



GSA Labor Category	Education	Minimum Experience	Job Description
Professional Services Personnel			
Administrative Specialist 1	Associate's Degree (or 2 years vocational / technical training beyond high school).	1 year of job-related experience	Prepares and maintains word processing, spreadsheets, graphical and print/production materials, databases and/or other software files and information. Provides overall support to the management team.
Administrative Specialist 2	Bachelor's Degree (or equivalent directly related work experience).	3 years of job-related experience	Applies experience and working knowledge of technical information to include customer specifications and operational reports to assist in the development of technical forms, documentation and reference guides. Provides overall support to the management team to include research and analysis, document and report preparation, and referral services. Position may require the ability to pass and maintain a Security Clearance.
Administrative Specialist Lead	Bachelor's Degree (or equivalent directly related work experience).	5 years of job-related experience	Advises and manages personnel assigned to the support the management team. Interfaces with senior management, business development, engineers, implementation teams, and technical professionals to write, edit and publish documentation to include project schedules, reports, survey results, plans. Tracks and monitors information stream from development to distribution of final product providing final quality assurance for all document deliverables. Position may require the ability to pass and maintain a Security Clearance.
Technical Specialist Trainee	Associate's Degree	No prior work related experience required	Supports technical research for projects, including database management and computer support. Performs design development and analysis and reviews tasks under supervision. Drafts technical presentations.
Technical Specialist 1	Bachelor's Degree	2 years related experience (or equivalent directly related work experience)	Performs design development, analysis, and reviews tasks under limited supervision. Prepares technical presentations. Establishes and maintains central file system and database for tracking and updating project status. Position may require the ability to pass and maintain a Security Clearance.
Technical Specialist 2	Bachelor's Degree	4 years related experience (or equivalent directly related work experience)	Performs a wide range of design development, analysis, and reviews tasks under minimal supervision. Generates and reviews complete design specifications. Coordinates and works with engineering, logistics, financial and project management disciplines to define project specifications and requirements. Position may require the ability to pass and maintain a Security Clearance.
Technical Specialist Lead	Bachelor's Degree	7 years related experience (or equivalent directly related work experience)	Responsible for a wide range of design development, analysis, and review of tasks while providing supervision of contributing technical personnel. Responsible for completed designs, and providing analysis or design review. Provides services as a recognized company/industry expert resource on complex technical problems leading or mentoring technical team members. Position may require the ability to pass and maintain a Security Clearance.
Subject Matter Expert 1	Bachelor's Degree	2 years related experience (or equivalent directly related work experience)	Provides support to management both in organizational and business related tasks. Applies subject area knowledge to solve problems in technical and operational areas to include engineering, logistics, asset management, operations, research, program management, risk, information technology, finance, process improvement, quality, safety and security. Actively participate in meetings, focus groups, teams, and operational performance reviews to assist in collaborative end results. Position may require the ability to pass and maintain a Security Clearance.
Subject Matter Expert 2	Bachelor's Degree	2 years related experience (or equivalent directly related work experience)	Provides support to management both in organizational and business related tasks. Applies subject area expertise to solve complex problems in technical and operational areas to include engineering, logistics, asset management, operations, research, program management, risk, information technology, finance, process improvement, quality, safety and security. Provides expert technical analyses and advice in specific technical and operational areas to support management, organizational and business decisions. Position may require the ability to pass and maintain a Security Clearance.
Subject Matter Expert 3	Bachelor's Degree	4 years related experience (or equivalent directly related work experience)	Provides support to management both in organizational and business related tasks. Applies subject area expertise to solve complex problems in technical and operational areas to include engineering, logistics, asset management, operations, research, program management, risk, information technology, finance, process improvement, quality, safety and security. Actively participate in meetings, focus groups, teams, and operational performance reviews to assist in collaborative end results. Position may require the ability to pass and maintain a Security Clearance.



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Subject Matter Expert 4	Bachelor's Degree	6 years related experience (or equivalent directly related work experience)	Provides support to management both in organizational and business related tasks. Applies subject area expertise to solve complex problems in technical and operational areas to include engineering, logistics, asset management, operations, research, program management, risk, information technology, finance, process improvement, quality, safety and security. Collaborates with customer(s) to determine specific needs and requirements and provide counsel on area of expertise. Provides expert technical analyses and advice in specialized technical areas to support management, organizational and business decisions. Position may require the ability to pass and maintain a Security Clearance.
Business Manager	Bachelor's Degree (or equivalent government or private-sector work experience).	6 years contract management and cost control experience required.	Provides internal management of government contracts from initial response to implementation and operation. Manages compliance to include policy adherence, contract compliance, cost control and customer satisfaction. Actively participate in meetings and financial performance review meetings. Assist in preparation of correspondences, spreadsheets and proposal responses. Position may require the ability to pass and maintain a Security Clearance.
Logistics Specialist 1	Bachelor's Degree	1 year related experience (or equivalent directly related work experience)	Perform research and analysis to develop solution-based alternatives to work performance. Review reports, schedules, plans, procedures and other documentation. Consolidate information and prepare draft operational reports. Assist in preparation of correspondences, spreadsheets, project schedules and presentations. Position may require the ability to pass and maintain a Security Clearance.
Logistics Specialist 2	Bachelor's Degree	3 years related experience (or equivalent directly related work experience)	Review reports, schedules, plans, procedures and other documentation. Consolidates information and prepares operational reports. Supervises and trains entry-level personnel in management, business and organizational aspects of assigned work. Collaborates with customer(s) to define, coordinate and track status of task execution. Position may require the ability to pass and maintain a Security Clearance.
Logistics Specialist 3	Bachelor's Degree	5 years of management experience	Review reports, schedules, plans, procedures and other documentation. Consolidates information and prepares operational reports. Prepares program management correspondences, spreadsheets, project schedules and presentations. Collaborates with customer(s) to define, coordinate and track status of task execution. Position may require the ability to pass and maintain a Security Clearance.
Logistics Specialist Lead	Bachelor's Degree	8 years of management experience	Collaborates daily with the customer(s) on specific needs and requirements to include overseeing task execution. Develops and/or reviews program reports, papers, drawings, specification, procedures, etc. Performs expert-level review, analysis and validation of management and service level and prepares technical reports and briefs. Position may require the ability to pass and maintain a Security Clearance.
Project Manager 1	Bachelor's Degree (or equivalent government or private-sector work experience); MS/MA preferred.	1 year of management experience	Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer's initiatives and metrics. Manages compliance to include policy adherence, customer satisfaction, quality control and safety.
Project Manager 2	Bachelor's Degree (or equivalent government or private-sector work experience); MS/MA preferred.	3 years of management experience	Provides management, organizational, business and technical leadership and services to ensure successful completion of tasks on a timely basis and within budget. Has the authority to resolve problems, allocate resources, management personnel, and monitor operation performance taking direction from government customers to ensure complete satisfaction.
Project Manager 3	Bachelor's Degree (or equivalent directly related work experience).	5 years management experience	Provides management, organization, business and technical leadership and services to assure that contract requirements are being met. Assures that operation and personnel actions and policies are within the established contract guidelines.
Executive 1	Bachelor's Degree	10 yrs of management experience	Provides management, organizational, business and technical leadership. Is responsible for ensuring that individual business elements are conducted in compliance with applicable local, state and federal laws and regulations.
Executive 2	Bachelor's Degree	15 yrs of management experience	Provides management, organizational, business and technical leadership. Plans, procures and oversees staffing to achieve contract milestones and deliverables. Monitors overall performance metrics to ensure quality, timeliness of service, customer satisfaction, and compliance with applicable local, state and federal laws and regulations.



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Service Contract Act Personnel			
01311 Secretary I	Vocational / technical training beyond high school	0 years of job-related experience or equivalent. Requires some knowledge of operating software programs. Position may require the ability to pass and maintain a Security Clearance.	Prepares and submits reports, invoices, vouchers and other documents. Schedules daily work flow and ensures coordination of completed projects. Performs and coordinates duties in one or more of the following areas: accounting, purchasing, marketing, office services and security.
01312 Secretary II	Vocational / technical training beyond high school	1 year of job-related experience or equivalent. Requires basic skills in operating application software, including word processing and spreadsheet programs.	Word-processes correspondence and reports; proofs material. Maintains engineering files and recurring reports. Coordinates meetings, schedules and travel arrangements. Distributes, tabulates and enters time sheets and staff expenses. Position may require the ability to pass and maintain a Security Clearance.
01313 Secretary III	Vocational / technical training beyond high school	3 years of job-related experience. Excellent communication and analytical skills.	Supervises and trains personnel in the areas of clerical and program support. Manages budgets. Generates reports. Manages and maintains document/information databases. Ensures proper operation and maintenance of computer equipment. Working knowledge of computer systems and ability to operate application software, including database, word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.
01314 Secretary IV	Vocational / technical training beyond high school	5 years of job-related experience. Excellent communication and analytical skills.	Supervises and trains personnel in the areas of clerical and program support. Manages budgets. Generates reports. Manages and maintains document/information databases. Working knowledge of computer systems and ability to operate application software, including database, word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.
01050 Dispatcher, Motor Vehicle	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers.
01400 Supply Technician	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Performs limited aspects of technical supply management work related to depot, local, or other supply activities. Assignments usually relate to stable or standardized segments of technical supply management operations. Assignments involve inventory management, material coordination and cataloging.
01612 Word Processor II	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Edits and reformats written and electronic drafts. Transcribes scientific/technical reports, contracts or similar material from voice tapes or handwritten drafts.
01613 Word Processor III	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Comprehensive knowledge of word processing software applications and office practices. Applies knowledge to prepare complex and detailed documents. Independently completes assignments and resolves problems.
21020 Material Coordinator	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities.
21030 Material Expediter	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records.



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Service Contract Act Personnel			
21050 Order Filler	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. 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.
21071 Forklift Operator	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.
21100 Shipping/Receiving Clerk	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. 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; preparing and keeping records of goods received.
21130 Shipping/Packer	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	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.
21400 Warehouse Specialist	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	As directed, performs a variety of warehousing duties which 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.
21150 Stock Clerk	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, 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. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage or of damage to stock, location changes, and refusal of shipments.
31361 Truck Driver-Light	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Straight truck, under 1-1/2 tons, usually 4 wheels.
31362 Truck Driver-Medium	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Straight truck, 1-1/2 to 4 tons inclusive, usually 6 wheels.



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Service Contract Act Personnel			
31364 Truck Driver-Heavy (CDL)	A high school diploma or equivalent	Every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Truck, over 4 tons, usually 10 wheels with airbrakes.



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Transportation Services Personnel			
Executive Program Manager	Graduate degree	Executive role in the organization with a minimum of 18 years logistics experience and project management responsibility and authority.	Maintain executive level relationship and ensures customer satisfaction.
Senior Technical Reviewer	Graduate degree	At least 15 years of experience in the performance of analysis of large and complex problems.	Provide senior level review of the analytical process, results of analysis conducted and technical documents presenting the methods, results, and conclusions of the analysis program.
Project Manager	Graduate degree	Professional with minimum of 10 years project management experience.	Overall project responsibility allocating technical, operational and administrative resources. Lead responsibility for business and technical issues and the relationship with customers. Ensures that all phases of research, development and documentation are supported including requirements analysis, documentation, design and testing are provided to customer satisfaction.
Director of Logistics	Graduate degree	Professional with a minimum of 12 years math and operations research and analysis work with logistics business understanding.	Lead analysis for large technical and complex problems. Responsible for collecting and organizing large data sets providing the necessary logistics information.
Logistics Manager	Graduate degree	10 years math and operations research and analysis work with logistics business understanding.	Lead analysis for large technical and complex problems. Responsible for collecting and organizing large data sets providing the necessary logistics information.
Project Specialist	Bachelor's Degree (or equivalent directly related work experience).	5 years technical professional with management and interpersonal skills.	Serves as the on-site lead for analytical support. Daily interaction with customer on information and technical issues, and supporting customer communications. Providing a link between logistics team and the customer.
Service Director	Bachelor's Degree in business	3 years experience in logistics management efforts.	Responsible for coordination and oversight of services provided by vendors and subcontractors.
Technical Writer	Bachelor's Degree in a technical area or in English / communications	2 years experience with demonstrated proficiency in technical report preparation.	Formats and prepares project reports and other technical documents.
Logistics Service Manager	Bachelor's Degree	8 years transportation or logistics management experience.	Coordinates and manages transportation activities. Responsible for executing the logistics operations strategy. Interacts directly with customer representatives, carriers, and logistics team to ensure quality service and deliver value to customer's supply chain. Optimizes, monitors and tracks transportation shipments, identifies opportunities to enhance service, and manages carrier relationships.
Administrative Clerk	Associate's Degree (or 2 years vocational / technical training beyond high school).	Minimum of 2 years experience with an understanding of logistic industry practices, terminology and administrative skills.	Prepares reports and supporting documentation including graphical material. Responsible for material sourcing, meeting support and general administrative support.