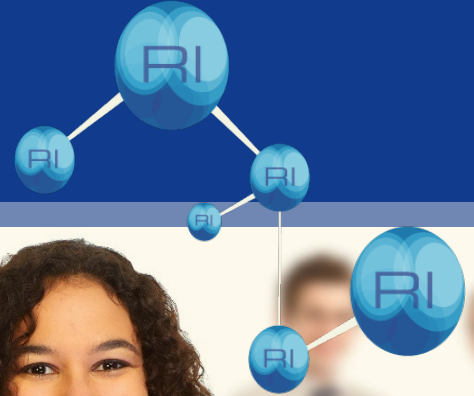


# Ri VIDIDIUM<sup>®</sup>

THE MISSING ELEMENT IN TECHNOLOGY

dba TripleCyber



## Professional Services Commercial Pricelist Human Capital Services

Effective Sept 3, 2023

Valid September 3, 2023 through September 2, 2028

(Revised 09-03-2023)



[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 Human Capital Services Practice Area and can be downloaded from our website at: <https://www.rividium.com/pricelists/HCMpricelist.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>(H000) – Human Capital Services</b>							
H0001	Subject Matter Expert (SME) Level I	\$177.83	\$181.38	\$185.01	\$188.71	\$192.49	\$196.34
H0002	Subject Matter Expert (SME) Level II	\$197.59	\$201.54	\$205.57	\$209.69	\$213.88	\$218.16
H0003	Subject Matter Expert (SME) Level III	\$218.80	\$223.17	\$227.64	\$232.19	\$236.83	\$241.57
H0004	Subject Matter Expert (SME) Level IV	\$243.12	\$247.98	\$252.94	\$258.00	\$263.16	\$268.42
H0005	Program Manager Level I	\$119.82	\$122.22	\$124.66	\$127.15	\$129.70	\$132.29
H0006	Program Manager Level II	\$140.90	\$143.72	\$146.60	\$149.53	\$152.52	\$155.57
H0007	Program Manager Level III	\$151.66	\$154.69	\$157.78	\$160.94	\$164.16	\$167.44
H0008	Systems Analyst Level I	\$92.28	\$94.13	\$96.01	\$97.93	\$99.89	\$101.88
H0009	Systems Analyst Level II	\$108.34	\$110.50	\$112.71	\$114.97	\$117.27	\$119.61
H0010	Systems Analyst Level III	\$124.04	\$126.52	\$129.06	\$131.64	\$134.27	\$136.95
H0011	HR Configuration Management Analyst Level I	\$95.65	\$97.57	\$99.52	\$101.51	\$103.54	\$105.61
H0012	HR Configuration Management Analyst Level II	\$111.66	\$113.89	\$116.17	\$118.49	\$120.86	\$123.28
H0013	HR Configuration Management Analyst Level III	\$130.66	\$133.27	\$135.93	\$138.65	\$141.43	\$144.25
H0014	Recruiting Specialist Level I	\$90.89	\$92.71	\$94.56	\$96.45	\$98.38	\$100.35
H0015	Recruiting Specialist Level II	\$99.06	\$101.04	\$103.06	\$105.12	\$107.23	\$109.37
H0016	Recruiting Specialist Level III	\$126.59	\$129.12	\$131.70	\$134.34	\$137.02	\$139.76
H0017	Staffing Specialist Level I	\$101.30	\$103.33	\$105.40	\$107.50	\$109.65	\$111.85
H0018	Staffing Specialist Level II	\$132.89	\$135.55	\$138.26	\$141.02	\$143.84	\$146.72
H0019	Staffing Specialist Level III	\$149.00	\$151.98	\$155.02	\$158.12	\$161.29	\$164.51
H0020	Position Classifications Specialist Level I	\$106.91	\$109.05	\$111.23	\$113.45	\$115.72	\$118.04
H0021	Position Classifications Specialist Level II	\$134.30	\$136.99	\$139.73	\$142.52	\$145.37	\$148.28

H0022	Position Classifications Specialist Level III	\$149.00	\$151.98	\$155.02	\$158.12	\$161.29	\$164.51
H0023	Benefits Specialist Level I	\$109.15	\$111.34	\$113.56	\$115.83	\$118.15	\$120.51
H0024	Benefits Specialist Level II	\$127.04	\$129.58	\$132.18	\$134.82	\$137.52	\$140.27
H0025	Benefits Specialist Level III	\$145.20	\$148.10	\$151.07	\$154.09	\$157.17	\$160.31
H0026	Personnel Actions Level I	\$87.20	\$88.95	\$90.73	\$92.54	\$94.39	\$96.28
H0027	Personnel Actions Level II	\$96.80	\$98.74	\$100.71	\$102.73	\$104.78	\$106.88
H0028	Personnel Actions Level III	\$110.09	\$112.29	\$114.54	\$116.83	\$119.16	\$121.55
H0029	Employee & Labor Relations Level I	\$115.99	\$118.31	\$120.68	\$123.09	\$125.55	\$128.06
H0030	Employee & Labor Relations Level II	\$133.26	\$135.93	\$138.64	\$141.42	\$144.24	\$147.13
H0031	Employee & Labor Relations Level III	\$145.66	\$148.57	\$151.54	\$154.57	\$157.66	\$160.82
H0032	Human Resource Assistant Level I	\$47.28	\$48.23	\$49.19	\$50.17	\$51.18	\$52.20
H0033	Human Resource Assistant Level II	\$56.11	\$57.23	\$58.38	\$59.55	\$60.74	\$61.95
H0034	Human Resource Assistant Level III	\$63.67	\$64.95	\$66.24	\$67.57	\$68.92	\$70.30
H0035	Administrative Assistant I	\$59.65	\$60.84	\$62.06	\$63.30	\$64.57	\$65.86
H0036	Administrative Assistant II	\$72.30	\$73.75	\$75.22	\$76.73	\$78.26	\$79.83
H0037	Administrative Assistant III	\$83.45	\$85.12	\$86.82	\$88.56	\$90.33	\$92.14
H0038	Executive Administrative Assistant I	\$84.75	\$86.45	\$88.17	\$89.94	\$91.74	\$93.57
H0039	Executive Administrative Assistant II	\$95.43	\$97.34	\$99.29	\$101.27	\$103.30	\$105.36
H0040	Executive Administrative Assistant III	\$103.21	\$105.27	\$107.38	\$109.53	\$111.72	\$113.95

## **(H000) Human Capital Services**

Reserved	Labor Cat. No.	Job Title	Description																																		
	H0001	SME LEVEL I	<p>SME Level I possess at least 5 years of experience in outsourcing services, business process redesign, change management efforts or information systems implementation.</p> <p><b>Qualifications:</b> Bachelor’s Degree in Human Resource, Program Management, Business Administration or related field. SME Level I has overall accountability for Global HR Architectures, Transformation Strategy, Organization Roadmaps and analysis of clients Domains and Line of Business (LoB). SME Level I are responsible for product delivery of client engagements; performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. SME Level I are also recognized experts in the areas of business process redesign, technical architecture, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems.</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>5</td> <td>3</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>15</td> <td>10</td> <td>10</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	I	5	3	LEVEL	NO DEGREE		ASSOCIATE’S		MASTER’S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	15	10	10	7	3	2	2	1
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Reserved	Labor Cat. No.	Job Title	Description
	H0002	SME LEVEL II	<p>SME Level II possess at least 8 years of experience in outsourcing services, business process redesign, change management efforts or information systems implementation.</p> <p><b>Qualifications:</b> Bachelor’s Degree in Human Resource, Program Management, Business Administration or related field. SME Level II has overall accountability for Global HR Architectures, Transformation Strategy, Organization Roadmaps and analysis of clients Domains and Line of Business (LoB). SME Level II are responsible for product delivery of client engagements; performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. SME Level II are also recognized</p>

			<p>experts in the areas of business process redesign, technical architecture, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems.</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>8</td> <td>5</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>NA</td> <td>NA</td> <td>NA</td> <td>NA</td> <td>6</td> <td>3</td> <td>4</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	8	5	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	NA	NA	NA	NA	6	3	4	2
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	H0003	SME LEVEL III	<p>SME Level III possess at least 12 years of experience in outsourcing services, business process redesign, change management efforts or information systems implementation.</p> <p><b>Qualifications:</b> Bachelor's or Master's degree in human resource, Program Management, Business Administration or related field. SME Level III has overall accountability for Global HR Architectures, Transformation Strategy, Organization Roadmaps and analysis of clients Domains and Line of Business (LoB). SME Level III are responsible for product delivery of client engagements; performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. SME Level III are also recognized experts in the areas of business process redesign, technical architecture, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems</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>12</td> <td>8</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1"> <thead> <tr> <th>LEVEL</th> <th>NO DEGREE</th> <th>ASSOCIATE'S</th> <th>MASTER'S</th> <th>PH.D.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	12	8	LEVEL	NO DEGREE	ASSOCIATE'S	MASTER'S	PH.D.					
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			III	NA	NA	NA	NA	8	5	6	3																																		
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	H0004	SME LEVEL IV	<p>SME Level IV possess at least 15 years of experience in outsourcing services, business process redesign, change management efforts or information systems implementation.</p> <p><b>Qualifications:</b> Bachelor's or Master's Degree in Human Resource, Program Management, Business Administration or related field. SME Level IV has overall accountability for Global HR Architectures, Transformation Strategy, Organization Roadmaps and analysis of clients Domains and Line of Business (LoB). SME Level IV are responsible for product delivery of client engagements; performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. SME Level IV are also recognized experts in the areas of business process redesign, technical architecture, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems.</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>15</td> <td>10</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>NA</td> <td>NA</td> <td>NA</td> <td>NA</td> <td>12</td> <td>8</td> <td>8</td> <td>5</td> </tr> </tbody> </table>									LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	IV	15	10	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	IV	NA	NA	NA	NA	12	8	8	5
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	H0005	Program Manager Level I	<p>Performs a variety of senior level management functions in support of multiple projects. Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and project team activities. Includes areas of administration, program control, and technical supervision. Makes recommendations to the government Project Director for the resolution of divergent viewpoints and inputs to critical decisions resulting from unseen situations which may develop during the life of the delivery order. Establishes processes and procedures to facilitate the program management and task accomplishment. Defines the standards for quality and timeliness and assessing results in terms of schedule, cost, and risk involved.</p> <p><b>Qualifications:</b> A Bachelor's Degree and at least 3 years of directly related Program Management and managing complex programs, or policy analysis/research, or consulting disciplines. Proven prior experience in leading broad organizational, management, program, policy or operational, or research projects requiring skillful planning, oversight, coordination, client interface and detailed knowledge of the subject matter and technical issues associated with the project.</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>5</td> <td>3</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>12</td> <td>8</td> <td>8</td> <td>6</td> <td>2</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	I	5	3	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	12	8	8	6	2	1	1	1
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	H0006	Program Manager Level II	<p>Performs a variety of senior level management functions in support of multiple projects. Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and project team activities. Includes areas of administration, program control, and technical supervision. Makes recommendations to the government Project Director for the resolution of divergent viewpoints and inputs to critical decisions resulting from unseen situations which may develop during the life of the delivery order. Establishes processes and procedures to facilitate the program management and task accomplishment. Defines the standards for quality and timeliness and assessing results in terms of schedule, cost, and risk involved.</p> <p><b>Qualifications:</b> A Bachelor's Degree and at least 5 years of directly related Program Management and managing complex programs, or policy analysis/research, or consulting disciplines. Proven prior experience in leading broad organizational, management, program, policy or operational, or research projects requiring skillful planning, oversight, coordination, client interface and detailed knowledge of the subject matter and technical issues associated with the project.</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>5</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>NA</td> <td>NA</td> <td>12</td> <td>8</td> <td>6</td> <td>4</td> <td>3</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	10	5	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	NA	NA	12	8	6	4	3	2
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	H0007	Program Manager Level III	<p>Performs a variety of senior level management functions in support of multiple projects. Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and project team activities. Includes areas of administration, program control, and technical supervision. Makes recommendations to the government Project Director for the resolution of divergent viewpoints and inputs to critical decisions resulting from unseen situations which may develop during the life of the delivery order. Establishes processes and procedures to facilitate the program management and task accomplishment. Defines the standards for quality and timeliness and assessing results in terms of schedule, cost, and risk involved. Develops programs based upon a comprehensive analysis of the requirements. Ensures that all personnel assigned to a task meet government qualification standards and receive necessary training. Reviews subcontractor deliverables and invoices and approves for payment. Approves invoices being submitted to the government.</p> <p><b>Qualifications:</b> A Bachelor's or Master's degree and more than 10 years of directly related Program Management and managing complex programs, or policy analysis/research, or consulting disciplines. Proven prior experience in leading broad organizational, management, program, policy or operational, or research projects requiring skillful planning, oversight, coordination, client interface and detailed knowledge of the subject matter and technical issues associated with the project.</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="816 1644 1425 1755"> <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>15</td> <td>8</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="743 1822 1425 1885"> <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></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	15	8	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC									
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			III	NA	NA	NA	NA	8	6	5	3
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Reserved	Labor Cat. No.	Job Title	Description																																		
	H0008	Systems Analyst Level I	<p>Performs the following duties: designs, analyzes, and programs user-generated projects by analyzing and clarifying data requirements and needs; evaluate, program, convert, and manage integration of HR disciplines and information systems related to the Human Resource activities. Recommends modifications to existing programs to increase operating efficiency and/or adapt to new requirements; work in collaboration with user department personnel and the Information Services Department; instruct personnel in procedures of applications; train user department personnel as needed; assist staff members as needed and perform other related duties as required.</p> <p>Qualifications: Associates or Bachelor's degree in Business Management or related field and 3 years' experience as a Systems Analyst or an equivalent combination of job-related education/experience.</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>9</td> <td>6</td> <td>6</td> <td>3</td> <td>0</td> <td>0</td> <td>0</td> <td>0</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	9	6	6	3	0	0	0	0
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I	9	6	6	3	0	0	0	0																													

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	H0009	Systems Analyst Level II	<p>Performs the following duties: designs, analyzes, and programs user-generated projects by analyzing and clarifying data requirements and needs; evaluate, program, convert, and manage integration of HR disciplines and information systems related to the Human Resource activities. Recommends modifications to existing programs to increase operating efficiency and/or adapt to new requirements; work in collaboration with user department personnel and the Information Services Department; instruct personnel in procedures of applications; train user department personnel as needed; assist staff members as needed and perform other related duties as required.</p> <p><b>Qualifications:</b> Bachelor's degree in Business Management or related field and 5 years' experience as a Systems Analyst or an equivalent combination of job-related education/experience.</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>II</td> <td>5</td> <td>3</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>12</td> <td>8</td> <td>9</td> <td>6</td> <td>4</td> <td>2</td> <td>0</td> <td>0</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	12	8	9	6	4	2	0	0
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	H0010	Systems Analyst Level III	<p>Performs the following duties: designs, analyzes, and programs user-generated projects by analyzing and clarifying data requirements and needs; evaluate, program, convert, and manage integration of HR disciplines and information systems related to the Human Resource activities. Recommends modifications to existing programs to increase operating efficiency and/or adapt to new requirements; work in collaboration with user department personnel and the Information Services Department; instruct personnel in procedures of applications; train user department personnel as needed; assist staff members as needed and perform other related duties as required.</p> <p><b>Qualifications:</b> Must have a Bachelor's or Master's degree in business management or related field and more than 10 years' experience as a Systems Analyst or an equivalent combination of job-related education/experience.</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>III</td> <td>10+</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>III</td> <td>NA</td> <td>NA</td> <td>15</td> <td>10</td> <td>8</td> <td>6</td> <td>4</td> <td>3</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	10+	6	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	NA	NA	15	10	8	6	4	3
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	H0011	HR Configuration Management Analyst Level I	<p>Provides expert analyst support and accounts for configuration management issues associated with maintaining and controlling all HR disciplines and change management within the HR activity, documentation, Laws and Regulations changes, and HR configuration management. Responsible for maintaining HR configuration items. Works closely with the Executives, Program Manager and HR Configuration Control Board in defining and implementing procedures for releasing new HR policies in planning, recruitment and internal placement, position classification, personnel actions, and employee relations throughout the entire life cycle. Provides change management and product configuration management guidance.</p> <p><b>Qualifications:</b> Associates or Bachelor's degree in Business Management or related field and 3 years' experience as a Configuration Management professional.</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>3</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">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>8</td> <td>5</td> <td>6</td> <td>2</td> <td>2</td> <td>1</td> <td>0</td> <td>0</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	8	5	6	2	2	1	0	0
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	H0012	HR Configuration Management Analyst Level II	<p>Provides expert analyst support and accounts for configuration management issues associated with maintaining and controlling all HR disciplines and change management within the HR activity, documentation, Laws and Regulations changes, and HR configuration management. Responsible for maintaining HR configuration items. Works closely with the Executives, Program Manager and HR Configuration Control Board in defining and implementing procedures for releasing new HR policies in planning, recruitment and internal placement, position classification, personnel actions, and employee relations throughout the entire life cycle. Provides change management and product configuration management guidance.</p> <p><b>Qualifications:</b> Associates or Bachelor's degree in Business Management or related field and 5 years' experience as a Configuration Management professional.</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>II</td> <td>5</td> <td>3</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>12</td> <td>9</td> <td>9</td> <td>6</td> <td>3</td> <td>1</td> <td>0</td> <td>0</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	12	9	9	6	3	1	0	0
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	H0013	HR Configuration Management Analyst Level III	<p>Provides expert analyst support and accounts for configuration management issues associated with maintaining and controlling all HR disciplines and change management within the HR activity, documentation, Laws and Regulations changes, and HR configuration management. Responsible for maintaining HR configuration items. Works closely with the Executives, Program Manager and HR Configuration Control Board in defining and implementing procedures for releasing new HR policies in planning, recruitment and internal placement, position classification, personnel actions, and employee relations throughout the entire life cycle. Provides change management and product configuration management guidance.</p> <p><b>Qualifications:</b> Associates or Bachelor's degree in Business Management or related field and 10 years' experience as a Configuration Management professional.</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>III</td> <td>10</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>III</td> <td>NA</td> <td>NA</td> <td>15</td> <td>10</td> <td>6</td> <td>4</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	10	6	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	NA	NA	15	10	6	4	2	2
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	H0014	Recruiting Specialist Level I	<p>Provides assistance to clients in carrying out their authority to recruit – i.e., assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials. Applies skills and knowledge of Federal HR to administer HR processes in recruitment. Provides HR process services and interacts with clients to assist with recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions on USAJOBS; mining association data bases; and, planning, coordinating and conducting outreach activities at Association Meetings/Conferences and Job Fairs. For example, may be asked to perform some of the following tasks: prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. May check references, extend formal job offers, work with outside agencies and vendors, etc.</p> <p>Qualifications: An Associate’s or Bachelor’s degree and at least 2 years of directly related progressively responsible and in-depth recruitment experience performing the foregoing types of functions. An additional three years of directly related Federal staffing or similar experience may be substituted for the Bachelor’s degree.</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>2</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>8</td> <td>4</td> <td>6</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	I	2	2	LEVEL	NO DEGREE		ASSOCIATE’S		MASTER’S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	8	4	6	3	1	1	1	1
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	H0015	Recruiting Specialist Level II	<p>Provides assistance to clients in carrying out their authority to recruit – i.e., assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials. Applies skills and knowledge of Federal HR to administer HR processes in recruitment. Provides HR process services and interacts with clients to assist with recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions on USAJOBS; mining association data bases; and, planning, coordinating and conducting outreach activities at Association Meetings/Conferences and Job Fairs. For example, may be asked to perform some of the following tasks: prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. May check references, extend formal job offers, work with outside agencies and vendors, etc.</p> <p>Qualifications: An Associate’s or Bachelor’s degree and at least 5 years of directly related progressively responsible and in-depth recruitment experience performing the foregoing types of functions. An additional three years of directly related Federal staffing or similar experience may be substituted for the Bachelor’s degree.</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>3</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>10</td> <td>8</td> <td>8</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	3	LEVEL	NO DEGREE		ASSOCIATE’S		MASTER’S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	10	8	8	6	3	2	2	1
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	H0016	Recruiting Specialist Level III	<p>Provides assistance to clients in carrying out their authority to recruit – i.e., assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials. Applies skills and knowledge of Federal HR to administer HR processes in recruitment. Provides HR process services and interacts with clients to assist with recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions on USAJOBS; mining association data bases; and, planning, coordinating and conducting outreach activities at Association Meetings/Conferences and Job Fairs. For example, may be asked to perform some of the following tasks: prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. May check references, extend formal job offers, work with outside agencies and vendors, etc.</p> <p>Qualifications: An Associate’s or Bachelor’s degree and at least 10 years of directly related progressively responsible and in-depth recruitment experience performing the foregoing types of functions. An additional three years of directly related Federal staffing or similar experience may be substituted for the Bachelor’s degree.</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>10</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>III</td> <td>NA</td> <td>NA</td> <td>15</td> <td>10</td> <td>6</td> <td>4</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	10	6	LEVEL	NO DEGREE		ASSOCIATE’S		MASTER’S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	NA	NA	15	10	6	4	2	2
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	H0017	Staffing Specialist Level I	<p>Provides assistance to clients in carrying out their authority staff – i.e., creates and post vacancy announcement, develops crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. Applies skills and knowledge of Federal HR to administer HR processes in staffing. Provides HR process services and interacts with clients to provide HR advisory assistance with Federal HR policy and operations. For example, may be asked to perform some of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants and provides applicants with information as needed. May check references, extend formal job offers, etc.</p> <p><b>Qualifications:</b> An Associate’s or Bachelor’s degree and 2 years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional three years of directly related Federal staffing or similar experience may be substituted for the Bachelor’s degree.</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>2</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>8</td> <td>4</td> <td>6</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	I	2	2	LEVEL	NO DEGREE		ASSOCIATE’S		MASTER’S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	8	4	6	3	1	1	1	1
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	H0018	Staffing Specialist Level II	<p>Provides assistance to clients in carrying out their authority staff – i.e., creates and post vacancy announcement, develops crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. Applies skills and knowledge of Federal HR to administer HR processes in staffing. Provides HR process services and interacts with clients to provide HR advisory assistance with Federal HR policy and operations. For example, may be asked to perform some of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants and provides applicants with information as needed. May check references, extend formal job offers, etc.</p> <p><b>Qualifications:</b> An Associate’s or Bachelor’s degree and 5 years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional three years of directly related Federal staffing or similar experience may be substituted for the Bachelor’s degree.</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>II</td> <td>5</td> <td>3</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>10</td> <td>8</td> <td>8</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	3	LEVEL	NO DEGREE		ASSOCIATE’S		MASTER’S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	10	8	8	6	3	2	2	1
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	H0019	Staffing Specialist Level III	<p>Provides assistance to clients in carrying out their authority staff – i.e., creates and post vacancy announcement, develops crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. Applies skills and knowledge of Federal HR to administer HR processes in staffing. Provides HR process services and interacts with clients to provide HR advisory assistance with Federal HR policy and operations. For example, may be asked to perform some of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants and provides applicants with information as needed. May check references, extend formal job offers, etc.</p> <p><b>Qualifications:</b> An Associate’s or Bachelor’s degree and 10 years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional three years of directly related Federal staffing or similar experience may be substituted for the Bachelor’s degree.</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>10</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>III</td> <td>NA</td> <td>NA</td> <td>15</td> <td>10</td> <td>6</td> <td>4</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	10	6	LEVEL	NO DEGREE		ASSOCIATE’S		MASTER’S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	NA	NA	15	10	6	4	2	2
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	H0020	<p style="text-align: center;"><b>Position Classification Specialist Level I</b></p>	<p>Provides support to Federal agencies in carrying out their position classification/management and/or compensation responsibilities. For example: Provides technical support to agencies in exercising their authority to conduct occupational or job analysis studies and may be assigned to provide classification service for groups of organizations within the agency. Responsibilities include analysis and the rendering of advisory opinions on classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies. Receives and reviews a variety of classification requests; discusses duties and responsibilities of positions under review by field audit; advises officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action. Performs a variety of assignments of a comprehensive nature relating to classification or pay; also performs studies and analyses with responsibility for providing recommendations for final action and verbal presentation of findings to officials.</p> <p><b>Qualifications:</b> An Associate's or Bachelor's degree and at least two 2 years of position classification/management and/or compensation experience for the Federal government performing the foregoing types of functions. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.</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="816 1539 1430 1650"> <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>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="742 1724 1430 1816"> <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>8</td> <td>4</td> <td>6</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	I	2	2	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	8	4	6	3	1	1	1	1
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	H0021	<p style="text-align: center;"><b>Position Classification Specialist Level II</b></p>	<p>Provides support to Federal agencies in carrying out their position classification/management and/or compensation responsibilities. For example: Provides technical support to agencies in exercising their authority to conduct occupational or job analysis studies and may be assigned to provide classification service for groups of organizations within the agency. Responsibilities include analysis and the rendering of advisory opinions on classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies. Receives and reviews a variety of classification requests; discusses duties and responsibilities of positions under review by field audit; advises officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action. Performs a variety of assignments of a comprehensive nature relating to classification or pay; also performs studies and analyses with responsibility for providing recommendations for final action and verbal presentation of findings to officials.</p> <p><b>Qualifications:</b> An Associate's or Bachelor's degree and at least two 5 years of position classification/management and/or compensation experience for the Federal government performing the foregoing types of functions. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.</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="816 1539 1430 1650"> <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 style="text-align: center;"><b>II</b></td> <td style="text-align: center;"><b>5</b></td> <td style="text-align: center;"><b>3</b></td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="742 1724 1430 1814"> <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 style="text-align: center;"><b>II</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>8</b></td> <td style="text-align: center;"><b>8</b></td> <td style="text-align: center;"><b>6</b></td> <td style="text-align: center;"><b>3</b></td> <td style="text-align: center;"><b>2</b></td> <td style="text-align: center;"><b>2</b></td> <td style="text-align: center;"><b>1</b></td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	<b>II</b>	<b>5</b>	<b>3</b>	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	<b>II</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>
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	H0022	<p align="center"><b>Position Classification Specialist Level III</b></p>	<p>Provides support to Federal agencies in carrying out their position classification/management and/or compensation responsibilities. For example: Provides technical support to agencies in exercising their authority to conduct occupational or job analysis studies and may be assigned to provide classification service for groups of organizations within the agency. Responsibilities include analysis and the rendering of advisory opinions on classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies. Receives and reviews a variety of classification requests; discusses duties and responsibilities of positions under review by field audit; advises officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action. Performs a variety of assignments of a comprehensive nature relating to classification or pay; also performs studies and analyses with responsibility for providing recommendations for final action and verbal presentation of findings to officials.</p> <p><b>Qualifications:</b> An Associate's or Bachelor's degree and at least two 10 years of position classification/management and/or compensation experience for the Federal government performing the foregoing types of functions. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.</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="816 1539 1430 1650"> <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 align="center"><b>III</b></td> <td align="center"><b>10</b></td> <td align="center"><b>6</b></td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="742 1724 1430 1814"> <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 align="center"><b>III</b></td> <td align="center"><b>NA</b></td> <td align="center"><b>NA</b></td> <td align="center"><b>15</b></td> <td align="center"><b>10</b></td> <td align="center"><b>6</b></td> <td align="center"><b>4</b></td> <td align="center"><b>2</b></td> <td align="center"><b>2</b></td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	<b>III</b>	<b>10</b>	<b>6</b>	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	<b>III</b>	<b>NA</b>	<b>NA</b>	<b>15</b>	<b>10</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>2</b>
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	H0023	Benefits Specialist Level I	<p>Assists clients in carrying out employee benefits functions. Provide support to Federal agencies with administering retirement/benefits; provide management, administration and oversight of a progressive and comprehensive program that incorporates federal employee benefits, retirement, work-life programs. Prepares retirement estimates to include calculating estimated annuity based on the employee projected retirement date; review of the employee OPF; counsels employees on Social Security retirement offsets, retirement annuity, associated benefits, annual and sick leave; and assists employee with preparing the package. Provide employees and/or their survivors with definitive answers involving complex benefits questions on the Civil Service Retirement System (CSRS), CSRS Offset and Federal Employees' Retirement System (FERS), Thrift Savings Plan (TSP), Federal Employees Health Benefits Program (FEHB), and Federal Employees Group Life Insurance (FEGLI). Prepares and conduct benefits orientation briefings.</p> <p><b>Qualifications:</b> An Associate's or Bachelor's degree and 2 years of related benefits or similar experience for the Federal government performing the foregoing functions. An additional three years of related employee relations and benefits or similar experience in the public or private sector may be substituted for the Bachelor's degree.</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="816 1247 1430 1360"> <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>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="742 1430 1430 1524"> <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>8</td> <td>4</td> <td>6</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	I	2	2	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	8	4	6	3	1	1	1	1
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	H0024	Benefits Specialist Level II	<p>Assists clients in carrying out employee benefits functions. Provide support to Federal agencies with administering retirement/benefits; provide management, administration and oversight of a progressive and comprehensive program that incorporates federal employee benefits, retirement, work-life programs. Prepares retirement estimates to include calculating estimated annuity based on the employee projected retirement date; review of the employee OPF; counsels employees on Social Security retirement offsets, retirement annuity, associated benefits, annual and sick leave; and assists employee with preparing the package. Provide employees and/or their survivors with definitive answers involving complex benefits questions on the Civil Service Retirement System (CSRS), CSRS Offset and Federal Employees' Retirement System (FERS), Thrift Savings Plan (TSP), Federal Employees Health Benefits Program (FEHB), and Federal Employees Group Life Insurance (FEGLI). Prepares and conduct benefits orientation briefings.</p> <p><b>Qualifications:</b> An Associate's or Bachelor's degree and 5 years of related benefits or similar experience for the Federal government performing the foregoing functions. An additional three years of related employee relations and benefits or similar experience in the public or private sector may be substituted for the Bachelor's degree.</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>II</td> <td>5</td> <td>3</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>10</td> <td>8</td> <td>8</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	3	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	10	8	8	6	3	2	2	1
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	H0025	Benefits Specialist Level III	<p>Assists clients in carrying out employee benefits functions. Provide support to Federal agencies with administering retirement/benefits; provide management, administration and oversight of a progressive and comprehensive program that incorporates federal employee benefits, retirement, work-life programs. Prepares retirement estimates to include calculating estimated annuity based on the employee projected retirement date; review of the employee OPF; counsels employees on Social Security retirement offsets, retirement annuity, associated benefits, annual and sick leave; and assists employee with preparing the package. Provide employees and/or their survivors with definitive answers involving complex benefits questions on the Civil Service Retirement System (CSRS), CSRS Offset and Federal Employees' Retirement System (FERS), Thrift Savings Plan (TSP), Federal Employees Health Benefits Program (FEHB), and Federal Employees Group Life Insurance (FEGLI). Prepares and conduct benefits orientation briefings.</p> <p><b>Qualifications:</b> An Associate's or Bachelor's degree and 10 years of related benefits or similar experience for the Federal government performing the foregoing functions. An additional three years of related employee relations and benefits or similar experience in the public or private sector may be substituted for the Bachelor's degree.</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>III</td> <td>10</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>III</td> <td>NA</td> <td>NA</td> <td>15</td> <td>10</td> <td>6</td> <td>4</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	10	6	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	NA	NA	15	10	6	4	2	2
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	H0026	Personnel Action Specialist Level I	<p>Provides technical assistance and/or support to HR or other administrative professionals in one or more functional areas of human resources (e.g., HR planning, recruitment/staffing, position classification, employee relations, outplacement, HR reviews, etc.). For example: In the recruitment and staffing area may provide intake support such as logging requests for recruitment action searching files for existing relevant materials, developing announcements, rating and ranking applications, preparing certificates etc. for routine occupations and positions, preparing/updating SF50, SF52 and other related documents. Also, may assist in conducting and/or performing duties in the review of OPFs, development and review of eOPFs and in processing personnel actions. In the classification area may perform classification support or technician support work for routine positions such as technical and clerical positions, completes OF-8s and other documentary evidence, maintains classification files and assists consultants in the performance of their duties. In the employee relations area may perform technical support work through the establishment, maintenance and retrieval of employee relations case files and materials, update case tracking logs, and/or perform routine internet or other research to support employee relations specialists.</p> <p><b>Qualifications:</b> An Associate's or Bachelor's degree and at least 2 years of experience in areas such as staffing, classification, HR records management or employee benefits, in addition to working knowledge of office support hardware and software and document preparation.</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="815 1377 1430 1488"> <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>2</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="742 1560 1430 1654"> <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>8</td> <td>4</td> <td>6</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	I	2	2	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	8	4	6	3	1	1	1	1
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	H0027	Personnel Action Specialist Level II	<p>Provides technical assistance and/or support to HR or other administrative professionals in one or more functional areas of human resources (e.g., HR planning, recruitment/staffing, position classification, employee relations, outplacement, HR reviews, etc.). For example: In the recruitment and staffing area may provide intake support such as logging requests for recruitment action searching files for existing relevant materials, developing announcements, rating and ranking applications, preparing certificates etc. for routine occupations and positions, preparing/updating SF50, SF52 and other related documents. Also, may assist in conducting and/or performing duties in the review of OPFs, development and review of eOPFs and in processing personnel actions. In the classification area may perform classification support or technician support work for routine positions such as technical and clerical positions, completes OF-8s and other documentary evidence, maintains classification files and assists consultants in the performance of their duties. In the employee relations area may perform technical support work through the establishment, maintenance and retrieval of employee relations case files and materials, update case tracking logs, and/or perform routine internet or other research to support employee relations specialists.</p> <p><b>Qualifications:</b> An Associate's or Bachelor's degree and at least 5 years of experience in areas such as staffing, classification, HR records management or employee benefits, in addition to working knowledge of office support hardware and software and document preparation.</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>II</td> <td>5</td> <td>3</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>10</td> <td>8</td> <td>8</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	3	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	10	8	8	6	3	2	2	1
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	H0028	Personnel Action Specialist Level III	<p>Provides technical assistance and/or support to HR or other administrative professionals in one or more functional areas of human resources (e.g., HR planning, recruitment/staffing, position classification, employee relations, outplacement, HR reviews, etc.). For example: In the recruitment and staffing area may provide intake support such as logging requests for recruitment action searching files for existing relevant materials, developing announcements, rating and ranking applications, preparing certificates etc. for routine occupations and positions, preparing/updating SF50, SF52 and other related documents. Also, may assist in conducting and/or performing duties in the review of OPFs, development and review of eOPFs and in processing personnel actions. In the classification area may perform classification support or technician support work for routine positions such as technical and clerical positions, completes OF-8s and other documentary evidence, maintains classification files and assists consultants in the performance of their duties. In the employee relations area may perform technical support work through the establishment, maintenance and retrieval of employee relations case files and materials, update case tracking logs, and/or perform routine internet or other research to support employee relations specialists.</p> <p><b>Qualifications:</b> An Associate's or Bachelor's degree and at least 10 years of experience in areas such as staffing, classification, HR records management or employee benefits, in addition to working knowledge of office support hardware and software and document preparation.</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>10</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>III</td> <td>NA</td> <td>NA</td> <td>15</td> <td>10</td> <td>6</td> <td>4</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	10	6	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	NA	NA	15	10	6	4	2	2
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	H0029	Employee & Labor Relations Level I	<p>Provides employee labor relations (ELR) services across all disciplines and organization. The ELR Specialist will have 2 years' experience and provides advice and assistance in the areas of complex conduct and discipline issues; administers employee relations programs, functions, and in-house training; ensures work performance conforms to established policies. Investigates problems, including disciplinary actions and working conditions; provides guidance and recommendations for problem resolution. Assists employees and management in resolution of work-related conflicts; provides recommendations for solutions. Provides information to employees regarding government/agency rules, regulation and procedures. Prepares reports; gathers information; provides trends analysis; monitors compliance. Maintains and updates personnel benefits records.</p> <p><b>Qualifications</b> Bachelor's degree and at least 2 years of experience in areas such as employee labor relations (ELR) services across all disciplines and organization.</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>2</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>8</td> <td>4</td> <td>6</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	I	2	2	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	8	4	6	3	1	1	1	1
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	H0030	Employee & Labor Relations Level II	<p>Provides employee labor relations (ELR) services across all disciplines and organization. The ELR Specialist will have 5 years' experience and provides advice and assistance in the areas of complex conduct and discipline issues; administers employee relations programs, functions, and in-house training; ensures work performance conforms to established policies. Investigates problems, including disciplinary actions and working conditions; provides guidance and recommendations for problem resolution. Assists employees and management in resolution of work-related conflicts; provides recommendations for solutions. Provides information to employees regarding government/agency rules, regulation and procedures. Prepares reports; gathers information; provides trends analysis; monitors compliance. Maintains and updates personnel benefits records.</p> <p><b>Qualifications</b> Bachelor's degree and at least 5 years of experience in areas such as employee labor relations (ELR) services across all disciplines and organization.</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>3</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>10</td> <td>8</td> <td>8</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	3	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	10	8	8	6	3	2	2	1
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	H0031	Employee & Labor Relations Level III	<p>Provides employee labor relations (ELR) services across all disciplines and organization. The ELR Specialist will have 10 years' experience and provides advice and assistance in the areas of complex conduct and discipline issues; administers employee relations programs, functions, and in-house training; ensures work performance conforms to established policies. Investigates problems, including disciplinary actions and working conditions; provides guidance and recommendations for problem resolution. Assists employees and management in resolution of work-related conflicts; provides recommendations for solutions. Provides information to employees regarding government/agency rules, regulation and procedures. Prepares reports; gathers information; provides trends analysis; monitors compliance. Maintains and updates personnel benefits records.</p> <p><b>Qualifications</b> Bachelor's degree and at least 10 years of experience in areas such as employee labor relations (ELR) services across all disciplines and organization.</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>10</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>III</td> <td>NA</td> <td>NA</td> <td>15</td> <td>10</td> <td>6</td> <td>4</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	10	6	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	NA	NA	15	10	6	4	2	2
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	H0032	Human Resource Assistant Level I	<p>Provides advanced office support. The Human Resource Assistant will have 0-2 years' experience and plans and organizes administrative operations, assists with program planning and development. Creates and manages documentation in electronic and hard copy formats. Prepares required reports; arranges travel for staff; assembles material for meetings; orders supply, Develops spreadsheets and reports to track budgets, expenditures. Provides formatting and editing for reports, proposals and presentations. Maintains departmental calendar; schedules meetings and training and administrative duties.</p> <p>Minimum Education. High School Equivalency or Associates Degree in Human Resources, Business or related field or equivalent experience.</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL</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>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">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>2</td> <td>0</td> <td>1</td> <td>1</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	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	2	0	1	1	0	0	0	0
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	H0033	Human Resource Assistant Level II	<p>Provides advanced office support. The Human Resource Assistant will have 3 years' experience and plans and organizes administrative operations, assists with program planning and development. Creates and manages documentation in electronic and hard copy formats. Prepares required reports; arranges travel for staff; assembles material for meetings; orders supply, Develops spreadsheets and reports to track budgets, expenditures. Provides formatting and editing for reports, proposals and presentations. Maintains departmental calendar; schedules meetings and training and administrative duties.</p> <p>Minimum Education. High School Equivalency or Associates Degree in Human Resources, Business or related field or equivalent experience.</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL</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>3</td> <td>2</td> <td>2</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</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	3	2	2	1	0	0	0	0
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	H0034	Human Resource Assistant Level III	<p>Provides advanced office support. The Human Resource Assistant will have 8 years' experience and plans and organizes administrative operations, assists with program planning and development. Creates and manages documentation in electronic and hard copy formats. Prepares required reports; arranges travel for staff; assembles material for meetings; orders supply, Develops spreadsheets and reports to track budgets, expenditures. Provides formatting and editing for reports, proposals and presentations. Maintains departmental calendar; schedules meetings and training and administrative duties.</p> <p>Minimum Education. Associates or Bachelor's Degree in Human Resources, Business or related field or equivalent experience.</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>8</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>12</td> <td>10</td> <td>10</td> <td>7</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	8	4	LEVEL	NO DEGREE		ASSOCIATE'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	12	10	10	7	0	0	0	0
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II	12	10	10	7	0	0	0	0																													

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	H0035	Administrative Assistant Level I	<p>Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Prepares and edits technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation in hard copy or using software such as Microsoft Project or Primavera. Performs a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Interacts with senior level managers as directed. Coordinates a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to personnel and document control and scheduling, ensuring efficient operation of conference facilities and efficient conduct of office operations. Performs miscellaneous job-related duties supporting the team with research, studies, analyses, scenarios/simulations, reports and business policy, regulation and/or strategy development. Assist with meeting minutes, and related decision support services. Provide administrative support to Acquisition Management Team with procurement strategy and drafting the acquisition document development to include but not limited to cost/price estimates, quality assurance surveillance plans, statement of work, synopses, solicitations and other supporting documents.</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL</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">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>1</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	3	2	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	1	1	0	0	0	0	0	0
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Reserved	Labor Cat. No.	Job Title	Description																																		
	H0036	<b>Administrative Assistant Level II</b>	<p>Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Prepares and edits technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation in hard copy or using software such as Microsoft Project or Primavera. Performs a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Interacts with senior level managers as directed. Coordinates a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to personnel and document control and scheduling, ensuring efficient operation of conference facilities and efficient conduct of office operations. Performs miscellaneous job-related duties supporting the team with research, studies, analyses, scenarios/simulations, reports and business policy, regulation and/or strategy development. Assist with meeting minutes, and related decision support services. Provide administrative support to Acquisition Management Team with procurement strategy and drafting the acquisition document development to include but not limited to cost/price estimates, quality assurance surveillance plans, statement of work, synopses, solicitations and other supporting documents.</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL</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>6</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">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>3</td> <td>2</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	II	6	4	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	3	2	1	1	0	0	0	0
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II	3	2	1	1	0	0	0	0																													



Reserved	Labor Cat. No.	Job Title	Description																																		
	H0037	<b>Administrative Assistant Level III</b>	<p>Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Prepares and edits technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation in hard copy or using software such as Microsoft Project or Primavera. Performs a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Interacts with senior level managers as directed. Coordinates a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to personnel and document control and scheduling, ensuring efficient operation of conference facilities and efficient conduct of office operations. Performs miscellaneous job-related duties supporting the team with research, studies, analyses, scenarios/simulations, reports and business policy, regulation and/or strategy development. Assist with meeting minutes, and related decision support services. Provide administrative support to Acquisition Management Team with procurement strategy and drafting the acquisition document development to include but not limited to cost/price estimates, quality assurance surveillance plans, statement of work, synopses, solicitations and other supporting documents.</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL</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>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">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>6</td> <td>4</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	III	9	6	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	6	4	3	2	0	0	0	0
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III	6	4	3	2	0	0	0	0																													

Reserved	Labor Cat. No.	Job Title	Description																																		
	H0038	Executive Administrative Assistant Level I	<p>Broadly applies basic principles, theories, and concepts to job assignments. Seasoned level of full competence that all professionals are expected to achieve in the area. Solves a diverse range of complex problems, working with limited direction. Frequently interfaces with internal/external customers and makes significant contributions to department goals and planning efforts. Provide support or advice pertaining to administrative support services essential to efficient operation of a client organization, including but not limited to the following: Provide direct administrative, receptionist, clerical, and office management support to senior client executives, managers, their staffs, and offices/organizations in conjunction with professional business services. Provide administrative business support services in support of program objectives. Support administrative and business phases of program or project management, from planning to closeout as directed by Project or Program Manager(s). This may include management and coordination of calendars and schedules; planning and coordination of meetings, briefings, and other events; supporting visitor and space utilization coordination. Manage support requests for A/V, telecom, and other technical aspects of virtual meetings, town hall meetings, and similar activities. Prepare draft senior level executive correspondence, including emails, letters, notifications and announcements, policy, and other administrative products; produce and disseminate finished versions of approved drafts. Maintain appropriate records. Serve as the office focal point for all matters concerning operational support, human resources and administrative security tasks. Serve as office authority on correspondence preparation. Review incoming and outgoing classified and unclassified correspondence. Draft, process, catalog, file and maintain correspondence, messages, and other documentation and obtain approval from client manager(s).</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL</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>10</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">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>6</td> <td>4</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	10	6	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	I	6	4	3	2	0	0	0	0
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I	6	4	3	2	0	0	0	0																													

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	H0039	<b>Executive Administrative Assistant Level II</b>	<p>Broadly applies basic principles, theories, and concepts to job assignments. Seasoned level of full competence that all professionals are expected to achieve in the area. Solves a diverse range of complex problems, working with limited direction. Frequently interfaces with internal/external customers and makes significant contributions to department goals and planning efforts. Provide support or advice pertaining to administrative support services essential to efficient operation of a client organization, including but not limited to the following: Provide direct administrative, receptionist, clerical, and office management support to senior client executives, managers, their staffs, and offices/organizations in conjunction with professional business services. Provide administrative business support services in support of program objectives. Support administrative and business phases of program or project management, from planning to closeout as directed by Project or Program Manager(s). This may include management and coordination of calendars and schedules; planning and coordination of meetings, briefings, and other events; supporting visitor and space utilization coordination. Manage support requests for A/V, telecom, and other technical aspects of virtual meetings, town hall meetings, and similar activities. Prepare draft senior level executive correspondence, including emails, letters, notifications and announcements, policy, and other administrative products; produce and disseminate finished versions of approved drafts. Maintain appropriate records. Serve as the office focal point for all matters concerning operational support, human resources and administrative security tasks. Serve as office authority on correspondence preparation. Review incoming and outgoing classified and unclassified correspondence. Draft, process, catalog, file and maintain correspondence, messages, and other documentation and obtain approval from client manager(s).</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL</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>13</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">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>8</td> <td>5</td> <td>4</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	II	13	8	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	II	8	5	4	2	0	0	0	0
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	H0040	Executive Administrative Assistant Level III	<p>Broadly applies basic principles, theories, and concepts to job assignments. Seasoned level of full competence that all professionals are expected to achieve in the area. Solves a diverse range of complex problems, working with limited direction. Frequently interfaces with internal/external customers and makes significant contributions to department goals and planning efforts. Provide support or advice pertaining to administrative support services essential to efficient operation of a client organization, including but not limited to the following: Provide direct administrative, receptionist, clerical, and office management support to senior client executives, managers, their staffs, and offices/organizations in conjunction with professional business services. Provide administrative business support services in support of program objectives. Support administrative and business phases of program or project management, from planning to closeout as directed by Project or Program Manager(s). This may include management and coordination of calendars and schedules; planning and coordination of meetings, briefings, and other events; supporting visitor and space utilization coordination. Manage support requests for A/V, telecom, and other technical aspects of virtual meetings, town hall meetings, and similar activities. Prepare draft senior level executive correspondence, including emails, letters, notifications and announcements, policy, and other administrative products; produce and disseminate finished versions of approved drafts. Maintain appropriate records. Serve as the office focal point for all matters concerning operational support, human resources and administrative security tasks. Serve as office authority on correspondence preparation. Review incoming and outgoing classified and unclassified correspondence. Draft, process, catalog, file and maintain correspondence, messages, and other documentation and obtain approval from client manager(s).</p> <p><b>EDUCATIONAL REQ: HIGH SCHOOL</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENT WITH ASSIGNED DEGREE:</b></p> <table border="1" data-bbox="816 1539 1430 1650"> <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>15</td> <td>10</td> </tr> </tbody> </table> <p><b>EDUCATION/EXPERIENCE ALTERNATE:</b></p> <table border="1" data-bbox="742 1724 1430 1814"> <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>11</td> <td>7</td> <td>6</td> <td>3</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	LEVEL	YEARS OF EXPERIENCE		GENERAL	SPECIFIC	III	15	10	LEVEL	ASSOCIATE'S		BACHELOR'S		MASTER'S		PH.D.		GEN	SPC	GEN	SPC	GEN	SPC	GEN	SPC	III	11	7	6	3	0	0	0	0
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