

# GSA ADVANTAGE – FEDERAL SUPPLY GROUP 874V

**LOGWORLD -- Contract # GS-10F-0070N**

**SIN's OFFERED: 874-501, 874-503, 874-506**

**874-501(RC), 874-503 (RC) & 874-506 (RC)**

**Contract Period: 11/05/07 – 11/04/12 / Supplement #8 Prices as of MOD PS-0011**

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

<http://www.GSAAdvantage.gov/>

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at

<http://www.gsa.gov>

## JAD BUSINESS SERVICES, INC.



**PO Box 953, Shady Side, MD 20764**

**301-261-5538 / Fax (301) 261-5373**

*A Woman Owned, Small Business*

CCR Registered / DUNS 79-3639220

**CONTACT: Adrienne W. Abunassar**

**e-mail: [aabunassar@jadbsi.com](mailto:aabunassar@jadbsi.com)**

**Website: [www.jadbsi.com](http://www.jadbsi.com)**



**SPECIALIZING IN GENERAL WARHOUSE SERVICES, OPERATION OF STOCK ROOMS, STORAGE FACILITIES, INVENTORY MGMT, SHUTTLE & COURIER SERVICES**  
**REFER TO OUR WEB SITE LINK FOR FURTHER INFORMATION [www.jadbsi.com](http://www.jadbsi.com)**

### CONTRACT TERMS

<b>Maximum Order Limitation</b>	\$1,000,000 **	<b>Minimum Order</b>	\$300
<b>Geographic Coverage</b>	Domestic ***	<b>Points of Production</b>	Contractor (Address Above)
<b>Quantity Discounts</b>	See Contractor for Larger Procurements	<b>Prompt Payment Terms</b>	Net 30 Days
<b>Government Credit Card Accepted</b>	Yes	<b>Terms of Government Credit Card</b>	\$3000 or Less
<b>Foreign Items</b>	None	<b>Time of Delivery</b>	30 Days or as specified
<b>Overnight &amp; Urgent Requirements</b>	Contact Contractor	<b>FOB Points</b>	Destination
<b>Ordering &amp; Payment Address</b>	Contractor's ( Same as above)		

\*\*Pricing applies to orders of \$1,000,000 and under; contact contractor for possible discounts on larger procurements

### CLIENT LISTING

US Department of Justice	National Institutes of Health	US Peace Corps
US Naval Academy	US Dept of Agriculture	US Customs Service
Federal Communication Commission	Federal Occupational Health	Bolling Air Force Base
Andrews Air Force Base	Keller Army Community Hospital	Drug Enforcement Agency
University of Maryland University College	National Gallery of Art	Commodity Futures Trading Commission
Office of Minority Health	GXS	Cannon Air Force Base
Ft.Bragg	Sarai Imports	Custom Leasing Corporation

**PRICE LIST –SERVICE CONTRACT ACT (SCA) CATEGORIES**

*“Prices Shown Herein are Net (discount deducted)”Contact Contractor for Possible Discounts on Larger Procurements*

**SCA CATEGORY HOURLY RATES ARE SUBJECT TO ADJUSTMENT IAW FAR 52.222-43**

<b><u>SCA LABOR CATEGORY MATRIX</u></b> <b>SINs 874-501, 874-503 &amp; 874-506</b> <b>874-501(RC), 874-503(RC) &amp; 874-506(RC)</b>			<b><u>SCA LABOR CATEGORY MATIX</u></b> <b>SINs 874-501, 874-503 &amp; 874-506</b> <b>874-501(RC), 874-503(RC) &amp; 874-506(RC)</b> <b>CONTINUED</b>		
ADMINISTRATIVE ASSISTANT	01020	46.81	SECRETARY I	01311	29.50
BUS DRIVER	31030	33.38	SECRETARY II	01312	32.33
COMPUTER PROGRAMMER I	14071	40.73	SECRETARY III	01313	39.04
DATA ENTRY OPERATOR I	01051	24.27	SERVICE ORDER DISPATCHER	01320	27.92
DATA ENTRY OPERATOR II	01052	26.10	SHIPPING PACKER	21110	25.51
DISPATCHER, MOTOR VEHICLE	01060	29.39	SHIPPING/RECEIVING CLERK	21130	25.70
DRIVER COURIER	31043	23.54	SHUTTLE BUS DRIVER	31290	26.11
DUPLICATING MACHINE OPERATOR	01090	24.24	STOCK CLERK	21150	27.67
FORKLIFT OPERATOR	21020	29.56	SUPPLY TECHNICIAN	01410	43.35
FURNITURE HANDLER	09040	24.34	RECEPTIONIST	01280	24.46
FURNITURE REPAIRER, MINOR	09110	29.75	TAXI DRIVER	31310	23.70
GENERAL CLERK I	01111	25.31	TOOLS AND PARTS ATTENDANT	21210	30.06
GENERAL CLERK II	01112	27.26	TRUCK DRIVER, HEAVY	31363	31.59
GENERAL CLERK III	01113	30.95	TRUCK DRIVER, LIGHT	31361	26.12
GENERAL MAINTENANCE WORKER	23370	34.08	TRUCK DRIVER, MEDIUM	31362	29.49
LABORER	23470	24.94	TRUCK DRIVER, TRACTOR-TRAILER	31364	31.59
MATERIAL COORDINATOR	21030	34.88	WAREHOUSE SPECIALIST	21410	29.63
MATERIAL EXPEDITER	21040	34.88			
MATERIAL HANDLING LABORER	21050	23.61			
ORDER CLERK I	01191	25.80			
ORDER CLERK II	01192	27.77			
ORDER FILLER	21071	25.73			
PRODUCTION CONTROL CLERK	01270	34.94			

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories identified in the SCA Matrix/Price list above. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number 2005-2103 Rev. #10. Should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

## **PRICE LIST –EXEMPT CATEGORIES**

*“Prices Shown Herein are Net (discount deducted)”Contact Contractor for Possible Discounts on Larger Procurements*

**SINs 874-501, 874-503 & 874-506  
874-501(RC), 874-503(RC) & 874-506(RC)**

**Annual escalating = 3.5%**

### **HOURLY RATES**

<b>LABOR CATEGORY</b>	<b>11/5/07 – 11/4/08</b>	<b>11/5/08 – 11/4/09</b>	<b>11/5/09 – 11/4/10</b>	<b>11/5/10 – 11/4/11</b>	<b>11/5/11- 11/4/12</b>
PROJECT MGR I	44.23	45.78	47.38	49.04	50.76
PROJECT MGR II	48.37	50.06	51.81	53.62	55.50
PROJECT MGR III	53.29	55.16	57.09	59.09	61.16
TRANSPORTATION MGR I	37.21	38.52	39.86	41.26	42.70
TRANSPORTATION MGR II	41.78	43.24	44.75	46.32	47.94

## **PRICE LIST-SUPPORT SERVICES & PRODUCTS**

*“Prices Shown Herein are Net (discount deducted)”Contact Contractor for Possible Discounts on Larger Procurements*

**SIN 874-506, 874-506 (RC)**

**Annual escalating = 3.5%**

### **HOURLY RATES**

<b>DESCRIPTION</b>	<b>11/5/07 – 11/4/08</b>	<b>11/5/08 – 11/4/09</b>	<b>11/5/09 – 11/4/10</b>	<b>11/5/10 – 11/4/11</b>	<b>11/5/11- 11/4/12</b>
CARGO VAN	6.05	6.27	6.49	6.71	6.95
MEDIUM TRUCK	8.80	9.11	9.42	9.75	10.10

**JOB DESCRIPTION**

**PROJECT MANAGER LEVEL I, II, and III  
AND  
TRANSPORTATION MANAGER LEVEL I and II**

---

Develop, monitor and update all project management plans including staffing plans and schedules. Conduct weekly in-depth project review meetings with staff personnel. Provide daily management and operational guidance to all members of the project team. The Manager shall have first line of responsibility for project schedule, quality assurance, and preparation of all deliverables. Maintain close coordination with the Contracting Officer's Technical Representative concerning operational requirements, problems, overall progress, and manpower status, etc. The Project Manager shall have the authority over hiring and firing of project personnel concurrent with client approval and JAD human resources director, interpretation and application of all company rules and regulations and scheduling and approval of shift changes, leaves, etc., Project Manager I, II, III or IV is chosen depending upon the number of employees to be supervised and/or level of education/experience or credentials required by the client.

Placement Guidelines:

<b>JOB TITLE</b>	<b># OF STAFF</b>	<b>EXPERIENCE / EDUCATION</b>
Project Manager I	between 2 and 5	minimum of 2 years supervisory experience; high school diploma/GED
Project Manager II	between 6 and 15	minimum 5 years supervisory experience; high school diploma/GED
Project Manager III	over 16	2 year degree or equivalent 8 years supervisory experience
Transportation Mgr I	Between 2 and 10	Minimum 2 years supervisory experience; high school diploma/GED
Transportation Mgr II	Over 10	Minimum 5 years supervisory experience; high school diploma/GED

## JAD POSITION DESCRIPTIONS – SCA LABOR CATEGORIES

### **01020 ADMINISTRATIVE ASSISTANT**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

### **31030 BUS DRIVER**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED/VALID DRIVER'S LICENSE  
EXPERIENCE 2 YEARS RELATED WORK EXPERIENCE

### **14071 COMPUTER PROGRAMMER I**

The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision. In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

EDUCATION HIGH SCHOOL DIPLOMA + PROGRAMMING TRAINING OR  
ON THE JOB EXPERIENCE  
EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

### **01151 DATA ENTRY OPERATOR I**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR WORK EXPERIENCE

### **01152 DATA ENTRY OPERATOR II**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

**01060 DISPATCHER, MOTOR VEHICLE (Motor Vehicle Utilization Assistant)**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE         2 YEARS RELATED WORK EXPERIENCE

**31043 DRIVER/COURIER**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED/VALID DRIVER'S LICENSE  
EXPERIENCE         1 YEAR RELATED WORK EXPERIENCE

**01090 DUPLICATING MACHINE OPERATOR**

This position operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

EDUCATION           HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE         1 YEAR WORK EXPERIENCE

**21020 FORKLIFT OPERATOR**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED + OPERATOR'S CERTIFICATION  
EXPERIENCE         2 YEAR RELATED WORK EXPERIENCE

**09040 FURNITURE HANDLER**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE         1 YEAR RELATED WORK EXPERIENCE

**09110 FURNITURE REPAIRER, MINOR**

The Furniture Repairer, Minor repairs surface defects of finished wood and metal furniture, using the following methods: (1) Repair defects in finish of wooden furniture; fill holes and cracks with shellac or wax, using

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

### **01110 GENERAL CLERK (Occupational Base)**

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

### **01111 GENERAL CLERK I**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR WORK EXPERIENCE

### **01112 GENERAL CLERK II**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

### **01113 GENERAL CLERK III**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 2 YEARS RELATED WORK EXPERIENCE

### **23370 GENERAL MAINTENANCE WORKER**

The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing,

masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

### **23470 LABORER**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR WORK EXPERIENCE

### **21030 MATERIAL COORDINATOR**

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

This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

### **21040 MATERIAL EXPEDITER**

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

terminal.

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

**21050 MATERIAL HANDLING LABORER**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR WORK EXPERIENCE

**01190 ORDER CLERK (Occupational Base)**

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

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

**01191 ORDER CLERK I**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR WORK EXPERIENCE

**01192 ORDER CLERK II**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

**21071 ORDER FILLER**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR WORK EXPERIENCE

**01270 PRODUCTION CONTROL CLERK**

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May

perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

EDUCATION           HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE           2 YEARS RELATED WORK EXPERIENCE

### **01310 SECRETARY\* (Occupational Base)**

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

### **Classification by Level**

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

#### **Level of Secretary's Supervisor (LS)**

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

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

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

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

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

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

#### Level of Secretary's Responsibility (LR)

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

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

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

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

- a. screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own supervisor's name.
- b. Schedule tentative appointments without prior clearance Make arrangements for conferences and meetings and assemble established background materials as directed May attend meetings and record and report on the proceedings.
- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;

d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;

e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office of forwards for processing

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

a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval:

b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;

c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;

d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;

e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

#### CRITERIA FOR MATCHING SECRETARIES BY LEVEL

Secretary 1 (01311), Secretary II (01312), Secretary III (01313),

	LR-1	LR-2	LR-3
LS-1	SEC 1 01311	SEC II 01312	SEC III 01313
LS-2	SEC 1 01311	SEC III 01313	SEE ADMIN ASST
LS-3	SEC I 01311	SEE ADMIN ASST	SEE ADMIN ASST

#### **SEC I:**

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR WORK EXPERIENCE

#### **SEC II:**

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

#### **SEC III:**

EDUCATION HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE 2 YEAR RELATED WORK EXPERIENCE

### **01320 SERVICE ORDER DISPATCHER**

This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to insure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment

EDUCATION           HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE         1 YEAR RELATED WORK EXPERIENCE

### **21110 SHIPPING PACKER**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE         1 YEAR WORK EXPERIENCE

### **21130 SHIPPING/RECEIVING CLERK**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE         1 YEAR WORK EXPERIENCE

### **31290 SHUTTLE BUS DRIVER**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED/VALID DRIVER'S LICENSE  
EXPERIENCE         2 YEARS RELATED WORK EXPERIENCE

### **21150 STOCK CLERK**

The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools,

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE         1 YEAR WORK EXPERIENCE

### **01410 SUPPLY TECHNICIAN**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE         2 YEARS RELATED WORK EXPERIENCE

### **01280 RECEPTIONIST**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED  
EXPERIENCE         1 YEAR WORK EXPERIENCE

### **31310 TAXI DRIVER**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED/VALID DRIVER'S LICENSE  
EXPERIENCE         1 YEAR RELATED WORK EXPERIENCE

### **21210 TOOLS PARTS ATTENDANT**

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

EDUCATION           HIGH SCHOOL DIPLOMA/GED

EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

**31360 TRUCK DRIVER OCCUPATIONAL BASE**

The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order

**31361 TRUCK DRIVER, LIGHT**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED/VALID DRIVER'S LICENSE

EXPERIENCE 1 YEAR RELATED WORK EXPERIENCE

**31362 TRUCK DRIVER, MEDIUM**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED/VALID DRIVER'S LICENSE

EXPERIENCE 1 YEARS RELATED WORK EXPERIENCE

**31363 TRUCK DRIVER, HEAVY**

Straight truck, over 4 tons, usually 10 wheels

EDUCATION HIGH SCHOOL DIPLOMA/GED/VALID DRIVER'S LICENSE

EXPERIENCE 2 YEARS RELATED WORK EXPERIENCE

**31364 TRUCK DRIVER, TRACTOR TRAILER**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED/VALID DRIVER'S LICENSE

EXPERIENCE 2 YEARS RELATED WORK EXPERIENCE

**21410 WAREHOUSE SPECIALIST**

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

EDUCATION HIGH SCHOOL DIPLOMA/GED

EXPERIENCE 2 YEARS RELATED WORK EXPERIENCE