ATTACHMENT L-08

GOVERNMENT STANDARD LABOR CATEGORIES AND QUALIFICATIONS

FOR

KENNEDY ENVIRONMENTAL AND MEDICAL CONTRACT (KEMCON)

Labor Category	Minimum Education	Specific Skills
Program Manager	Bachelor of Science (BS) and Master of Science (MS) or Master of Business Administration (MBA)***	Experience/Certifications: 15 years of experience in engineering or technical field and a minimum of 10 years of experience as a program manager. Description: Serves as the Contractor's primary contract manager and shall be the contractors authorized interface with the Government contracting officer, the Contracting Officer's Representative (COR), government management personnel and customer agency representative. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Responsible for overall contract performance.
Unit Manager	BS**	Experience/Certifications: At least 5 years of direct supervision of technical personnel in environmental or medical specialties. Description: Responsibilities include formulating and enforcing work standards, reviewing work discrepancies, supervising contractor schedules, supervising contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Responsible for specific areas of work. Experience in leading teams composed of engineers, scientists, and management professionals who have been involved in analyzing, designing, developing, integrating, training, testing, documenting, implementing, and maintaining complex systems.
Supervisor	BS**	Experience/Certifications: 0- 5 years of direct supervision of technical personnel involved in environmental or medical specialties. Description: Responsibilities include formulating and enforcing work standards, reviewing work discrepancies, supervising contractor schedules, supervising contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Responsible for specific areas of work. Experience in leading teams composed of engineers, scientists, specialists, and management professionals who have been involved in analyzing, designing, developing, integrating, training, testing, documenting, implementing, and maintaining complex systems.

Labor Category	Minimum Education	Specific Skills
Secretary I	High School Diploma	Experience level: 0-3 years of experience in performing administrative functional duties. Description: Responsibilities include typing, filing, document preparation, and routine secretarial functions. Desired computer skills in word processing, spreadsheets, presentation software, electronic meeting and scheduling applications.
Secretary II	Associate degree*	Experience level: At least 5 years of experience in performing administrative functional duties or an associate degree with 2 years of experience. Description: Responsibilities include document preparation, calendar management, general office management and routine secretarial functions. Requires proficient computer skills and experience in word processing, spreadsheets, presentation software, electronic meeting and scheduling applications.
Secretary III	Associate degree*	Experience level: At least 7 years of experience in performing administrative functional duties or an associate degree with 4 years of experience. Description: Responsibilities include document preparation, calendar management, general office management and routine secretarial functions. Requires extensive computer skills and experience in word processing, spreadsheets, presentation software, electronic meeting and scheduling applications.
Business Analyst I	Bachelor's Degree**	Experience level: A bachelor's degree in a Business related degree field (e.g., Accounting, Economics, Finance, Business Administration, Human Resources); or 3 years of experience in areas such as management analysis, financial analysis, budget preparation and analysis, business processes, human resource services, organizational performance assessments, strategic planning, project control functions and contracting. Description: Responsibilities include performing analytical and advisory functions on the evaluation of programs and operations for assessing program development, execution and improving effectiveness and efficiency, pre-award and post award functions including price/cost analysis, negotiation, administration and related procurement actions.

Labor Category	Minimum Education	Specific Skills
Business Analyst II	Bachelor's Degree**	Experience level: A bachelor's degree with 3 years of experience in a Business related degree field (e.g., Accounting, Economics, Finance, Business Administration, Human Resources); or at least 7 years of experience in areas such as management analysis, financial analysis, budget preparation and analysis, business processes, human resource services, organizational performance assessments, strategic planning, project control functions and contracting. Description: Responsibilities include performing analytical and advisory functions on the evaluation of programs and operations for assessing program development, execution and improving effectiveness and efficiency, pre- award and post-award functions including price/cost analysis, negotiation, administration and related procurement actions. Performs complex tasks requiring expertise and judgment to accomplish long-range planning of programs and objectives, applying budget-related laws, regulations, policies, precedents, methods and techniques. May lead or direct the efforts of others.
Business Analyst III	Bachelor's Degree**	Experience level: A bachelor's degree with 6 years of experience in a Business related degree field (e.g., Accounting, Economics, Finance, Business Administration, Human Resources); or at least 10 years of experience in areas such as management analysis, financial analysis, budget preparation and analysis, business processes, human resource services, organizational performance assessments, strategic planning, project control functions and contracting. Description: Responsibilities include performing analytical and advisory functions on the evaluation of programs and operations for assessing program development, execution and improving effectiveness and efficiency, pre- award and post award functions including price/cost analysis, negotiation, administration and related procurement actions. Performs complex tasks requiring expertise and judgment to accomplish long-range planning of programs and objectives, applying budget-related laws, regulations, policies, precedents, methods and techniques. May lead or direct the efforts of others.

Labor Category	Minimum Education	Specific Skills
IT Analyst I	Bachelor's Degree**	Experience level: Requires a bachelor's degree or 3 years of experience in an IT field of specialization. Description: Duties may include IT Specialist functions, system administration, system architecture development, application development, IT security technical aspects.
IT Analyst II	Bachelor's Degree**	Experience level: Requires a bachelor's degree with a minimum of 4 years of IT experience or 6 years of IT experience. Description: Duties may include system administration, system architecture development, application development, IT security technical aspects, and IT Specialist functions. May lead or direct the efforts of others.
IT Analyst III	Bachelor's Degree**	Experience level: Requires a bachelor's degree with a minimum of 10 years of IT experience. Description: Duties may include system administration, system architecture development, application development, IT security technical aspects, and IT Specialist functions. May lead or direct the efforts of others.
Engineer / Scientist I	Engineering or science degree (BS)**	Experience level: 0-4 years of directly related experience. Description: This position is considered a junior level engineering or scientist position. Responsibilities may include designing and developing plans, processes, procedures, functional and data requirements analysis, system analysis, and documentation preparation for complex systems. Requires a BS degree in engineering or a scientific field. Disciplines that may map into this labor category include engineers, geologists, scientists, chemists, health physicists, geographers, ecologists, biologists, microbiologists, sanitarians, industrial hygienists, planners, analysts and programmers.

Labor Category	Minimum Education	Specific Skills
Engineer / Scientist II	Engineering or science degree (BS)**	Experience/Certifications: 4-10 years of directly related experience. Description: This is considered a mid-level engineering or scientist position. Responsibilities may include designing and developing plans, processes, procedures, functional and data requirements analysis, system analysis, and documentation preparation for complex systems. May be required to provide guidance to less experienced engineers or scientists. Disciplines that may map into this labor category include engineers, geologists, scientists, chemists, health physicists, geographers, ecologists, biologists, microbiologists, sanitarians, industrial hygienists, planners, analysts and programmers.
Engineer / Scientist III	Engineer or science degree (BS), and Master of Science (MS) **	Experience/Certifications: 10+ years of related experience and/or advanced degree Description: This is considered an advanced level engineering or scientist position. Responsibilities may include conceptual thinking, designing and developing plans, processes, procedures, functional and data requirements analysis, complex system analysis, and documentation preparation for complex systems. May be required to supervise less experienced engineers/scientists. Disciplines that may map into this labor category include engineers, geologists, scientists, chemists, health physicists, geographers, ecologists, biologists, microbiologists, sanitarians, industrial hygienists, planners, analysts and programmers.
Technician / Specialist I	High School Diploma	Experience/Certifications: 0-4 years of related experience and certification(s) appropriate for tasks performed. Description: This position is considered entry level technical labor specialized in environmental technical activities. Responsibilities may include collection of environmental samples, performing real-time data collection, maintaining equipment, collecting hazardous and controlled waste and preparing for shipment, performing inspections, and performing laboratory analysis. Requires a high school diploma and training/certifications appropriate to the tasks performed. Disciplines that may map into this labor category include samplers, technicians, specialists, and operators.

Labor Category	Minimum Education	Specific Skills
Technician / Specialist II	High School Diploma	Experience/Certifications: 4-10 years of related experience and certification(s) appropriate for tasks performed. Description: This position is considered mid-level technical labor specialized in environmental technical activities. Responsibilities may include collection of environmental samples, performing real-time data collection, maintaining equipment, collecting hazardous and controlled waste and preparing for shipment, performing inspections, and performing laboratory analysis. Requires a high school diploma and training/certifications appropriate to the tasks performed. Disciplines that may map into this labor category include samplers, technicians, specialists, and operators.
Technician / Specialist III	High School Diploma	Experience/Certifications: 10+ years of related experience and certification(s) appropriate for tasks performed. Description: This position is considered upper-level technical labor specialized in environmental technical activities This position is considered entry level technical labor specialized in environmental technical activities. Responsibilities may include collection of environmental samples, performing real-time data collection, maintaining equipment, collecting hazardous and controlled waste and preparing for shipment, performing inspections, and performing laboratory analysis. Requires a high school diploma and training/certifications appropriate to the tasks performed. Disciplines that may map into this labor category include samplers, technicians, specialists, and operators.
Support Specialist I	High School Diploma	Experience level: Requires high school diploma. Description: Duties may include configuration management, data analysis and tracking, logistics analysis, schedule analysis, technical and graphical document preparation, data entry, and industrial, physical and personnel security.

Labor Category	Minimum Education	Specific Skills
Support Specialist II	High School Diploma	Experience Level: At least 4 years of related experience. Specialized experience in one or more of the related areas of expertise. Description: Duties may include configuration management, data analysis and tracking, assisting with budget and cost analysis, logistics analysis, schedule development and analysis, document preparation, data management, industrial, physical and personnel security. May be required to author, review and edit highly complex written and graphical technical materials, including system configuration, studies, reports and other presentation graphics.
Support Specialist III	Bachelor's Degree	Experience Level: A degree in the field of specialization and at least 8 years of related experience. Specialized experience in one or more of the related areas of expertise. Description: Duties may include configuration management, data analysis and tracking, assisting with budget and cost analysis, logistics analysis, schedule development and analysis, document preparation, data management, industrial, physical and personnel security. May be required to author, review and edit highly complex written and graphical technical materials, including system configuration, studies, reports and other presentation graphics.
Physician	Doctor of Medicine(MD) or Doctor of Osteopathy (DO)	Experience/Certifications: Board certified in or have completed residency in either a preventive medicine or primary care specialty or have completed residency training in a non-preventive medicine or non-primary care specialty, and have a minimum of 2 years of experience in occupation Medicine (OM) or other preventive or primary care field. Current MD or DO licensure in State of Florida. Physicians shall maintain current American Heart Association (AHA) Basic Cardiac Life Support (BCLS) Course C, AHA Advanced Cardiac Life Support (ACLS) provider, and Advanced Trauma Life Support (ATLS) certifications. Description: Provides occupation and aerospace medical services as specified in the PWS.

Labor Category	Minimum Education	Specific Skills
Nurse	BS or AS degree in nursing or related field.	Experience/Certifications: Registered Nurse (RN), maintain current state of Florida RN license, maintain current AHA BCLS Course C and ACLS provider certifications, and obtain certification in Occupational Health Nursing within 2 years of becoming eligible by criteria established by the American Board of Occupational Health Nurses. Description: Provides occupation and aerospace medical services as specified in the PWS.
Physician Assistant	BS or AS degree	Experience/Certifications: Physician's Assistant (PA), maintain current state of Florida PA license and maintain current AHA BCLS Course C and ACLS provider certifications. Description: Provides occupation and aerospace medical services as specified in the PWS.
Medical Assistant	BS or AS degree	Experience/Certifications: Medical Assistant (MA), maintain current state of Florida PA license and maintain current AHA BCLS Course C PALS, ACLS provider certifications and CAOHC. Description: Provides occupation and aerospace medical services as specified in the PWS.
Trainer	High School Diploma	Experience/Certifications: Athletic Trainers supporting the Musculoskeletal Rehabilitation Services shall be certified by the National Athletic Trainers Association and Licensed by the state of Florida, Certified by National Athletic Trainers, ACSM Certified Personal Trainer. Description: Provides fitness and musculoskeletal rehabilitation services as specified in the PWS.
Environmental Health Specialist, CBA	Associates Degree or Equivalent Training	Experience/Certifications: 2-4 years of related experience and certification(s) appropriate for tasks performed. Description: This position is considered technical labor specialized in environmental health. Responsibilities may include collection of environmental samples, performing environmental health surveys, and maintaining equipment. Requires an Associate Degree or equivalent training and certifications appropriate to the tasks performed.

Labor Category	Minimum Education	Specific Skills
Environmental Health Specialist I, CBA	Associates Degree or Equivalent Training	Experience/Certifications: 0-2 years of related experience and certification(s) appropriate for tasks performed. Description: This position is considered technical labor specialized in environmental health. Under the direction of an Environmental Health Specialist perform duties such as assist in performing environmental health surveys, and assist in maintaining equipment. Requires a high school diploma and training/certifications appropriate to the tasks performed.
Laboratory Technician, CBA	High School Diploma	Experience/Certifications: 0-4 years of related experience and certification(s) appropriate for tasks performed. Description: This position is considered technical labor specialized in analytical laboratory. Responsibilities may include preparing and analyzing samples and maintaining equipment. Requires a high school diploma and training/certifications appropriate to the tasks performed.
Hazardous Waste Technician, CBA	High School Diploma	Experience/Certifications: 0-4 years of related experience and certifications appropriate to tasks performed. Description: This position is primarily responsible for hazardous waste management. Responsibilities may include collection of waste samples, completion of waste paperwork, collecting hazardous and controlled waste and preparing for shipment, transporting waste containers, performing inspections, spill response, and maintaining equipment. Requires a high school diploma and the appropriate certifications for tasks performed.
Medical Clerk, CBA	High School Diploma	Experience/Certifications: 0-4 years of related experience. BLS Certification Description: This position is primarily responsible for medical record management. Responsibilities may include clerical duties, scheduling, reception, and records management.
General Clerk, CBA	High School Diploma	Experience/Certifications: 0-4 years of related experience. Description: This position is primarily responsible general clerical and administrative duties including filing, reporting, record keeping, data management, and administration.

Labor Category	Minimum Education	Specific Skills
Work Controller, CBA	High School Diploma	Experience/Certifications: 0-4 years of related experience Description: This position is primarily responsible for managing work control center to ensure timely and accurate creation, dissemination and documentation of work orders. Creates work orders, enters labor, contract and material charges against work orders and closes work orders when complete. Manage data in work control system.

Substitution/Equivalency (Where specified):

*An additional three years of related experience for the skills specified can be substituted for an AS degree.

**An additional five years of related experience for the skills specified can be substituted for a BS degree.

***An additional two years of related experience for the skills specified can be substituted for a MS or MBA degree.