Labor Categories	Responsibilities/ Level of Supervision	Education / Work Experience
Business Analyst	Responsible for gathering requirements from multiple sources and serving in a cross-functional project team. Ability to create detailed design documentation/product requirement specifications. Evaluates business processes from a technical and business perspective. Analyzes, interprets and simplifies complex procedures into user-friendly, logical steps for end-users.	Must have 3-5 years of experience in business analysis or any equivalent combination of relevant education or experience for a total of six (6) months. Experienced in such areas as data collection analyses, data presentation and preparation of briefings, computer presentations, administrative procedures and document preparations. Must have knowledge and experience with appropriate software tools.
Buyer	Responsibilities include processing of purchase requests for materials, supplies, services, and equipment for the projects/programs, including emergencies as necessary, which include defining item description/specifications; conducting market research, price analysis, negotiation, etc. to ensure item and delivery requirements are met and price is reasonable. Develops contract administration procedures to monitor performance, delivery and cost, and maintains contract records. Serves as liaison between vendors, customers, freight carriers, accounting and receiving sections to resolve problems and issues in a timely manner.	Must have 2-5 years experience in government and commercial purchasing and contract administration. Ability to work independently and communicate effectively in a clear and concise manner. Good analytical and organizational skills. Proficiency in computer and accounting.

Office Manager	Responsible for managing office activities and provide confidential, high level assistance to the Project Manager. Perform a wide variety of administrative duties related to the Project Manager and other members and other members of the management team. Assist project Manager with follow-up on correspondence, scheduling, and other activities. Maintains discretion regarding confidential information that passes through the Project Office. Manage office activities, including scheduling meetings. Perform purchasing functions to maintain office inventory, supplies, and equipment.	Knowledge of general office skills. Basic knowledge of computer usage. Good Telephone skills .Excellent organizational skills with an exceptional to detail. Excellent written and oral communication skills. Good Judgement, discretion and confidentiality. Ability to multi-task, work independently, works quickly, and works under pressure. Strong ability to prioritize work. Accounting experience preferred. Sensitivity to issues of diversity. 5 years experience as Office Manager Administrative assistance or equivalent.
Administrative Clerk	Responsibilities include, but not limited to, developing, drafting, writing and editing reports, briefs, proposals and other documents to meet requirements. Interfaces with personnel to coordinate meetings, maintain logs, records and files; provides end-user support and performs general administrative duties (i.e., making copies (hard/soft); reviewing incoming documents, collecting reports, etc.); assists in budgetary and financial management. Responsible for preparing/maintaining documentation for systems, programming and operations documentation, procedrues and methods.	HS diploma or GED plus one(1) or two (2) years of appropriate and progressive experience. Additional relevant education may be substituted for progressive experience.

Duplicating Machine Operator	Provide services to reproduce single or multicolor copies of charts, schedules, bulletins, and related matter, according to oral instructions or layout and stock specifications on job order: Installs sensitized metal printing plate or master copy of plastic-coated paper around press cylinder of machine and locks plate or master copy into position, using handtools. Prepare printing plates. May operate stencil-process or duplicating machines and photocopy equipment.	Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be: One year experience equivalent to the classification of Duplicating Equipment Operator
Events Assistant	Responsible for assisting the Events Coordinator in organizing, tracking, and fulfilling requests for promotion/event collateral, and special events in timely manner.	Qualified candidates will have 1-2 years relevant experience in a Public Relations or Marketing setting (agency experience a plus). Candidates should also have highly-developed organizational skills, the ability to self-motivate and manage time effectively in order to complete projects without micro-supervision.
Events Coordinator	Responsible for planning & coordinating major meetings, conferences, seminars, demonstrations, tours, formal visits & is the point of contact for scheduling such matters. Plans & coordinates major ceremonies, mission workload meetings, receptions & visitations. Schedules use of conference rooms. Keeps supervisor informed of status of official visitors & arrangements in progress.	BS/BA degree or 3-5 years experience in event planning. Proficient in MS Word, MS Excel, PowerPoint, Adobe Photoshop a plus. Excellent verbal and written communication skills. Excellent organization skills.
Graphic/Web Artist	Responsibilities include concept development, planning, analyzing and creating design and innovative graphic logos, illustrations and other artwork consistent with the customers' requirements. Develops and executes design and layout solutions with high level of proficiency and artistry, including graphic concept, storyboards, layouts, graphics, photos, icons, color schemes, interface features and transitions. Ensures all projects are effectively and efficiently completed.	A minimum of 2 yrs related experience in layout, design, graphics, computer design and experience with graphics software (PC/Mac). Proficient with computer skills and output/input devices.

Journeymen	Responsibilities include inspects, repairs, rebuilds, and overhauls of major assemblies of automobiles, buses, trucks, generators and tractors; Diagnoses source of trouble, extent of repairs required and replaces worn or broken parts. Performs direct and indirect support maintenance on equipment placed on maintenance request to the Vehicle Repair Shop. Replaces, removes, cleans and installs parts, accessories and components.	HS diploma or GED. Two (2) to four (4)years of vehicle maintenance experience. Must possess a valid driver's license.
Mechanic/Helper	Responsibilities include assisting in determining the cause of vehicle breakdown and the appropriate replacement parts and repair service; inspecting, servicing, and repairing the engines, brakes, and other parts of cars, buses, and trucks; performing routine maintenance to prevent future breakdowns;fabricating limited parts as necessary, implementing vehicle safety practices. Works with the Journeyman Mechanic in providing repairs. Supports the transport of motor vehicles.	Six (6) months general work experience and six (6) months specialized experience in some type of craft/maintenance work. Knowledge in the use of various trade tools.
Bus Driver	Responsibities include, but not limited to driving shuttle buses; tracking daily and monthly counts of bus passengers as necessary; maintaining good driving records and implementing safety practices while operating the shuttle bus; reporting to the Transportation Officer (TO) on any kind of accident., including damages to vehicle (minor or major); conducting mechanical, safety, cleanliness and vehicle inspections daily. Responsible for the normal care and cleaning of vehicle.	Must have a valid Class B driver's license with a minimum of at least 15 passengers. A Clean DMV driving record; a current commercial driver medical card; two (2) years experience or an equivalent combination of education and experience that provide the required knowledge, skills.

Disposal Specialist	Responsibilities include but are not limited to, the receiving, screening, warehousing, marketing , accounting, reporting, donation, sales, scrapping, redistribution, shipment and abandonment/destruction of excess personal property. Responsible for ensuring that excess related activity meets the requirements specified. Responsible for adhering to all requirements as it pertains to any subsequent and/or additional document, authority or database, governing the excess and disposal of personal property.	High School Graduate or equivalent. Background in logistics/administration preferred. Forklift and CA Drivers License. Two (2) plus years in property disposal, warehousing or supply management. Sound experience using dedicated and/or site unique database systems, to include both PC and Mac. Must be able to lift 50 pounds. Must possess strong communicative skills both written and oral.
Inventory/Stock Clerk (Supply Technician)	Responsible for providing stock services work, i.e., receiving, recording, data entry, stocking and issuance of materials, parts, and tools, and conducting inventories in accordance with estabished procedures.	Two (2) years of experience in supply management: stores stock, inventory, or receiving, including at least some experience utilizing a personal computer, or an equivalent combination of education and qualifying experience. Must have a valid driver's license.
Janitor	Responsibilities include providing cleaning services (i.e., sweep, mop, scrub, vacuum, strip, seal, finish, and polish floors, steam-clean or shampoo carpets, gather and empty trash, clean, and supply restrooms, clean and polish furniture and fixtures, clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees, dust furniture, walls, machines, and equipment, steam-clean or shampoo carpets, clean building interiors damaged by fire, smoke, or water, using commercial cleaning equipment) in accordance with the industry procedures in the use of chemical cleaners and power equipment.	High School Diploma or GED. Must have two (2) years of experience or equivalent combination of education and experience that provide the required knowledge and skills.

Mail Carrier Clerk	Responsibilities include processing incoming and outgoing mail for Center-wide mail distribution, including collecting/picking up mail. May keep record of registered mail. Provides customer service to walk-in customers Sorts and boxes the incoming U.S. Mail and shipments via the other carriers according to Mail Services, the Postal Service and the other carriers guidelines, procedures, goals and deadlines. Calculates and applies postage for domestic mail, international mail and the special mail services. Process and dispatch the mail according to Mail Services and the Postal Service's guidelines, goals and deadlines.	High school diploma or equivalent. Requires a valid California Driver's License (Class B) and a clean DMV record. Must have basic computer skills. Knowledge of postal/mail center functions. Detail-oriented with the ability to deal with high volumes and deadlines. Must be able to lift 70 Pounds. Basic computer literacy required. Knowledge of the basic information from the Postal manuals, directives, lists, guides, etc.
Supply HAZMAT Specialist	Responsible for maintaining Material Safety Data Sheets for handling hazardous materials. Provides shipping and packing services IAW with appropriate federal regulations.	High School diploma. Must Posses and maintain a valid California driver's license. Basic computer literacy required. Must be certified to hanldle-HAZMAT and operate forklift and overhead crane.
Property Specialist	Responsibilities include adhering to the rules and regulations in accordance with government personal property management. Performs personal property management-related duties. Reviews, updates custodial records and maintains all source documents, reviews and updates custodial records. Provides training, support, and guidance to the customer community, including processing requests for the disposal and removal/transport of disposal of controlled and non controlled equipment/material. Conducts required physical inventories.	Must possess strong office and organizational/customer service skills. Must have experience in using a variety of software applications for word processing and spreadsheets, using both PC and Mac platforms. Must have strong communication skills both written and oral. Additional relevant education may be subsituted for the required experience.

Recycling Processor	Provide recycling services, including operating forklift, wheel loader, and utility loader equipment. Loads and drives light trucks. Keeps recycle yard clean. Determines material type and weighs materials; records information on materials received or prepared for transport to designated processing facilities.	Two (2) or more work experience. Some knowledge/experience in computer operating systems.
Mover Helper	Assists in moving furniture and fixtures, performs pick-up and delivery of supply and equipment, warehousing, housekeeping, etc.	Communication skills both written and oral. Must be able to lift 70 Pound.
Truck Driver/Mover	Responsibilities include pick-up and delivery of material and equipment. Responsible for assigning work to staff , providing guidance to working staff and coordinating moving services functions with customers. Assembles and/or disassembles furniture, such as office furniture, so it fits through doorways or into elevators. They may place furniture in special containers designed to protect it or build crates for irregularly shaped items. May maintain inventories of the items they transport. Responsible for the normal care and cleaning of vehicle. Reviews received Service Requests, assesses the work effort and the associated costs.	High school diploma or equivalent. Requires a valid California Driver's License (Class B) and a clean DMV record. Certified to operate a forklift. Basic computer literacy required. Must be able to lift 70 Pounds. Maintains good driving and safety practices in operating a forklift and vehicles.
Warehouse Clerk	Provides warehousing services, i.e., receiving and storing of incoming items according to established system. Maintains a safe storage for all items received and cleanliness in designated warehouse areas.	Minimum of one (1) year experience as a forklift operator in a warehouse or manufacturing environment and warehousing experience. Must have formal training/certification in operating a forklift or other related equipment.

NOTES:

1. This information is not a reflection of the Government's intent for the future or an endorsement of past practice.

2. The distribution of positions is the Government's current best estimate to perform the contract.

3. This Estimate does not include non-task specific direct charge personnel such as Managers, Accountants, Human Resources, Safety Specialist, and Secretaries

4. Labor hours do not include holiday, vacation, or sick leave hours

Fair Labor Standards Act (FLSA) Status	Labor Category	Labor Hours	WYE	Pay Range Minimum	Pay Range Mid	Pay Range Max
Exempt	Business Analyst (Work Processor III)	1,800	1	$ 24.09	$ 32.12	$40.15
Exempt	Buyer (Oder Clerk I)	750	0.5	$ 17.64	$ 23.51	$29.39
Exempt	Deputy Program Manager	1,500	1	$ 34.50	$ 46.00	$57.50
Exempt	Director of Events (Events Manager)	1,800	1	$ 28.28	$ 35.46	$41.77
Exempt	Program Manager	1,500	1	$ 40.94	$ 54.58	$68.23
Exempt	Office Manager (Administrative Assistant)	1,500	1	$ 17.64	$ 23.51	$29.39
Exempt	Maintenance Vehicle Supervisor (Scheduler Maintenance)	2,250	1.5	$ 24.09	$ 32.12	$40.15
Exempt	Asst. Motor Pool Supervisor (Dispatcher)	1,368	0.75	$ 19.20	$ 25.60	$32.00
Non-Exempt	General Clerk I	750	0.5	$ 15.87		
Non-Exempt	Duplicating Machine Operator	1840	1	$ 15.93		
Non-Exempt	Events Assistant (Receptionist)	1040	0.5	$ 17.21		
Non-Exempt	Events Coordinator (Administrative Assistant)	1800	1	$ 30.87		
Non-Exempt	Facility Manager/Audio Visual Support (Video Teleconference Technician)	1800	1	$ 22.90		
Non-Exempt	Graphic/Web Artist (Graphic Artist)	4500	3	$ 26.12		
	Collective Bargaining Agreement (CBA)					
CBA	Journeymen (Motor Vehicle Mechanic)	1,500	1	$ 22.40		
CBA	Mechanic/Helper (Motor Vehicle Helper)	1,500	1	$ 17.92		
CBA	Shuttle Bus Driver	1,500	1	$ 15.53		
CBA	Disposal Specialist (Warehouse Specialist)	1,800	1	$ 26.23		
CBA	Inventory/Stock Clerk (Store Clerk)	750	0.5	$ 18.78		
CBA	Janitor	52,500	39	$ 15.37		
CBA	Mail Carrier Clerk (Driver Courier)	5,352	3	$ 18.78		
CBA	Supply HAZMAT Specialist Shpping/Rec. Clerk)	1,784	1	$ 23.22		
CBA	Property Specialist (Supply Technician)	6,750	3.75	$ 23.22		
CBA	Recycling Processor (Recycling Specialist)	684	1	$ 15.43		
CBA	Mover Helper (Truck Driver, Medium)	1,784	3.75	$ 15.43		
CBA	Truck Driver Mover (Heavy Truckdriver, Heavy)	892	0.5	$ 23.22		
CBA	Warehouse Clerk	1,338	0.75	$ 18.78		