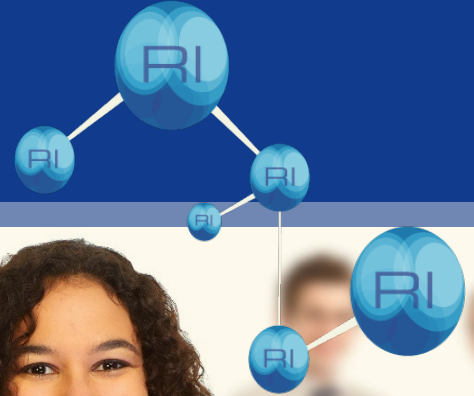


# Ri VIDIDIUM<sup>®</sup>

THE MISSING ELEMENT IN TECHNOLOGY

dba TripleCyber



## Professional Services Commercial Pricelist Administrative Services

Effective Sept 3, 2023

Valid September 3, 2023 through September 2, 2028

(Revised 09-03-2023)



**CMMIDEV/3<sup>SM</sup>**



**CMMISVC/3<sup>SM</sup>**

[www.rividium.com](http://www.rividium.com) — [www.triplecyber.com](http://www.triplecyber.com)

## Our Vision

*“To shape our customers’ requirements by anticipating tomorrow’s needs today!”*

To prepare RiVidium for the future, RiVidium has balanced all parts of its organization to attract the finest employees in order to *“Strive to be the missing element defining tomorrow’s technology for our clients.”*

With a leaner organization, less overhead, reformed Lines of Business (LoB) and Operational Structures, RiVidium keeps pace and surpasses its competitors. In turn, RiVidium meets the challenges of advancements in Logistic Services, Financial Services, Human Capital Services, Training Services, Marketing Services, Information Technology Services, Engineering Services, Cyber Security Services and Intelligence Services.

As a corporate structure, RiVidium has two distinct units: The Operational Unit and the Line Unit. The **Operational Unit** supports the day-to-day operations of RiVidium as a Business. The **Line Unit** support the day-to-day operations of RiVidium clients and product delivery. The Line Unit consists of ten (10) Practice Areas and four (4) Divisions. The Practice Areas and labor categories found within this document are endemic to the Line Unit and the Divisions within it. The Practice Areas are aligned to each Division as follows:

Commercial Price List - Practice Area	Logistics & Finance Division	HR & Training Division	IT & Engineering Division	Cyber & Intelligence Division
(L0000) – Logistic Services	✓			
(F0000) – Financial Services	✓			
(A0000) – Administrative Services	✓			
(H0000) - Human Capital Services		✓		
(T0000) – Training Services		✓		
(M0000) – Marketing Services		✓		
(I0000) – Information Technology Services			✓	
(E0000) – Engineering Services			✓	
(C0000) – Cyber Security Services				✓
(N0000) – Intelligence Services				✓

**\*\* This Commercial Price List covers the Administrative Services Practice Area and can be downloaded from our website at: <https://www.rividium.com/pricelists/adminpricelist.pdf>**

Cat. #	Labor Category	Price Effective 9/1/2018	Price Effective 9/1/2019	Price Effective 9/1/2020	Price Effective 9/1/2021	Price Effective 9/1/2022	Price Effective 9/1/2023
<b>(A000) – Administrative Services</b>							
A0001	Management Consultant I	\$316.00	\$325.00	\$335.00	\$345.00	\$355.00	\$366.00
A0002	Management Consultant II	\$379.00	\$390.00	\$402.00	\$414.00	\$426.00	\$439.00
A0003	Expert/Consultant I	\$205.00	\$211.00	\$217.00	\$224.00	\$231.00	\$238.00
A0004	Expert/Consultant II	\$263.00	\$271.00	\$279.00	\$287.00	\$296.00	\$305.00
A0005	Program Manager I	\$216.00	\$222.00	\$229.00	\$236.00	\$243.00	\$250.00
A0006	Program Manager II	\$263.00	\$271.00	\$279.00	\$287.00	\$296.00	\$305.00
A0007	Project Manager I	\$146.00	\$150.00	\$155.00	\$160.00	\$165.00	\$170.00
A0008	Project Manager II	\$174.00	\$179.00	\$184.00	\$190.00	\$196.00	\$202.00
A0009	Administrative Support I**	\$64.25	\$65.37	\$66.50	\$67.82	\$69.18	\$70.57
A0010	Administrative Support II**	\$83.50	\$84.95	\$86.42	\$88.14	\$89.91	\$91.71
A0011	Administrative Support III**	\$95.71	\$97.37	\$99.06	\$101.04	\$103.06	\$105.12
A0012	Data Collection Specialist	\$138.67	\$141.06	\$143.51	\$146.38	\$149.30	\$152.29
A0013	Data Entry Technician I**	\$50.16	\$51.03	\$51.91	\$52.95	\$54.01	\$55.09
A0014	Data Entry Technician II**	\$64.25	\$65.37	\$66.50	\$67.82	\$69.18	\$70.57
A0015	Data Entry Technician III**	\$95.71	\$97.37	\$99.06	\$101.04	\$103.06	\$105.12
A0016	Data Entry Technician IV**	\$109.99	\$111.89	\$113.83	\$116.10	\$118.43	\$120.80
A0017	Document Management Analyst I**	\$81.54	\$82.95	\$84.39	\$86.08	\$87.80	\$89.56
A0018	Document Management Analyst II**	\$95.71	\$97.37	\$99.06	\$101.04	\$103.06	\$105.12
A0019	Document Management Analyst III**	\$109.99	\$111.89	\$113.83	\$116.10	\$118.43	\$120.80
A0020	Document Management Technician I**	\$50.16	\$51.03	\$51.91	\$52.95	\$54.01	\$55.09

A0021	Document Management Technician II**	\$64.25	\$65.37	\$66.50	\$67.82	\$69.18	\$70.57
A0022	Document Processing Technician I**	\$50.16	\$51.03	\$51.91	\$52.95	\$54.01	\$55.09
A0023	Document Processing Technician II**	\$64.25	\$65.37	\$66.50	\$67.82	\$69.18	\$70.57
A0024	Document Processing Technician III**	\$83.50	\$84.95	\$86.42	\$88.14	\$89.91	\$91.71
A0025	Document Processing Technician IV**	\$95.71	\$97.37	\$99.06	\$101.04	\$103.06	\$105.12
A0026	General Clerk I**	\$43.99	\$44.75	\$45.52	\$46.43	\$47.36	\$48.30
A0027	General Clerk II**	\$50.16	\$51.03	\$51.91	\$52.95	\$54.01	\$55.09
A0028	General Clerk III**	\$64.25	\$65.37	\$66.50	\$67.82	\$69.18	\$70.57
A0029	Information Specialist I	\$109.99	\$111.89	\$113.83	\$116.10	\$118.43	\$120.80
A0030	Information Specialist II	\$123.87	\$126.02	\$128.19	\$130.76	\$133.37	\$136.04
A0031	Information Specialist III	\$156.74	\$159.46	\$162.22	\$165.46	\$168.77	\$172.15
A0032	Librarian I	\$109.99	\$111.89	\$113.83	\$116.10	\$118.43	\$120.80
A0033	Librarian II	\$123.87	\$126.02	\$128.19	\$130.76	\$133.37	\$136.04
A0034	Librarian III	\$156.74	\$159.46	\$162.22	\$165.46	\$168.77	\$172.15
A0035	Library Technician**	\$95.71	\$97.37	\$99.06	\$101.04	\$103.06	\$105.12
A0036	Management Analyst I	\$109.99	\$111.89	\$113.83	\$116.10	\$118.43	\$120.80
A0037	Management Analyst II	\$123.87	\$126.02	\$128.19	\$130.76	\$133.37	\$136.04
A0038	Paralegal I**	\$81.54	\$82.95	\$84.39	\$86.08	\$87.80	\$89.56
A0039	Paralegal II**	\$95.71	\$97.37	\$99.06	\$101.04	\$103.06	\$105.12
A0040	Paralegal III**	\$109.99	\$111.89	\$113.83	\$116.10	\$118.43	\$120.80
A0041	Paralegal IV**	\$123.87	\$126.02	\$128.19	\$130.76	\$133.37	\$136.04
A0042	Records Analyst I**	\$95.71	\$97.37	\$99.06	\$101.04	\$103.06	\$105.12
A0043	Records Analyst II**	\$109.99	\$111.89	\$113.83	\$116.10	\$118.43	\$120.80
A0044	Records Analyst III**	\$123.87	\$126.02	\$128.19	\$130.76	\$133.37	\$136.04
A0045	Records Analyst IV**	\$156.74	\$159.46	\$162.22	\$165.46	\$168.77	\$172.15
A0046	Records Specialist	\$123.87	\$126.02	\$128.19	\$130.76	\$133.37	\$136.04
A0047	Research Analyst I	\$95.81	\$97.47	\$99.15	\$101.14	\$103.16	\$105.22
A0048	Research Analyst II	\$111.71	\$113.64	\$115.61	\$117.92	\$120.28	\$122.69
A0049	Research Analyst III	\$138.67	\$141.06	\$143.51	\$146.38	\$149.30	\$152.29
A0050	Research Analyst IV	\$179.62	\$182.73	\$185.89	\$189.61	\$193.40	\$197.27
A0051	Survey Coordinator I	\$111.71	\$113.64	\$115.61	\$117.92	\$120.28	\$122.69
A0052	Survey Coordinator II	\$138.67	\$141.06	\$143.51	\$146.38	\$149.30	\$152.29
A0053	Survey Technician**	\$95.71	\$97.37	\$99.06	\$101.04	\$103.06	\$105.12
A0054	Systems Analyst I	\$111.71	\$113.64	\$115.61	\$117.92	\$120.28	\$122.69

A0055	Systems Analyst II	\$124.31	\$126.47	\$128.66	\$131.23	\$133.85	\$136.53
A0056	Systems Analyst III	\$138.67	\$141.06	\$143.51	\$146.38	\$149.30	\$152.29
A0057	Systems Analyst IV	\$179.62	\$182.73	\$185.89	\$189.61	\$193.40	\$197.27
A0058	Systems Analyst V	\$226.45	\$230.36	\$234.36	\$239.04	\$243.82	\$248.70
A0059	Technical Writer/Editor I**	\$64.25	\$65.37	\$66.50	\$67.82	\$69.18	\$70.57
A0060	Technical Writer/Editor II**	\$83.50	\$84.95	\$86.42	\$88.14	\$89.91	\$91.71
A0061	Technical Writer/Editor III**	\$95.71	\$97.37	\$99.06	\$101.04	\$103.06	\$105.12
A0062	Writer/Editor II	\$123.87	\$126.02	\$128.19	\$130.76	\$133.37	\$136.04

**(A000) – Administrative Services**

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0001	Management Consultant I	<p>The candidate will have experience managing at least one large program or concurrent management of multiple complex projects, from inception to deployment. Specialized Experience includes demonstrated experience managing a program or project team responsible for projects in one or more of the following areas: Supply and Value Chain Management; Acquisition Logistics, Distribution and Transportation Logistics Services, Deployment Logistics, Logistics Training Services, and Material and Engineering Management. Must be able to demonstrate experience managing the use of applicable methodologies and tools. General experience includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas. Proven expertise in the management and control of funds and resources.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="716 997 1414 1108"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>8</td> <td>5</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="716 1213 1414 1304"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>12</td> <td>9</td> <td>10</td> <td>7</td> <td>6</td> <td>3</td> <td>4</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	8	5	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	12	9	10	7	6	3	4	1
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	A0002	Management Consultant II	<p>The candidate will have experience managing at least one large program or concurrent management of multiple complex projects, from inception to deployment. Specialized Experience includes demonstrated experience managing a program or project team responsible for projects in one or more of the following areas: Supply and Value Chain Management; Acquisition Logistics, Distribution and Transportation Logistics Services, Deployment Logistics, Logistics Training Services, and Material and Engineering Management. Must be able to demonstrate experience managing the use of applicable methodologies and tools. General experience includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas. Proven expertise in the management and control of funds and resources.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="708 961 1414 1073"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>11</td> <td>8</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="708 1182 1414 1272"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>15</td> <td>12</td> <td>13</td> <td>10</td> <td>9</td> <td>6</td> <td>7</td> <td>4</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	11	8	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	15	12	13	10	9	6	7	4
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	A0003	Expert/Consultant I	<p>The candidate will have both technical and/or management experience, from inception to deployment, of two or more large-scale complex projects. Specialized Experience includes demonstrated experience managing a program or project team responsible for projects similar to the functional or technical areas defined by the RFP or in one or more of the following areas: Supply and Value Chain Management; Acquisition Logistics, Distribution and Transportation Logistics Services, Deployment Logistics, Logistics Training Services, and Material and Engineering Management. Must be able to demonstrate experience managing the use of applicable methodologies and tools. General experience includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Demonstrated expertise and ability in solving complex problems in an efficient and unique manner.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="711 995 1419 1108"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>6</td> <td>3</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="711 1213 1419 1306"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>9</td> <td>6</td> <td>7</td> <td>4</td> <td>4</td> <td>2</td> <td>3</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	6	3	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	9	6	7	4	4	2	3	1
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	A0004	Expert/Consultant II	<p>The candidate will have both technical and/or management experience, from inception to deployment, of two or more large-scale complex projects. Specialized Experience includes demonstrated experience managing a program or project team responsible for projects similar to the functional or technical areas defined by the RFP or in one or more of the following areas: Supply and Value Chain Management; Acquisition Logistics, Distribution and Transportation Logistics Services, Deployment Logistics, Logistics Training Services, and Material and Engineering Management. Must be able to demonstrate experience managing the use of applicable methodologies and tools. General experience includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Demonstrated expertise and ability in solving complex problems in an efficient and unique manner.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="711 995 1419 1108"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>10</td> <td>7</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="711 1213 1419 1306"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>14</td> <td>10</td> <td>12</td> <td>9</td> <td>8</td> <td>5</td> <td>6</td> <td>3</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	10	7	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	14	10	12	9	8	5	6	3
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	A0005	Program Manager I	<p>The candidate will have experience managing at least one large program or concurrent management of multiple complex projects, from inception to deployment. Specialized Experience includes complete project development from inception to deployment, in work similar to what is described in the RFP. Demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Proven expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts. General experience includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas. Proven expertise in the management and control of funds and resources.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="711 961 1419 1075"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>8</td> <td>5</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="711 1180 1419 1272"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>12</td> <td>9</td> <td>10</td> <td>7</td> <td>6</td> <td>3</td> <td>4</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	8	5	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	12	9	10	7	6	3	4	1
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	A0006	Program Manager II	<p>The candidate will have experience managing at least one large program or concurrent management of multiple complex projects, from inception to deployment. Specialized Experience includes complete project development from inception to deployment, in work similar to what is described in the RFP. Demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Proven expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts. General experience includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas. Proven expertise in the management and control of funds and resources.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>11</td> <td>8</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>15</td> <td>12</td> <td>13</td> <td>10</td> <td>9</td> <td>6</td> <td>7</td> <td>4</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	11	8	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	15	12	13	10	9	6	7	4
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II	15	12	13	10	9	6	7	4																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0007	Project Manager I	<p>The candidate will have both technical and management experience, from inception to deployment, of two or more large-scale complex projects. Specialized Experience includes complete project development from inception to deployment in work similar to what is described in the RFP. Demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience includes increasing responsibilities in work similar to what is defined in the RFP.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="706 835 1417 947"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>6</td> <td>3</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="706 1052 1417 1146"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>9</td> <td>6</td> <td>7</td> <td>4</td> <td>4</td> <td>2</td> <td>3</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	6	3	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	9	6	7	4	4	2	3	1
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I	9	6	7	4	4	2	3	1																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0008	Project Manager II	<p>The candidate will have both technical and management experience, from inception to deployment, of two or more large-scale complex projects. Specialized Experience includes complete project development from inception to deployment in work similar to what is described in the RFP. Demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience includes increasing responsibilities in work similar to what is defined in the RFP.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>10</td> <td>7</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>14</td> <td>10</td> <td>12</td> <td>9</td> <td>8</td> <td>5</td> <td>6</td> <td>3</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	10	7	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	14	10	12	9	8	5	6	3
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II	14	10	12	9	8	5	6	3																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0009	Administrative Support I**	<p>Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	2	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	1	0	0	0	0	0	0	0
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I	1	0	0	0	0	0	0	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0010	Administrative Support II**	<p>Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>3</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	3	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	2	0	0	0	0	0	0	0
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	GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC																													
II	2	0	0	0	0	0	0	0																													



Reserved	Labor Cat. No.	Job Title	Description																																		
	A0011	Administrative Support III**	<p>Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL OR GED</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>4</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>3</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	4	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	3	0	0	0	0	0	0	0
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III	3	0	0	0	0	0	0	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0012	Data Collection Specialist	<p>Designs and develops survey instruments including CATI (computer-assisted telephone interview) programming. Develops data collection procedures and interviewer-training materials. Trains interviewers and supervisors and generates survey data file documentation. Participates in interpreting survey results and documenting procedures.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td></td> <td>5</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td></td> <td>11</td> <td>6</td> <td>6</td> <td>4</td> <td>4</td> <td>0</td> <td>4</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC		5	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC		11	6	6	4	4	0	4	0
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	11	6	6	4	4	0	4	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0013	Data Entry Technician I**	<p>Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	1	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	0	0	0	0	0	0	0	0
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I	0	0	0	0	0	0	0	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0014	Data Entry Technician II**	<p>Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	2	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	1	0	0	0	0	0	0	0
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II	1	0	0	0	0	0	0	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0015	Data Entry Technician III**	<p>Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 827 1416 936"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>5</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1045 1416 1136"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATES</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>3</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	5	0	LEVEL	ASSOCIATES		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	3	0	0	0	0	0	0	0
LEVEL	YEARS OF EXPERIENCE																																				
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III	3	0	0	0	0	0	0	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0016	Data Entry Technician IV**	<p>Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 827 1416 936"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>6</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1045 1416 1136"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	IV	6	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	IV	4	0	0	0	0	0	0	0
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	GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC																													
IV	4	0	0	0	0	0	0	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0017	Document Management Analyst I**	<p>Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.</p> <p><b>EDUCATIONAL REQ:</b> BACHELOR'S DEGREE</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>5</td> <td>5</td> <td>3</td> <td>3</td> <td>1</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	1	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	5	5	3	3	1	0	1	0
LEVEL	YEARS OF EXPERIENCE																																				
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I	5	5	3	3	1	0	1	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0018	Document Management Analyst II**	<p>Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 705 1414 814"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 926 1414 1014"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>6</td> <td>6</td> <td>4</td> <td>4</td> <td>2</td> <td>0</td> <td>2</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	2	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	6	6	4	4	2	0	2	0
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II	6	6	4	4	2	0	2	0																													



Reserved	Labor Cat. No.	Job Title	Description																																		
	A0019	<p style="text-align: center;"><b>Document Management Analyst III**</b></p>	<p>Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 705 1414 816"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>3</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 926 1414 1016"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>7</td> <td>7</td> <td>5</td> <td>5</td> <td>2</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	3	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	7	7	5	5	2	0	1	0
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III	7	7	5	5	2	0	1	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0020	Data Management Technician I**	<p>Provides organization and management of relevant files and records including: reviewing data for completeness of information and proper execution; extracting data from databases; obtaining additional information from other sources/databases; establishing/maintaining physical files; preparing notices/ advertisements; reconciling inconsistencies; preparing declarations; gathering information and organizing information is accurate and performing analytical computations necessary to process data, conducting and reconciling inventories; distributing and receiving documents; extracting data from databases for management and program reports; and performing data entry and entry relevant to project.</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 863 1416 974"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1081 1416 1173"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	1	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	1	0	0	0	0	0	0	0
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Reserved	Labor Cat. No.	Job Title	Description																																		
	A0021	Data Management Technician II**	<p>Provides organization and management of relevant files and records including: reviewing data for completeness of information and proper execution; extracting data from databases; obtaining additional information from other sources/databases; establishing/maintaining physical files; preparing notices/ advertisements; reconciling inconsistencies; preparing declarations; gathering information and organizing information is accurate and performing analytical computations necessary to process data, conducting and reconciling inventories; distributing and receiving documents; extracting data from databases for management and program reports; and performing data entry and entry relevant to project.</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 863 1414 974"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1083 1414 1173"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>1</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	2	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	1	0	1	0	0	0	0	0
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II	1	0	1	0	0	0	0	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0022	Document Processing Technician I**	<p>Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL OR GED</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	1	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	0	0	0	0	0	0	0	0
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Reserved	Labor Cat. No.	Job Title	Description																																		
	A0023	Document Processing Technician II**	<p>Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	1	1	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	1	1	1	1	1	1	1	1
LEVEL	YEARS OF EXPERIENCE																																				
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II	1	1	1	1	1	1	1	1																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0024	Document Processing Technician III**	<p>Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL OR GED</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 764 1414 877"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 982 1414 1075"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>3</td> <td>2</td> <td>2</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	3	2	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	3	2	2	1	1	1	1	1
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III	3	2	2	1	1	1	1	1																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0025	Document Processing Technician IV**	<p>Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL OR GED</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 766 1414 877"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>5</td> <td>3</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 982 1414 1077"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>5</td> <td>3</td> <td>3</td> <td>2</td> <td>2</td> <td>1</td> <td>2</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	IV	5	3	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	IV	5	3	3	2	2	1	2	1
LEVEL	YEARS OF EXPERIENCE																																				
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	GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC																													
IV	5	3	3	2	2	1	2	1																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0026	General Clerk I**	<p>Under direct supervision, performs clerical duties such as answering telephone calls, letters, and e-mails, and providing standardized responses; opening and sorting mail; and filing and copying materials.</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	0	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	0	0	0	0	0	0	0	0
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I	0	0	0	0	0	0	0	0																													



Reserved	Labor Cat. No.	Job Title	Description																																		
	A0027	General Clerk II**	<p>Under direct supervision, performs clerical duties such as answering telephone calls, letters, and e-mails, and providing standardized responses; opening and sorting mail; and filing and copying materials.</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	1	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	0	0	0	0	0	0	0	0
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II	0	0	0	0	0	0	0	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0028	General Clerk III**	<p>Under direct supervision, performs clerical duties such as answering telephone calls, letters, and e-mails, and providing standardized responses; opening and sorting mail; and filing and copying materials.</p> <p><b>EDUCATIONAL REQ:</b> HIGH SCHOOL OR GED</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	2	0	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	0	0	0	0	0	0	0	0
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Reserved	Labor Cat. No.	Job Title	Description																																		
	A0029	Information Specialist I	<p>Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>3</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>7</td> <td>0</td> <td>5</td> <td>0</td> <td>2</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	3	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	7	0	5	0	2	0	1	0
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I	7	0	5	0	2	0	1	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0030	Information Specialist II	<p>Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 705 1416 816"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>5</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 926 1416 1016"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>9</td> <td>0</td> <td>7</td> <td>0</td> <td>3</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	5	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	9	0	7	0	3	0	1	0
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I	9	0	7	0	3	0	1	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0031	Information Specialist III	<p>Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 705 1414 816"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>9</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 926 1414 1016"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>13</td> <td>13</td> <td>11</td> <td>11</td> <td>5</td> <td>0</td> <td>2</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	9	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	13	13	11	11	5	0	2	0
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III	13	13	11	11	5	0	2	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0032	Librarian I	<p>Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services. Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and limitations in the collections. In addition, explores and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 1157 1416 1268"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1377 1416 1470"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>7</td> <td>7</td> <td>5</td> <td>5</td> <td>2</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	3	2	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	7	7	5	5	2	1	1	1
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I	7	7	5	5	2	1	1	1																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0033	Librarian II	<p>Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services.</p> <p>Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and limitations in the collections. In addition, explores and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 1192 1416 1304"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>5</td> <td>4</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1409 1416 1503"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>9</td> <td>9</td> <td>7</td> <td>7</td> <td>4</td> <td>2</td> <td>2</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	5	4	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	9	9	7	7	4	2	2	1
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II	9	9	7	7	4	2	2	1																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0034	Librarian III	<p>Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services.</p> <p>Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and limitations in the collections. In addition, explores and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 1192 1416 1304"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>9</td> <td>6</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1409 1416 1503"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>13</td> <td>13</td> <td>11</td> <td>9</td> <td>7</td> <td>4</td> <td>5</td> <td>3</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	9	6	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	13	13	11	9	7	4	5	3
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III	13	13	11	9	7	4	5	3																													



Reserved	Labor Cat. No.	Job Title	Description																																		
	A0035	Library Technician**	<p>Accepts requests from users and answers questions on library policies and procedures, locates and retrieves requested materials, and shelves library material. Responsible for maintaining the correct order of the collections; for pulling and retiring obsolete material from the collections; and for selecting, packaging, annotating, and forwarding material for binding. Utilizes the library catalog and general subject indexes to retrieve call number or correct bibliographic citations for requested items and responds to email, walk-in, and telephone requests.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 800 1416 911"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td></td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1020 1416 1113"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td></td> <td>6</td> <td>6</td> <td>4</td> <td>2</td> <td>2</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC		2	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC		6	6	4	2	2	0	1	0
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	A0036	Management Analyst I	<p>Performs financial tracking and management tasks, including using spreadsheets to develop and monitor budgets, reviewing all project- related expenses for eligibility, preparing financial reports, and tracking subcontractor and consultant expenses. Ensures mathematical correctness of submitted expenses and identifies problem expenses for management intervention. Working with management, suggests planning and management controls for improvement, including expanded usage of management information systems and other automated tools.</p> <p><b>EDUCATIONAL REQ: BACHELOR’S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 768 1416 879"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 989 1416 1079"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE’S</th> <th colspan="2">MASTER’S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>7</td> <td>7</td> <td>5</td> <td>5</td> <td>2</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	3	2	LEVEL	NO DEGREE		ASSOCIATE’S		MASTER’S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	7	7	5	5	2	1	1	1
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Reserved	Labor Cat. No.	Job Title	Description																																		
	A0037	Management Analyst II	<p>Performs financial tracking and management tasks, including using spreadsheets to develop and monitor budgets, reviewing all project- related expenses for eligibility, preparing financial reports, and tracking subcontractor and consultant expenses. Ensures mathematical correctness of submitted expenses and identifies problem expenses for management intervention. Working with management, suggests planning and management controls for improvement, including expanded usage of management information systems and other automated tools.</p> <p><b>EDUCATIONAL REQ:</b> BACHELOR’S DEGREE</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 768 1414 879"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>5</td> <td>3</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 989 1414 1079"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE’S</th> <th colspan="2">MASTER’S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>9</td> <td>9</td> <td>7</td> <td>7</td> <td>3</td> <td>2</td> <td>2</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	5	3	LEVEL	NO DEGREE		ASSOCIATE’S		MASTER’S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	9	9	7	7	3	2	2	1
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Reserved	Labor Cat. No.	Job Title	Description																
	A0038	Paralegal I**	<p>Performs the following tasks while complying with established procedures: compiles, prepares, and summarizes relevant materials for use by attorneys in discovery and in preparation of motions, briefs and other legal documents; summarizes depositions and other transcripts; maintains case files; performs simple legal research; indexes, tracks and controls document discovery (including documents produced and received in discovery); indexes, tracks and exhibits and other materials at depositions and at trial. Prepares exhibit cross- references. Assists attorneys in courtroom. Reviews documents for relevance and privilege according to established guidelines and criteria. Other examples of the types of work to be performed include compilation of documents for FOIA, production requests, Congressional inquiries, etc.</p> <p><b>EDUCATIONAL REQ:</b> PARALEGAL CERTIFICATION</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 932 1416 1041"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1150 1416 1268"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">Equivalent level of legal training with approval of COR</th> </tr> <tr> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	1	0	LEVEL	Equivalent level of legal training with approval of COR		GEN	SPC	I	1	1
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	A0039	Paralegal II**	<p>Work products are reviewed prior to submission; however, often develops these products with minimal direct supervision other than written guidelines. In addition to functions performed by Paralegals, described above, performs moderately complex legal research; synthesizes transcripts of hearings and oral arguments for attorney use; reviews case related materials and, for example, identifies potentially conflicting statements or areas requiring further investigation; writes preliminary drafts.</p> <p><b>EDUCATIONAL REQ:</b> PARALEGAL CERTIFICATION</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 737 1414 848"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 957 1414 1077"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">Equivalent level of legal training with approval of COR</th> </tr> <tr> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	1	1	LEVEL	Equivalent level of legal training with approval of COR		GEN	SPC	II	1	1
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	A0040	Paralegal III**	<p>Performs complex legal research for the trial staff. Assists in preparing draft legal documents, such as motions, briefs, memoranda of law, etc. reviewing documents for relevance and privilege; and assisting attorneys with all phases of litigation.</p> <p><b>EDUCATIONAL REQ:</b> PARALEGAL CERTIFICATION</p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 606 1414 716"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 825 1414 947"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">Equivalent level of legal training with approval of COR</th> </tr> <tr> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	2	2	LEVEL	Equivalent level of legal training with approval of COR		GEN	SPC	III	2	2
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	A0041	Paralegal IV**	<p>Performs complex legal research; prepares draft legal documents, such as motions, briefs, memoranda of law, etc.; reviews documents for relevance and privilege; and assists attorneys with all phases of litigation. Acts independently and/or as a team leader on larger projects. Responsibilities may include acting as primary interface with trial attorneys, experts, and other client staff.</p> <p><b>EDUCATIONAL REQ: PARALEGAL CERTIFICATION</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="716 705 1419 816"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="716 926 1408 1045"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">Equivalent level of legal training with approval of COR</th> </tr> <tr> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>3</td> <td>3</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	IV	3	3	LEVEL	Equivalent level of legal training with approval of COR		GEN	SPC	IV	3	3
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	A0042	Records Analyst I**	<p>Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. May perform other clerical duties such as typing, filing, mail sorting, preparing reports, and summarizing findings.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>5</td> <td>5</td> <td>3</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	1	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	5	5	3	2	0	0	0	0
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	A0043	Records Analyst II**	<p>Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies accuracy and completeness of paperwork required to create or modify a record; verifies authenticity of supporting documents; clarifies discrepancies. Processes records online; retrieves and corrects data to ensure integrity of database.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>7</td> <td>7</td> <td>5</td> <td>3</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	3	2	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	7	7	5	3	1	1	1	1
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II	7	7	5	3	1	1	1	1																													

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	A0044	Records Analyst III**	<p>Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies accuracy and completeness of paperwork required to create or modify a record; verifies authenticity of supporting documents; clarifies discrepancies. Processes records online; retrieves and corrects data to ensure integrity of database.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>5</td> <td>4</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>9</td> <td>9</td> <td>7</td> <td>5</td> <td>5</td> <td>4</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	5	4	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	9	9	7	5	5	4	2	2
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III	9	9	7	5	5	4	2	2																													

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	A0045	Records Analyst IV**	<p>Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies accuracy and completeness of paperwork required to create or modify a record; verifies authenticity of supporting documents; clarifies discrepancies. Processes records online; retrieves and corrects data to ensure integrity of database.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>9</td> <td>6</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>13</td> <td>13</td> <td>10</td> <td>7</td> <td>9</td> <td>6</td> <td>5</td> <td>3</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	IV	9	6	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	IV	13	13	10	7	9	6	5	3
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IV	13	13	10	7	9	6	5	3																													

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	A0046	Records Specialist	<p>Requires familiarity with archival cataloging in automated systems and with applying such standards for cataloging; knowledge of basic archival processes, including selection of materials for retention and organization of materials into logical groupings; research and reference expertise; experience in computerized management of electronic records; ability to use the Internet; strong communication skills; good computer skills; ability to write well; and good presentation skills. Implements, administers, and manages the system to classify and retrieve archived records and manuscripts, including developing and maintaining the database of these records in the collection management system. Provides research and reference services; develops, administers, and enhances all electronic systems created for tracking statistical data involving the accessioning and deaccessioning of archived materials; develops, negotiates, monitors, and oversees rules and procedures for maintenance of records following NARA guidelines; develops and monitors standards, guidelines, and formal agreements for accessioning records and material and deaccessioning records to other repositories; and prepares and updates operating manuals and guidelines that ensure the protection of documents at every stage of their life cycle. Performs random evaluations of archives for quality control of document processing and maintenance; maintains a sustained high level of customer service; attends and contributes to relevant professional activities and meetings dealing with archives and archival preservation; and prepares statistical and narrative reports.</p> <p><b>EDUCATIONAL REQ: MASTERS'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 1352 1416 1461"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td></td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1570 1416 1661"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td></td> <td>8</td> <td>8</td> <td>6</td> <td>6</td> <td>4</td> <td>4</td> <td>2</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC		3	2	LEVEL	NO DEGREE		ASSOCIATE'S		BACHELOR'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC		8	8	6	6	4	4	2	1
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	A0047	Research Analyst I	<p>Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.</p> <p><b>EDUCATIONAL REQ: MASTERS'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>6</td> <td>6</td> <td>4</td> <td>4</td> <td>2</td> <td>2</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	1	1	LEVEL	NO DEGREE		ASSOCIATE'S		BACHELOR'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	6	6	4	4	2	2	1	1
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	A0048	Research Analyst II	<p>Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.</p> <p><b>EDUCATIONAL REQ: MASTERS'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>8</td> <td>8</td> <td>6</td> <td>6</td> <td>4</td> <td>4</td> <td>2</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	3	2	LEVEL	NO DEGREE		ASSOCIATE'S		BACHELOR'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	8	8	6	6	4	4	2	1
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	A0049	Research Analyst III	<p>Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.</p> <p><b>EDUCATIONAL REQ: MASTERS'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>5</td> <td>4</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>10</td> <td>10</td> <td>7</td> <td>7</td> <td>6</td> <td>6</td> <td>3</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	5	4	LEVEL	NO DEGREE		ASSOCIATE'S		BACHELOR'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	10	10	7	7	6	6	3	2
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III	10	10	7	7	6	6	3	2																													

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	A0050	Research Analyst IV	<p>Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.</p> <p><b>EDUCATIONAL REQ: MASTERS'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>9</td> <td>6</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">BACHELOR'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>14</td> <td>14</td> <td>12</td> <td>2</td> <td>10</td> <td>10</td> <td>5</td> <td>3</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	IV	9	6	LEVEL	NO DEGREE		ASSOCIATE'S		BACHELOR'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	IV	14	14	12	2	10	10	5	3
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LEVEL	NO DEGREE		ASSOCIATE'S		BACHELOR'S		PH.D.																														
	GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC																													
IV	14	14	12	2	10	10	5	3																													



Reserved	Labor Cat. No.	Job Title	Description																																		
	A0051	Survey Coordinator I	<p>Assists statistics, data collection, and research staff in developing and administering surveys, analyzing results, and preparing summaries of findings.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>7</td> <td>7</td> <td>5</td> <td>5</td> <td>2</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	3	2	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	7	7	5	5	2	1	1	1
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I	7	7	5	5	2	1	1	1																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0052	Survey Coordinator II	<p>Assists statistics, data collection, and research staff in developing and administering surveys, analyzing results, and preparing summaries of findings.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>5</td> <td>4</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>9</td> <td>9</td> <td>6</td> <td>6</td> <td>3</td> <td>2</td> <td>2</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	5	4	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	9	9	6	6	3	2	2	1
LEVEL	YEARS OF EXPERIENCE																																				
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LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.																														
	GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC																													
II	9	9	6	6	3	2	2	1																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0053	Survey Technician**	<p>Assembles and processes survey responses received via telephone, mail, e-mail, and in-person interviews. Scans survey responses for errors, assigning numeric codes to open-ended questions, and entering data into receipt control system/database. Administers surveys to respondents by telephone</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td></td> <td>4</td> <td>4</td> <td>3</td> <td>3</td> <td>1</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC		1	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC		4	4	3	3	1	0	1	0
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	4	4	3	3	1	0	1	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0054	Systems Analyst I	<p>Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 835 1416 947"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>3</td> <td>1</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1052 1416 1146"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>7</td> <td>7</td> <td>3</td> <td>2</td> <td>2</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	3	1	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	7	7	3	2	2	1	1	1
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	A0055	Systems Analyst II	<p>Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 835 1414 947"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>5</td> <td>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1052 1414 1146"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>9</td> <td>9</td> <td>4</td> <td>3</td> <td>3</td> <td>1</td> <td>2</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	5	2	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	9	9	4	3	3	1	2	1
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	GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC																													
II	9	9	4	3	3	1	2	1																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0056	Systems Analyst III	<p>Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 835 1414 947"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>7</td> <td>3</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1052 1414 1146"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>11</td> <td>11</td> <td>6</td> <td>5</td> <td>4</td> <td>2</td> <td>2</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	7	3	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	11	11	6	5	4	2	2	1
LEVEL	YEARS OF EXPERIENCE																																				
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LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.																														
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III	11	11	6	5	4	2	2	1																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0057	Systems Analyst IV	<p>Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 835 1416 947"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>12</td> <td>6</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1052 1416 1146"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>IV</td> <td>16</td> <td>16</td> <td>14</td> <td>6</td> <td>8</td> <td>4</td> <td>5</td> <td>3</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	IV	12	6	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	IV	16	16	14	6	8	4	5	3
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IV	16	16	14	6	8	4	5	3																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0058	Systems Analyst V	<p>Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 835 1416 947"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>V</td> <td>14</td> <td>6</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1052 1416 1146"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>V</td> <td>18</td> <td>18</td> <td>12</td> <td>6</td> <td>10</td> <td>4</td> <td>5</td> <td>3</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	V	14	6	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	V	18	18	12	6	10	4	5	3
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	A0059	<p style="text-align: center;">Technical Writer/Editor I**</p>	<p>Supports the development and production of a variety of documents for clients and their customers. Documents prepared for client use include user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Documents prepared for client customers include research reports, statistical summaries, and other types of publications that contain technical language. May also write and edit material for online access and dissemination via the Internet, which requires special attention toward minimizing the use of technical terminology for ease of understanding by the general public.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 863 1414 978"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1083 1414 1178"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>7</td> <td>0</td> <td>5</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	0	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	7	0	5	0	0	0	0	0
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	A0060	<p style="text-align: center;">Technical Writer/Editor II**</p>	<p>Supports the development and production of a variety of documents for clients and their customers. Documents prepared for client use include user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Documents prepared for client customers include research reports, statistical summaries, and other types of publications that contain technical language. May also write and edit material for online access and dissemination via the Internet, which requires special attention toward minimizing the use of technical terminology for ease of understanding by the general public.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 865 1414 978"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>3</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1083 1414 1176"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>7</td> <td>0</td> <td>5</td> <td>0</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	3	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	7	0	5	0	2	0	0	0
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	GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC																													
II	7	0	5	0	2	0	0	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A0061	<p style="text-align: center;">Technical Writer/Editor III**</p>	<p>Supports the development and production of a variety of documents for clients and their customers. Documents prepared for client use include user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Documents prepared for client customers include research reports, statistical summaries, and other types of publications that contain technical language. May also write and edit material for online access and dissemination via the Internet, which requires special attention toward minimizing the use of technical terminology for ease of understanding by the general public.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="727 865 1414 978"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>5</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="727 1083 1414 1176"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>9</td> <td>0</td> <td>7</td> <td>0</td> <td>3</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	5	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	9	0	7	0	3	0	1	0
LEVEL	YEARS OF EXPERIENCE																																				
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	GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC																													
III	9	0	7	0	3	0	1	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	A062	Writer/Editor II	<p>Four years of experience writing and editing publications. Excellent writing skills required, as is the ability to analyze, synthesize, and condense text that includes survey terminology and is intended for use by non-technical lay audiences. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.</p> <p><b>EDUCATIONAL REQ: BACHELOR'S DEGREE</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">YEARS OF EXPERIENCE</th> </tr> <tr> <th>GENERAL</th> <th>SPECIFIC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>4</td> <td>0</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">LEVEL</th> <th colspan="2">NO DEGREE</th> <th colspan="2">ASSOCIATE'S</th> <th colspan="2">MASTER'S</th> <th colspan="2">PH.D.</th> </tr> <tr> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> <th>GEN</th> <th>SPC</th> </tr> </thead> <tbody> <tr> <td>II</td> <td>8</td> <td>0</td> <td>6</td> <td>0</td> <td>3</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	4	0	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	8	0	6	0	3	0	1	0
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