

**Management, Organizational And Business
Improvement Services (MOBIS)
Contract No. GS-10F-0435M**

**Labor Categories With
Maximum Hourly and Annual Bill Rates**

**Choctaw Management Services Enterprise (CMSE)
2161 NW Military Hwy.
Suite 308
San Antonio, Texas 78213
Phone: 877-267-3728
Fax: 210-341-3455
www.cmse.net**

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MOBIS

LABOR Category & Descriptions

NOTE: Annual rates are based on 1840 hours.

Specialized Expert

Minimum/General Experience: 10 years or more of detailed knowledge and experience in science, economics, physics, pathology, education, labor, or in a specialized field of work such as but not limited to health services, social services or forensic science.

Functional Responsibility: Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solution, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization: Consults with client to ascertain and define need or problem area, and determine scope of investigation required to obtain solution. Conducts study or survey on need or problem to obtain data required for solution. Analyzes data to determine solution, such as installation of alternate methods and procedures, changes in processing methods and practices, modification of machines or equipment, or redesign of products or services. Conduct research into the phases of physical phenomena; develop theories and laws on the basis of observation and experiments; and devise methods to apply laws and theories to industry and other fields. Advise client on alternate methods of solving need or problem, or recommends specific solution. Provides consulting service to government in field of specialization. May be designated according to field of specialization such as engineering or science discipline, economics, physics, pathology, education, labor, or in specialized field of work such as but not limited to health services, social services, or forensic services.

Minimum Education: Master's Degree in the required field of expertise. 10 years of experience or specialized certification in field of expertise may be substituted in lieu of Master's Degree.

Project Manager III

Minimum/General Experience: 10 years or more of directly related and progressively more responsible work experience to include 6 years of management experience or equivalent combination.

Functional Responsibility: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters: Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.

Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activities with activities of government regulatory or other governmental agencies.

Minimum Education: Master's Degree in a Business Process Reengineering or related field or a Bachelor Degree and 15 years experience.

Project Manager II

Minimum/General Experience: 5 years or more of directly related and progressively more responsible work experience to include 3 years of management experience or equivalent combination.

Functional Responsibility: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters: Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activities with activities of government regulatory or other governmental agencies.

Minimum Education: Master's Degree in a Business Process Reengineering or related field or a Bachelor Degree and 10 years experience.

Project Manager I

Minimum/General Experience: 3 years or more of directly related and progressively more responsible work experience to include 2 years of management experience or equivalent combination.

Functional Responsibility: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters: Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.

Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activities with activities of government regulatory or other governmental agencies.

Minimum Education: Bachelor's Degree or Associate's Degree and 5 years of experience.

Project Lead II

Minimum/General Experience: Minimum of 4 years of directly related and progressively more responsible experience in developing business systems including the ability to provide consultation on technical matters.

Functional Responsibility: Provides support to the overall project effort by providing expertise in developing business systems to include technical advice. Investigates, analyzes, designs, develops, and implements cost effective solutions to business issues. Investigates, plans, analyzes, designs, codes, tests, implements, trains, and supports quality systems. Analyzes, investigates, and helps to develop proposed solutions to business sponsored initiatives. Supervises a technical support team and provides technical support to project team members.

Minimum Education: Bachelor's Degree in Business Management, Information Resources, or related subject.

Project Lead I

Minimum/General Experience: Minimum of 2 years of directly related and progressive experience in application systems and programming.

Functional Responsibility: Provides expertise in application systems and programming in support of organizational project goals. Designs, plans, and coordinates work teams. Provides technical support to project team members. Handles complex application features and technical designs. Designs and implements the components required for complex application features. May manage a staff of applications systems analysts.

Minimum Education: Bachelor's Degree in Business Management, Information Resources, or related subject. Associate's degree and 6 years of directly related experience may be substituted.

Administrative Services Manager

Minimum/General Experience: Minimum of 7 years of directly related and progressively more responsible experience in administrative services.

Functional Responsibility: Has overall responsibility for the delivery of a variety of services. Plans, directs, supervises, and coordinates the delivery of services which may include, but is not

limited to: office support services, information processing, information transfer, mail distribution, messenger services, telecommunications support, maintenance oversight, purchasing, and security. Typically reports to a senior manager.

Minimum Education: Bachelor's Degree in Administrative Management, Business Management or related subject. Associate's Degree and 4 years or no degree and 10 years of directly related experience may be substituted.

Logistics Manager

Minimum/General Experience: 6 years of experience in managing distribution of goods, services and personnel.

Functional Responsibility: Plan, organize, direct, control, or coordinate activities related to: worldwide distribution of products telephone, telegraph, radio, or television; transporting people or goods by air, highway, railway, water, or pipeline; managing warehousing and storage facilities; managing implementation and office inventories worldwide.

Minimum Education: Bachelor's Degree in a related field.

Material Manager

Minimum/General Experience: 7 years or more of progressively responsible experience in logistics, personnel or material management.

Functional Responsibility: Plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services.

Minimum Education: Bachelor's Degree in Business Management or a related field or an Associate's Bachelor Degree and 4 years experience or a combination of work experience and technical course certificates.

Lead Warehouseman

Minimum/General Experience: 2 years of experience in receiving, storing and distributing material, tools, equipment and products.

Functional Responsibility: Performs any combination of following tasks to receive, store, and distribute material, tools, equipment, and products within establishments: Reads production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed. Conveys materials and items from receiving or production areas to storage or to other designated areas. Fills requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to production workers or assembly line. Assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to packing station or shipping department. May track, organize, count, or weigh materials as necessary. May use computer to enter and maintain inventory records.

Minimum Education: Bachelor's Degree in Logistics or a related field or an Associate's Degree and 2 years experience.

Warehouseman

Minimum/General Experience: 2 years of experience in reviewing, analyzing, and suggesting improvements to business and organizational systems.

Functional Responsibility: Conveys materials and items from receiving or production areas to storage or to other designated areas by hand or electric handtruck. Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence, such as size, type, style, color, or product code. Sorts and stores perishable goods in refrigerated rooms. Fills requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to production workers or assembly line. Assembles customer orders from stock and places orders on pallets or shelves. Packs, identifies, and marks items for shipping. Opens containers and records amounts of materials or items received or distributed. Weighs or counts items for distribution within plant to ensure conformance to company standards. May use computer to enter records, drive transport vehicles, and prepare parcels for mailing.

Minimum Education: High school diploma or equivalent.

Sr. Management Analyst

Minimum/General Experience: 7 years or more of progressively more responsible experience in reviewing, analyzing, and suggesting improvements to business and organizational systems.

Functional Responsibility: Review, analyze, and suggest improvements to business and organizational systems. Conduct organizational studies and evaluations, design efficient and effective systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals.

Minimum Education: Master's Degree in Business Management or a related field or a Bachelor Degree and 10 years experience.

Management Analyst

Minimum/General Experience: 2 years of experience in reviewing, analyzing, and suggesting improvements to business and organizational systems.

Functional Responsibility: Review, analyze, and suggest improvements to business and organizational systems. Conduct organizational studies and evaluations, design efficient and effective systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals.

Minimum Education: Bachelor's Degree in Business Management or a related field or an Associate's Degree and 2 years experience.

Applications Systems Analyst

Minimum/General Experience: Minimum of 4 years directly related and progressively more responsible experience in performing systems analysis. Must have a working knowledge of information systems and client-server concepts.

Functional Responsibility: Reviews, analyzes, and modifies instructional sets within information systems including encoding, testing, debugging, and installing in support of project application systems. Consults with the customer to identify current operating procedures and to clarify program objectives. Ability to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Relies on experience and judgment to plan and accomplish goals. Reports to a project leader or manager.

Minimum Education: Bachelor's Degree in Information Resources, Computer Science, or related subject or Associate's Degree and 6 years of related experience.

Organizational Development Manager

General Experience: 4 years or more of progressively more responsible experience in organizational development, design, and operations.

Functional Responsibility: Plan, organize, direct, control, or coordinate the personnel, training, or labor relations activities of an organization. Work may involve establishing employer/employee relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating collective bargaining activities; and advising on labor contract administration.

Minimum Education: Bachelor's Degree in Business Management, Organizational Studies or other related field.

Operations Analyst

Minimum/General Experience: 4 years or more of directly related and progressively more responsible experience in data collection analyses.

Functional Responsibility: Conduct analyses of management and operational problems in terms of management information and concepts. Formulate mathematical or simulation models of the problem for solution by computer or other method. May develop and supply time and cost networks such as program evaluation and review techniques.

Minimum Education: Master's Degree in Management or a related field or a Bachelor Degree and 6 years experience.

Sr. Statistician

Minimum/General Experience: Minimum of 8 years of progressively more responsible and complex experience in statistical methodology and its application in a variety of settings.

Functional Responsibility: Serves as the senior statistical consultant to the senior management team. Analyzes and interprets data from various sources. Compiles reports, charts, and tables based on established statistical methods. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of complicated tasks. Reports to the Program Manager or other senior management personnel.

Minimum Education: Bachelor's Degree in Mathematics, Statistics, Business Management, or other related field.

Statistician

Minimum/General Experience: Minimum of 2 years of experience applying statistical methods in a variety of settings and performing statistical analyses.

Functional Responsibility: Plans data collection, and analyzes and interprets numerical data from experiments, studies, surveys, and other sources and applies statistical methodology to provide information for scientific research and statistical analysis: Plans methods to collect information and develops questionnaire techniques according to survey design. Conducts surveys utilizing sampling techniques or complete enumeration bases. Evaluates reliability of source information, adjusts and weighs raw data, and organizes results into form compatible with analysis by computers or other methods. Presents numerical information by computer readouts, graphs, charts, tables, written reports or other methods. Describes sources of information, and limitations on reliability and usability. May analyze and interpret statistics to point up significant differences in relationships among sources of information, and prepare conclusions and forecasts based on data summaries.

Minimum Education: Bachelor's Degree in Mathematics, Statistics, Business Management, or other related field.

Sr. Financial Analyst

Minimum/General Experience: Minimum of 7 years of directly related and progressive experience in finance and accounting.

Functional Responsibility: Provides expert advice in finance and accounting systems in support of overall project efforts. Responsible for directing an organization's accounting functions. These functions include establishing and maintaining the organization's accounting principles, practices, and procedures. Prepares financial reports and presents findings and recommendations to top management.

Minimum Education: Bachelor's Degree in Business Management or other related field.

Financial Systems Administrator

Minimum/General Experience: Minimum of 5 years experience preparing financial reports and presenting findings and recommendations to a management team.

Functional Responsibility: Assists the Sr. Financial Analyst in directing an organization's accounting functions. These functions include establishing and maintaining an organization's accounting principles, practices, and procedures. Reports to senior financial and management personnel.

Minimum Education: Bachelor's Degree in Accounting, Management or a related field.

Bookkeeper

Minimum/General Experience: Minimum of 2 years experience providing bookkeeping or accounting services.

Functional Responsibility: Keeps records of financial transactions for establishment, using calculator and computer. Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents, such as sales slips, invoices, receipts, check stubs, and computer printouts. Compiles statistical reports such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business. Calculates employee wages, prepares summaries of earnings, and compiles withholding, Social Security, and other tax reports. May compute, type, and mail monthly statements to customers.

Minimum Education: Bachelor's Degree in Accounting or a related field, or Associate's Degree and 2 years of experience, or a combination of experience and a technical training certificate from an accredited institution.

Information Systems Support Manager

Minimum/General Experience: Minimum of 4 years directly related experience in the deployment, maintenance, support, and upgrade of computers, software and operating systems.

Functional Responsibility: Directs, establishes, plans, and implements the policies and procedures to support the customer's information services. Manages the deployment, maintenance, support and upgrade of servers, desktop PCs, hardware, software, operating systems, and distributed printers. Relies on experience and judgment to plan and accomplish goals. Supervises support personnel.

Minimum Education: Bachelor's Degree in Computer Science, Engineering or related subject or Associate's Degree or Technical Certification and 6 years of related experience.

Information Systems Administrator

Minimum/General Experience: Minimum of 4 years of directly related and progressively more responsible experience in administering information resources and information systems.

Functional Responsibility: Provides functional expertise to the management team in the installation, configuration, and maintenance of the organization's information systems. Builds systems and maintains external and internal web presence. Responsible for maintaining system backups on internal and external web network servers. Familiar with state of the art concepts, practices, and procedures within the information exchange and transfer arena. Ability to work independently or under general supervision. Typically reports to a project leader or manager.

Minimum Education: Bachelor's Degree in Information Resources, Computer Science, or related subject or Associate's degree and 6 years of related experience.

Information Systems Support Specialist III

Minimum/General Experience: Minimum of 6 years related and progressively more responsible and complex experience in Information Systems support.

Functional Responsibility: Supports, monitors, tests, and troubleshoots problems pertaining to an organizational or program related information system. Provides end user support for all organization-wide applications. Recommends, plans, and supervises the installation and configuration of information workstations. Familiar with a variety of concepts, practices, and procedures related to information technology. May lead and direct the work of others. Typically reports to a project leader or manager.

Minimum Education: Bachelor's Degree, or Associate's Degree and 8 years directly related experience or certification or specialized training from a recognized technical training source and 10 years of experience.

Information Systems Support Specialist II

Minimum/General Experience: Minimum of 4 years of related experience in supporting organizational and program level information systems.

Functional Responsibility: Monitors, tests, and troubleshoots problems pertaining to organizational or program related information systems in support of program objectives. Performs schedule maintenance and upgrades. Provides end user support. Works under general supervision.

Minimum Education: Bachelor's Degree, Associate's Degree or certification or specialized training from a recognized technical training source and 6 years of experience.

Information Systems Support Specialist I

Minimum/General Experience: Minimum of 2 years of related experience in supporting organizational and program level information systems.

Functional Responsibility: Provides assistance and support to senior information systems support personnel. Has working knowledge of commonly used concepts, practices, and procedures relating to information technology. Works under immediate supervision.

Minimum Education: Associate's Degree or certification or specialized training from a recognized technical training source and 4 years of experience.

Information Analyst

Minimum/General Experience: Minimum of 8 years of directly related and progressive experience in network planning.

Functional Responsibility: Provides expert analysis on the flow on project information. Consults with customer personnel to minimize costs and maximize efficiency in achieving the stated requirements to develop, plan, and implement the overall strategic goals of network systems. Evaluates and recommends changes for current and future network requirements in order to meet the organization's needs. Manages network analysts and other key project personnel. Relies on experience and judgment to plan and accomplish goals. Reports to and supports senior personnel.

Minimum Education: Bachelor's Degree in Information Technology, Business Management or related subject. Associate's degree and 12 years of directly related experience may be substituted.

Information Flow Analyst

Minimum/General Experience: Minimum of 5 years directly related experience in information systems and organizational information resource planning.

Functional Responsibility: Supports the customer by reviewing, planning, and evaluating information systems in support of project goals. May troubleshoot information systems and recommend improvements on information systems to the customer and contract senior management. Prepares documentation/project tracking and management reporting. Provides tactical and strategic input on overall information systems planning and related projects. May lead and direct the work of others.

Minimum Education: Bachelor's Degree in Information Resources, Computer Science, or related subject or Associate's Degree and 6 years of related experience.

Information Manager

Minimum/General Experience: Minimum of 4 years of directly related and progressively more responsible experience in information systems and systems analysis.

Functional Responsibility: Reviews, evaluates, designs, implements, and maintains part or all of a company's information systems. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams, and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Familiar with a variety concepts, practices, and procedures in the field of information technology. Leads and directs the work of others.

Minimum Education: Bachelor's Degree in Information Science, Business Management or related subject. Associate's degree and 8 years of directly related experience may be substituted.

Sr. Instructor

Minimum/General Experience: Minimum of 7 years of directly related and progressively more responsible experience in the delivery of training instruction and services.

Functional Responsibility: Works collaboratively with other members of the training support staff, prepares lesson plans, handouts, and syllabi to support training for new and improved processes. Performs general technical classroom instruction. Instructs students in various subject matters, utilizing various methods of lecture and demonstration; uses audiovisual aids and other materials to supplement presentations.

Minimum Education: Bachelor's Degree in Education, Business Management or related subject. Associate's degree and 12 years of directly related experience may be substituted.

Instructor

Minimum/General Experience: Minimum of 5 years directly related and progressively more responsible experience in the delivery of training instruction and services.

Functional Responsibility: Provides instruction to clients using course material developed by the training support staff. Prepares material including handouts, completion certificates, and course critique forms. Assists the Senior Instructor in the conduct of formal classroom courses, workshops, and seminars, as needed. Familiar with standard concepts, practices, and procedures within field of study.

Minimum Education: Bachelor's Degree in Education, Business Management or related subject. Associate's degree and 8 years of directly related experience may be substituted.

Training Specialist III

Minimum/General Experience: Minimum of 4 years experience in a training or classroom instructional setting.

Functional Responsibility: Provides project support by designing and conducting training programs in support of the client. Familiar with a variety of concepts, practices, and procedures

in the field of study. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. Reports directly to an executive or head of a unit/department.

Minimum Education: Bachelor's Degree in Education, Business Management or related subject. Associate's degree and 6 years of directly related experience may be substituted.

Training Specialist II

Minimum/General Experience: Minimum of 2 years experience in a training or classroom instructional setting.

Functional Responsibility: Participates in and conducts company training programs. Familiar with standard concepts, practices, and procedures within the field of study. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Minimum Education: Bachelor's Degree in Education, Business Management or related subject. Associate's degree and 4 years of directly related experience may be substituted.

Training Specialist I

Minimum/General Experience: Minimum of 2 years of general experience in the field related to training and instruction.

Functional Responsibility: Conducts company training programs. Has knowledge of commonly used concepts, practices, and procedures within the field of study. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

Minimum Education: Bachelor's Degree in Education, Business Management or related subject. Associate's degree and 2 years of general experience may be substituted.

General Clerk III

Minimum/General Experience: Minimum of 4 years experience providing general and technical assistance to senior technical and management personnel.

Functional Responsibility: Supports the management team by performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Uses a computer terminal, typewriter, and other word processors. Familiar with a variety of office procedures. May direct and lead the work of others. Typically reports to a manager.

Minimum Education: High School Diploma or Equivalent plus additional education or technical certification.

General Clerk II

Minimum/General Experience: Minimum of 2 years experience providing general and technical assistance to senior technical and management personnel.

Functional Responsibility: Supports program efforts by performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Uses a computer terminal, typewriter, and other word processors. Familiar with standard administrative procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager.

Minimum Education: High School Diploma or Equivalent

General Clerk I

Minimum/General Experience: Familiar with performing clerical services in a professional office setting.

Functional Responsibility: Provides administrative support to the management team. Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Has knowledge of common office procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Reports to a supervisor or manager.

Minimum Education: High School Diploma or Equivalent

Human Resources Technician

Minimum/General Experience: Minimum of 4 years experience providing human resources assistance to senior administrative and technical personnel.

Functional Responsibility: Carries out policies relating to all phases of personnel activity: Recruits, interviews, and selects employees to fill vacant positions. Conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Meets with government representatives and supervisors to resolve grievances. Writes separation notices for employees separating with cause and conducts exit interviews to determine reasons behind separations. Represents company at personnel-related hearings and investigations. May administer manual and dexterity tests to applicants. May supervise clerical workers. Keeps records of hired employee characteristics for governmental reporting purposes. May make employee presentations on personnel programs.

Minimum Education: Associate's Degree in a related field and 3 years of experience or 5 years of progressive experience in human resources or personnel management.

Administrative Assistant IV

Minimum/General Experience: Minimum of 7 years general experience with 2 years experience supervising others. Familiar with administrative support software and equipment and general procedures applicable in a professional office setting.

Functional Responsibility: Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control, and special management studies. Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions. Analyzes unit operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. Analyzes jobs to delimit position responsibilities for use in wage-and-salary adjustments, promotions, and evaluation of workflow. Studies methods of improving work measurements or performance standards. Coordinates collection and preparation of operating reports, such as time-and-attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data. Prepares reports including conclusions and recommendations for solution of administrative problems. Issues and interprets operating policies. Reviews and answers correspondence.

Minimum Education: Associate's Degree in a related field or High School Diploma plus 10 years related experience.

Administrative Assistant III

Minimum/General Experience: Minimum of 4 years general experience with the ability to supervise other support personnel. Familiar with administrative support software and equipment and general procedures applicable in a professional office setting.

Functional Responsibility: Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control, and special management studies. Coordinates collection and preparation of operating reports, such as time-and-attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data. Prepares reports, reviews and answers correspondence.

Minimum Education: High School Diploma plus additional administrative or technical training or High School Diploma plus 2 years directly related experience.

Administrative Assistant II

Minimum/General Experience: Minimum of 2 years general experience. Familiar with performing clerical services in a professional office setting.

Functional Responsibility: Assists and supports senior administrative and technical personnel. Responsibilities may include but not be limited to: collection and processing time-and-

attendance records, hiring/firing and transfer reports, statistical records and other general record compilation and keeping. May also plan trips for corporate staff and employees including: determining destination, modes of transportation, travel dates, costs, accommodations required, and planning company travel, including foreign and domestic travel. Reviews and directs requests and correspondence to assure prompt and proper handling.

Minimum Education: High School Diploma or Equivalent

Administrative Assistant I

Minimum/General Experience: Entry level Position

Functional Responsibility: Assists and supports senior administrative and technical personnel as needed. Responsibilities may include but not be limited to: Receives callers at establishment, determines nature of business, and directs callers to destination: Obtains caller's name and arranges for appointment with person called upon. Directs caller to destination and records name, time of call, nature of business, and person called upon. Operates PBX telephone console to receive incoming messages. Types memos, correspondence, reports, and other documents. Issues visitor's pass when required.

Minimum Education: High School Diploma or Equivalent