
3. Prepare small business coordination form.
4. Prepare solicitations IAW FAR Parts 12, 13, and 15 and supplementing regulations.
5. Prepare responses to questions in response to solicitations for Contracting Officer review.
6. Prepare written evaluation reports of the evaluation of evaluation of written proposals and oral presentations made by offerors in response to solicitations, including technical evaluations and past performance.
7. Perform Price and Cost analysis IAW the FAR, supplemental DoD pricing guidance, and the proposal evaluation section of the solicitation.
8. Perform financial capability analysis on perspective offerors submitted financial data.
9. Present technical capability analysis findings in support of the Contracting Officer during exchanges with offerors.
10. Prepare correspondence to prospective offerors.
11. Preparation of contract awards.
12. Preparations of contract administration plans.

13. Participation in pre-performance conferences.
14. Perform assigned contract administration functions in accordance with FAR Part 42 and supplementing regulations.
15. Attend meetings as required by the contracting officer.

EDITOR/WRITER

This position writes, edits, proofreads, and copyedits a variety of documents. Plans and prepares stories for dissemination. Ensures that all documents meet established content standards. Requires a bachelor's degree in a related area as well as 2+ years of experience in the field, or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on 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.

FOIA ANALYST

Provides administrative and FOIA/PA program support. Picks up FOIA/PA requests from the respective mailroom daily. Independently reviews and analyzes FOIA/PA requests and the records responsive to such requests and determine if the request/records fall under the purview of the supported office, or should be referred to another agency for processing. Coordinate directly with other federal agencies to facilitate the processing/referral of FOIA/PA requests.

Enter requests in the FOIAXpress centralized database in accordance with office procedures. Process documents for release to include the redaction of documents using the FOIAXpress software redaction capability. Research, prepare, and coordinate responses to general/specific requests. Determine the release of information withheld from disclosure citing the appropriate FOIA/PA exemption code(s). Address whether fees will be charged, reduced or waived in responding to requestors. Reconcile the request against active suspense's imposed by statutory and office requirements. Close out the request in the FOIAXpress centralized database in accordance with office procedures.

Create/file/maintain case files. Compose a variety of correspondence and prepare the release letter to the requestor in accordance with office guidelines with the Chief, FOIA/PA Office signature block. Draft any special letters to FOIA requestors as directed by the Chief, FOIA office. Mail documents to the requestor in accordance with office procedures and deliver to the mailroom.

Provide customer assistance in the submission of their request for information. Communicate telephonically/electronically with requestors/referral agencies as appropriate to clarify requests.

Conduct orientation and training of new and established FOIA/PA officers on the FOIAXpress system and develop training guidelines and procedures for use by FOIA Officers. Provide technical and administrative support and assistance to the field FOIA/PA offices. Prepare a variety of reports to include: Open case/Backlog report, Strategic Performance Action Plan, and Ad Hoc reports.

FUNCTIONAL ANALYST

The contractor will develop and maintain a data collection system that will monitor and perform operational studies to collect data, track workload, and conduct policy analyses of existing and future resources to promote sharing, joint initiatives, and other collaboration activities. The contractor will serve as the primary point of contact for maintenance and management of the support website. The contractor will ensure all cost/reimbursement/utilization/workload-related databases are updated and maintained in order to appropriately identify information and system requirements that would be required to support sharing projects

and activities. The contractor will provide periodic standard and ad hoc reports based upon the information maintained in the database, and ensure the accuracy and timeliness of the data/information provided within the context of the report. The contractor will have full knowledge of the data management work of the computer systems that apply to collaboration activities, and be able to answer questions with little or no delay. The contractor will remain knowledgeable of changes in policies, regulations, and rules in order to provide inquiries concerning delivery programs. The contractor will assimilate data/information and detailed analysis of needs, problems, trends, and best business practices. The contractor will participate in required training activities. The contractor will participate in required meetings which contribute to the achievement of current and future collaboration activity objectives. The contractor will provide oral/written/telephonic/electronic responses to inquiries. The contractor prepares written documents as necessary such as information, issue, and decision papers and executive summaries, and study reports. Contractor should have knowledge of health systems administration, excellent writing and speaking skills, knowledge of public relations and marketing techniques, knowledge and experience in computer software, including Microsoft Word, Outlook, PowerPoint, and other Office programs.

FINANCIAL ANALYST I

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Provides cost assessments of internal budget management operations that identify areas of improvement to reduce prior year de-obligations. Identifies trends and developments in competitive environments and presents findings to senior management. Develops financial forecasts and reconciliation of internal accounts. Prepare non-stock reports for distribution and provide weekly status reports. Review daily obligation reports and provides oversight. Initiates corrective action. Provide monthly statistical and status reports detailing monthly de-obligations and corrective actions. Utilize government accounting systems and databases to run reports, analyze data, and initiate corrective action. Attend meetings related to system development and deployment. Provide financial analysis for special projects and data calls as required. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. 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. Typically reports to a supervisor or manager.

FINANCIAL ANALYST II

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Provides cost assessments of internal budget management operations that identify areas of improvement to reduce prior year de-obligations. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Prepare non-stock reports for distribution and provide weekly status reports. Review daily obligation reports and provide oversight. Initiate corrective action. Provide monthly statistical and status reports detailing monthly de-obligations and corrective actions. Utilize government accounting systems and databases to run reports, analyze data, and initiate corrective action. Attend meetings related to system development and deployment. Provide financial analysis for special projects and data calls as required. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on pre-established guidelines to perform the functions of the job. Typically reports to a supervisor or manager.

FINANCIAL ANALYST III

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Provides cost assessments of internal budget management operations that identify areas of improvement to reduce prior year de-obligations. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Prepare non-stock reports for distribution and provide weekly status reports. Review daily obligation reports and provide oversight. Initiate corrective action. Provide monthly statistical and status reports detailing monthly de-obligations and corrective actions. Utilize government accounting systems and databases to run reports, analyze data, and initiate corrective action. Attend meetings related to system development and deployment. Provide financial analysis for special projects and data calls as required. Requires a bachelor's degree and 4-6 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on pre-established guidelines to perform the functions of the job. Typically reports to a supervisor or manager.

FINANCIAL ANALYST IV

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Provides cost assessments of internal budget management operations that identify areas of improvement to reduce prior year de-obligations. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Prepare non-stock reports for distribution and provide weekly status reports. Review daily obligation reports and provide oversight. Initiate corrective action. Provide monthly statistical and status reports detailing monthly de-obligations and corrective actions. Utilize government accounting systems and databases to run reports, analyze data, and initiate corrective action. Attend meetings related to system development and deployment. Provide financial analysis for special projects and data calls as required. Requires a bachelor's degree and 6-8 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on pre-established guidelines to perform the functions of the job. Typically reports to a supervisor or manager.

GWOT ANALYST

Assist in creating financial models and a performance objective matrix which aids in the program management and appropriation, allocation, obligation and status of funds. Analyze financial functions and budget execution reports pertaining to senior mission commander's program requirements. Interpret spending plans and budgets and communicate cost and expense variances to senior resource management. Verify cost allocations comply with current narrative funding and financial management guidance policies. Prepare and execute contingency operations monthly cost analysis. Utilize enterprise Workload and Performance financial data bases to track all spending modules, and reconcile all un-liquidated obligations. Interface with other functional analysts based on current projected level of operational base support (sustainment, restoration and modernization; facility demolition/disposals), base operations support (family programs, base communications, audio visual, environment, force protection) and the Global War on Terrorism requirements (GWOT) or Overseas Contingency Operations (OCO). Responsible for managing, planning, organizing, and administrating annual and mid-year budget shortfalls and functional activities; provide professional guidance on appropriated funds to include planning, formulation, justification, presentation, execution, and review of each assigned organization's budget target. Execute mid-year and fiscal year-end close out audit trails for thirty-two multiple financial accounts to confirm fund control transactions; verify non-static accounting budget analysis,

submit Joint Review accounting analysis for special assignments. Evaluate audit report records to determine if allocated funds were spent as specified by the obligation plans. Track the execution of those assigned budget targets throughout the processes of budget execution analysis

INFORMATION MANAGEMENT/TECHNOLOGY HELP DESK SERVICES

The IM/IT Help Desk contractor will facilitate technical oversight of help desk and network services. Assist in expediting the installation, loading, configuration, troubleshooting, and repair of personal digital assistants, workstations, local peripherals, and networked devices. Monitor performance of networks and attached devices and take action to prevent problems. Coordinate with providers on problem identification and resolution and network, storage and port access. Where necessary, perform associated administrative tasks such as equipment documentation, inventory changes, customer contacts updates, service issue processing, resolution of system troubles encountered with deployment efforts documentation of assessment, and timely closeout of service orders. Participate in the audit of infrastructure and end-user devices. Evaluate new technology for standardization across the enterprise. Participate in configuration control boards to maintain and improve IM/IT services. Provide skills to update and maintain websites for the activity. Advise the Operations Manager on the quality of provided services.

The contractor must know principals, practices, procedures, policies, regulations, laws, methodologies, threats, tools, roles, functions, organizational structures, programs and technologies related to IM/IT help desk operations to maximize mission accomplishment. The contractor will interact across the full range of communication formats and media with counterparts external to the enterprise and across all levels within the enterprise and across all levels within the enterprise from senior department heads to classroom instructors and staff.

INTERNAL REVIEW EVALUATOR

The Internal Review Evaluator will review the Organization and Functions manuals to develop and maintain an Auditable Entity File applicable to the respective Internal Review and Audit Compliance Office. Conduct and document risk analyses of auditable entities to assist in the development of audit priorities. Use knowledge of Generally Accepted Government Auditing Standards (GAGAS) to review and recommend updates to audit guidance. Guidance may be in the form of recommended regulations or policy and procedures manuals. Provide assistance to auditors as required in the conduct of audits and reviews. Participate in the development of audit guides by recommending audit steps to be included and estimating time requirements for completion. May gather appropriate audit evidence and prepare necessary documentation to address specific audit issues in accordance with GAGAS. Conduct internal and assist with subordinate activity staff assessments of audit working papers to measure compliance with applicable audit standards. Prepare reports to document each assessment. Gather summary results of audits performed by subordinate command auditors. Review those results and prepare a consolidated report of internal audit trends. Review and analyze external audit reports. Design and maintain a process to report identified external audit trends on a periodic basis. Prepare report(s) as required. Gather feeder reports from subordinate commands, and review and analyze data. Prepare the consolidated command semi-annual report to Congress. Review completed audit files and determine relative significance for retention. Purge audit documentation not considered relevant. Monitor the status of training of auditors to measure compliance with auditor training standards. Request necessary audit training quotas and equitably distribute quotas obtained. Prepare an annual report of auditor training status. Coordinate with external auditors and Headquarters staff personnel to arrange appropriate entrance conferences, liaison visits and exit conferences to gather audit information and present audit results. Prepare summary reports of those meetings as required. Review new audit announcements, obtain periodic status reports and monitor interim updates from external auditors. Prepare executive summaries of these items for the Command. Maintain a tracking log to keep command and other interested parties informed from announcement of audit through issuance of any final report. Assist staff offices in the preparation of command replies to audit findings and

recommendations. Coordinate with external auditors and the involved staff offices to assist in resolving differences. Request periodic updates to open recommendations and use those updates to keep current. Review internal and external audit trends and other available staff visit reports to identify management control issues. Develop ancillary informational data reports as required. Obtain, review, and analyze annual management control feeder statements of assurance from subordinate commands. Consolidate required data from statements and other internal sources and develop command's annual statement of assurance for management controls. Maintain a consolidated listing of Management Control Program points of contact in staff offices and subordinate commands. Provide training as necessary. Review policy guidance for the Management Control Program and recommend updates to published guidance. Review and provide recommended comments to staff papers submitted to Internal Review for coordination. Proficiency in Microsoft Office and Excel.

JUNIOR HEALTH SYSTEMS ANALYST

Expert knowledge of the Surgeon General's Venture Capital Program. Hands on experience with the monthly tracking of current Venture Capital project performance. Expert knowledge of the Army Medical Department Business Planning process. Ability to analyze business plans to determine financial impact of funding. Expert Excel skills. Excellent customer service skills. Ability to communicate with project owners to obtain data necessary to analyze their business case or to obtain performance data. Expert knowledge of the Balanced Scorecard. Ability to manage the PA&E portion of the Knowledge Exchange Website.

MANAGEMENT ANALYST

The position will provide support and be knowledgeable in the Planning, Programming, Budgeting, and Execution System (PPBES), Integrated Facilities Systems (IFS), the Army's Standard Finance System (STANFINS), IMCOM Online, the Customer Automation Reporting Environment (C.A.R.E.), and any other financial planning, programming, and reporting systems and systems interface required. Will have knowledge of manpower and Tables of Distribution and Allowances (TDA), work classification, funding limits, and approval authorities. Will have knowledge to identify work as being direct or reimbursable, and Common Level of Support (CLS).

The position will provide on-site Business Operations support, provide planning, programming, budget execution and job cost accounting support. Will play a support role in planning and prioritizing work, making recommendations, developing the TDA, and updating Quality Assurance Standards. Will establish accounting codes and update tables in the IFS. Will advise in developing reimbursable bills for customers, and trouble shoot problems related to the IFS or other job cost accounting systems. Will play a major role in obtaining and developing data for CLS, the Installation Status Report (ISR), Internal Controls, and other reporting requirements.

METER READER/TECHNICIAN

Responsible for reading electric, gas, or water meters. Keeps track of their use by recording appropriate information. Inspects meters for damages or defects. Has knowledge of commonly-used concepts, practices, and procedures within the field. Responsible for installation, maintenance and repair of meters. Tests meters to assure they are in working order. 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 high school diploma with 0-2 years of experience in the field or in a related area. Typically reports to a manager or head of a unit/department

PUBLIC AFFAIRS SPECIALIST

The public affairs specialist will assist in creating marketing and information services and the production of deliverables in areas that support the information requirements associated with major projects. Tasks include research, organization, summarization, analysis of information relating to the integration of delivery systems. Will participate in staff meetings, special ad hoc task force support, conferences and management discussions with personnel from other divisions, directorates, higher headquarters, and other agencies to provide background information for government personnel, to assist in resolving problems or provide recommendations within the realm of responsibilities as a contractor. Will assist in gathering, extracting, reviewing, combining, and maintaining a variety of narrative information from a breadth of sources to be used in the formulation and presentation of information documents (briefings, newspaper articles, Websites, etc.) to apprise various publics. Will help develop and provide sources of information to facilitate public awareness of related activities.

Assists management in gathering the appropriate scope of developing a media campaign plan that addresses the many complex issues created as a result of execution. Assists in preparing briefings and documents as directed to ensure proper communications between adjacent and higher headquarters and installation staff offices. Assists staff in coordinating all media and information planning activities. Will support development of a comprehensive media action plan. Will provide staff with documents, reports, or plans required.

Assists in the research, writing, and coordination of the production of briefing materials that are presented to General Officer and VIP audiences. Monitor and report on emerging public affairs challenges and information requirements. Identify opportunities to leverage public information technologies to keep a broad range of publics informed about related activities and recommend courses of action. Coordinate with various activities to communicate the movement and/or integration of various services. Provide Monthly Status Reports, reflecting the various briefings, articles, press releases, meeting reports, media encounters and other project support.

PROJECT INTEGRATOR

This position will develop a working relationship with representatives of the assigned MTF Facility Manager, Directorate of Public Works, Corps Districts/Divisions, Contractors, MEDCOM Regional Integrators, and Health Facility Planning Agency. Attend weekly construction meeting and MTF Transition meetings to facilitate issue resolution and communication between all involved stakeholders. Ensure all project approval documents have been received, e.g.: DA4283 (work order), MEDCOM Form 234-R, DPW Site Approval, SHPO approval and DDI391. Coordinate ACSIE&FM, HFWA support staff and contractor team visits with MTF staff to provide support required to develop the planning, design and construction of projects. Provide design, construction, transition, and outfitting management for various projects within the MTF ensuring that budget, schedules and quality control mechanisms are maintained. Review and provide recommendations for user changes. Facilitate the funding for contract modifications. Provide required information papers and executive summaries on all pertinent projects. Coordinate MTF submission of Transition and Initial outfitting requirements for assigned projects. Provide validation of transition and funding requests before requesting release of funds. Assist users with decisions regarding space planning, space utilization, equipment, furniture and furnishing procurement coordination and operating procedures necessitated by movement into new or renovated areas, insuring that these are consistent with relevant master and strategic plans. The Contractor shall ensure tasks are completed according to approved costs, qualities, schedules, and guidelines provided by the designated government project manager. Represent ACSIE&FM during pre-and final acceptance inspections and during post-occupancy commissioning to insure technical adequacy and completeness of inspections.

PROJECT MANAGER I

Responsible for the coordination and completion of task orders. Oversees all aspects of task orders. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of each assigned task order. Prepares reports for upper management regarding status of task orders. May require a bachelor's degree and 2-4 years experience in the field or in a related area. Familiar with a variety of the concepts, practices, and procedures relating to the task orders. Relies on limited experience and judgment to plan and accomplish goals. Reports to a manager or head of a unit/department.

PROJECT MANAGER II

Responsible for the coordination and completion of task orders. Oversees all aspects of task orders. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of each assigned task order. Prepares reports for upper management regarding status of task orders. May require a bachelor's degree and 4-7 years of experience in the field or in a related area. Familiar with 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 tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

PROJECT MANAGER III

Responsible for the coordination and completion of task orders. Oversees all aspects of task orders. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of task orders. Prepares reports for upper management regarding status of task orders. May require a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with 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 tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

PROJECT MANAGER IV

Responsible for the coordination and completion of task orders. Oversees all aspects of task orders. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of task orders. Prepares reports for upper management regarding status of task orders. May require a bachelor's degree and at least 9 years of experience in the field or in a related area. Familiar with 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 tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

PROGRAM SPECIALIST

Assist with the development and regular review of the program strategic planning process and the ongoing monitoring and evaluation efforts that support achievement of the strategic goals of the program. Work with the Program Manager in developing an effective internal control system to monitor program activity, which includes, but is not limited to performance metrics, making corrective adjustments to the reliability of data reported, monitoring compliance with program guidance, reporting program status based on goals, reviewing and monitoring purchase care cost, and trend monitoring of resources to support command and support beneficiaries. Participate in training activities.

REAL ESTATE SPECIALIST

The Real Estate Specialist performs real property management functions in accordance with the standard policies and procedures that exist within the contractor's work unit. Work is planned and performed independently in accordance with policy and procedures. Work is evaluated in terms of whether it is consistent with policy and procedures, and whether real property management procedures are appropriately applied.

Serves as space management/utilization assistant for all functions, including mobilization, which involves all actions other than master or contingency planning. Performs technical work in support of facility studies, and analyses of space utilization planning, and generates reports as required. Prepares, reviews, and updates facility plans, out-grants, annexes to plans, regulations, Standard Operating Procedures (SOPs), internal plans, and tasking documents, necessary to insure an orderly transition from current facility assignments to proposed facility assignments. Participates in working panels and meetings of the Installation Planning Board (IPB), under specific guidelines for space utilization.

The position requires a working knowledge of various Automated Data Processing systems, and will be required to access and maintain data in systems such as Computer Aided Design/Mapping Systems (CADDs), Contract Architecture-Engineer (A-E) Systems, Facility Asset Tracking System (FASTRACT), Facility Planning System (FPS), Integrated Facilities Management System (IFS-M), Real Property Planning Systems (RPLANS), and other systems as required. Will be required to utilize Microsoft Power Point, Excel, and Word.

SAFETY SPECIALIST

Update and write Safety regulations, policies, and memorandums. Conduct facility safety inspections providing written reports. The following training classes will be provided: Forklift and Material Handling Equipment; Excavation and Trenching; Confined Space (both classroom and hands-on); Control of Hazardous Energy (Lockout/Tagout); Ergonomics; Heat Stress Prevention; Back Injury Prevention; Fall Protection and Ladder Safety; Hazard Communication; Hand Tool and Machine Guarding Safety; Respiratory Protection, and any other class deemed necessary. Perform Ergonomic assessments of individual work stations within five working days when notified by the Safety Office. Provide "Certificate of Completion" for each student within two working days following course completion.

SENIOR MANAGEMENT SPECIALIST

The position will provide senior level support in preparing guidelines. Will be knowledgeable in the Planning, Programming, Budgeting, and Execution System (PPBES), Integrated Facilities Systems (IFS), the Army's Standard Finance System (STANFINS), IMCOM Online, the Customer Automation Reporting Environment (C.A.R.E.), and any other financial planning, programming, and reporting systems and systems interface related to Public Works. Will have knowledge of manpower and Tables of Distribution and Allowances (TDA), work classification, funding limits, and approval authorities. Will have knowledge to identify work as being direct or reimbursable. Will have knowledge of Common Level of Support (CLS).

The position will provide on-site Business Operations support, provide planning, programming, budget execution and job cost accounting support. Will play a major role in planning and prioritizing work, making recommendations, developing the TDA, and updating Quality Assurance Standards. Will establish accounting codes and update tables in the IFS. Will advise in developing reimbursable bills for customers, and trouble shoot problems related to the IFS or other job cost accounting systems. Will play a major role in obtaining and developing data for CLS, the Installation Status Report (ISR), Internal Controls and other reporting requirements.

The position will provide liaison with the respective command or installation to establish standard operating procedures for direct and reimbursable transactions. The position will provide expert advice on roles and responsibilities of all parties involved.

STRENGTH MANAGER

Strength Manager is responsible for assisting in managing the strength posture of all Military Occupational Specialties (MOS) and Area of Concentration (AOC). Serves as Subject Matter Expert (SME) in all areas of strength management. Responsible for submitting and monitoring requisition, providing recommendations on assignment and reassignment actions, personnel strength-related actions, and monitoring data tools such as MEPS, APEQS, CDIPS, MEDPROS, PMAD, EDAS, ATTRS, EDTM, DTMS, MODS, and PERSTEMPO database impacting the command strength, assists with maintaining data base accuracy and reporting systemic discrepancies. Assignment requires technical knowledge of computer systems, and Microsoft office programs and equipment. Ensures subordinate commands and agencies are in full compliance with the scope of personnel actions; and provides the mentorship and training necessary to bring sub-standard personnel administrative centers into compliance. Liaisons with managers for personnel strength actions and authorization issues affecting the management.

TRANSITION LIAISON ASSISTANT

Provides counseling and information support on transition benefits. Functions as the soldier liaison with outside agencies to ensure that additional care needs are transitioned to the appropriate agency. Supports Tricare, Department of Veteran's Affairs, Disabled Soldier Support System, and Army Career and Alumni Program. Functions as primary contact for soldier care issues that arise after relief from Active Duty (REFRAD). Provide telephone and email follow-up for soldier questions and issues. Work with outside agencies to resolve questions and issues. Provide scheduled contact with each soldier for one year after REFRAD. Perform telephone or email at a minimum of 60, 180, and 360 days after REFRAD.

UBO PROGRAM SPECIALIST

Conducts studies of program statistics to determine effectiveness of individual medical center/medical treatment facility UBO programs. Analyzes data from inpatient and outpatient reports on a quarterly basis to measure effectiveness of the inpatient/outpatient and overall program. Based on analyses, recommends appropriate action for improvement by the MTFs not meeting benchmark criteria established by the UBO Manager and the DoD UBO Advisory Working Group. Assists MTF UBO personnel in interpreting and implementing guidance, regulations, policy and procedures. Monitors and assists in development of MTFs implementing standard operating procedures (SOPs). Provides guidance and assistance on functional aspects of inpatient and outpatient billing automated systems, outpatient TPCP collection data, and other standard UBO metrics. Participates in on-site visits to MTFs in order to provide assistance and to evaluate their respective programs. Participates in the Staff Assistance Visit in and out briefings with MTF commanders and selected staff. Manages Army UBO attendee registration for the annual DoD UBU/UBO Conference. Assists the UBO Manager and Deputy UBO Manager in the development and implementation of standards for UBO training modules to be used on a MEDCOM-wide basis by MEDCENT/MTF UBO personnel.

SUPPLY SUPPORT CLERK

Performs administrative tasks to support the logistics group. Responsible for performing routine clerical duties such as maintaining letters, memoranda, invoices, and other indexed records arranged in a file according to an established system. Retrieves data or correspondence from files as requested within an appropriate time frame. Requires a high school diploma or its equivalent and 0-2 years of related experience. 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. Typically reports to a supervisor or manager.