



HOLMES & NARVER, INC.

ENGINEERS • CONSTRUCTORS

ENERGY SUPPORT DIVISION

**POLICY
STATEMENT**

SUBJECT:

OVERTIME PAY FOR EXEMPT
EMPLOYEES

NUMBER:

2

ISSUE:

6

PAGE 1 OF 1

SUPERSEDES:

Policy Statement--Issue 5, dated 4/12/82

EFFECTIVE DATE:

August 1, 1983

This Statement sets forth the Holmes & Narver, Inc., Energy Support Division, policy for overtime payment of exempt (salaried) employees.

There is a distinction in compensation practices between exempt and nonexempt employees.

1. Exempt employees are compensated on a weekly (salaried) basis.
2. By law, the nonexempt employee must be paid for each hour worked.
3. The exempt employee is not limited to the standard eight-hour workday in the performance of the job, and this factor is a consideration in the determination of the appropriate pay range for the exempt classifications.

Based on the above, the following is the Energy Support Division policy for overtime payment of exempt employees:

1. All exempt employees are compensated for overtime worked in conjunction with approved extended workweeks.
2. Exempt employees will be paid at their Base Hourly Rates for all overtime hours worked for which overtime payments are authorized. Key Personnel, as listed in Contract 20, Section A.XI, Appendix B, will not be compensated for any overtime, unless in conjunction with an approved extended workweek.
3. All requests for overtime of exempt employees will be prepared in duplicate on Form 3000-5, Request for Overtime. Approving authority for requests that do not exceed eight hours is the cognizant Department Manager. Approving authority for requests that exceed eight hours is the Operations Manager for Nevada Test Site employees; the Manager, Pacific Operations, for the Pacific employees, except Johnston Atoll where the Resident Manager signs; the Manager, Energy & Planning, for his applicable employees; the Manager, Area Operations, TTR, for his applicable employees; and the Vice President and General Manager for the Staff Managers reporting directly to him, and other LVO employees not otherwise provided for.
4. For more detailed processing instructions and forms used for casual overtime of nonexempt and exempt employees, refer to Procedure 1809, Overtime.


VICE PRESIDENT AND
GENERAL MANAGER, ESD



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: ACCOUNTANT I

JOB

(Nonexempt) **CODE:** 12 17 0010 04

PRIMARY DUTIES AND RESPONSIBILITIES

Under general supervision, performs complex clerical assignments of an accounting nature.

Verifies accounts, records, reports, journal vouchers, ledgers, and other accounting documents for accuracy, adequacy, reasonableness, and other proper accounting treatment. Investigates questionable entries and initiates or takes remedial measures. Participates in preparing and maintaining accounts records.

Compiles data, makes statistical computations, and performs investigations for regularly scheduled and special accounting reports, analyses, and statements.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of training and responsible accounting or related administrative experience in the accounting field.

**HOLMES &
NARVER, INC.**
TECHNOLOGY & CONSTRUCTION

A RESOURCE SCIENCES COMPANY

JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: ACCOUNTANT II

JOB

(Nonexempt) **CODE:** 12 15 0011 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs assignments requiring the application of the concepts, methods, principles, and procedures of accounting fundamentals.

Prepares a variety of financial statements making sure they are complete, accurate, and conform with uniform accounting classifications and other special accounting requirements. Carries out assigned steps in an accounting analysis, such as computing standard ratios.

Reconciles reports and financial data with financial statements already on file, and points out apparent inconsistencies or errors. Prepares charts, tables, and other exhibits to be used in reports. May direct the work of, or train other employees of, lower classifications.

Perform related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of training and responsible accounting or related experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

**JOB
TITLE:** ACCOUNTING CLERK

**JOB
(Nonexempt) CODE:** 12 21 0020 08

PRIMARY DUTIES AND RESPONSIBILITIES

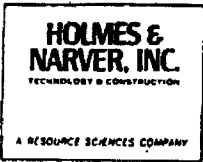
Under close supervision, performs a variety of routine posting and calculating functions in an accounting office. Posts to journals, ledgers, and other records. Checks items on reports, bills, invoices, and requisitions for arithmetic accuracy.

Assists in the verification of accuracy of invoices and other accounting documents using standard accounting machines. Assists in the reconciliation of accounts. Audits timecards, posts rate changes and payroll deductions, and checks labor distribution charges.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Entry level with high school bookkeeping or accounting training or other appropriate basic level accounting experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: ADMINISTRATIVE ASSISTANT

(Exempt)

JOB CODE: 11 13 0030 04

PRIMARY DUTIES AND RESPONSIBILITIES

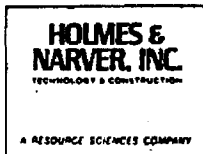
Performs administrative assignments of average difficulty within a functional area. Plans, coordinates, and conducts a variety of projects and studies within a component unit. May assist in major projects or studies which are broader in scope and generally encompassing several component units. Prepares comprehensive reports containing recommendations for the establishment or modification of policies, systems, and procedures.

Performs related work as required.

Receives general supervision, work is reviewed for soundness of judgment, adequacy, and accuracy.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of applicable administrative training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: ASSOCIATE BUYER

JOB
(Nonexempt) CODE: 12 17 0042 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs assignments requiring the application of the concepts, methods, principles, and procedures of purchasing fundamentals.

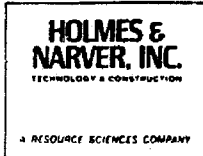
Purchases standard off-the-shelf items following established company procedures.

Assists as directed in expediting, source research, preparation of subcontracts, movement of household effects, and traffic matters.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of training and applicable administrative/procurement experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: ASSOCIATE DRAFTING TECHNICIAN (Specify) (Nonexempt) **JOB CODE:** 12 19 0046 06

PRIMARY DUTIES AND RESPONSIBILITIES

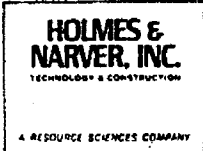
Prepares simple routine engineering/scientific drawings from given data such as previous drawings, layouts, detailed sketches, and standard references. Assignments are performed by either standard drafting equipment or by operation of autographics input station and in accordance with established methods and standard drafting techniques. Performs routine mathematical computations.

Performs related work as required.

Work is fully reviewed and checked.

MINIMUM QUALIFICATION REQUIREMENTS

Two years of applicable drafting training and experience. A knowledge of algebra, geometry and trigonometry is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: ASSOCIATE ENGINEER/(Specify)

JOB
(Nonexempt) CODE: 12 15 0050 06

PRIMARY DUTIES AND RESPONSIBILITIES

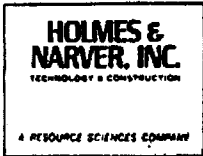
Performs assignments of a routine nature to provide experience and familiarization with the engineering staff, methods, practices and programs of the company. Receives specific and detailed instructions as to required tasks and results expected.

Performs related work as required.

Works under close supervision; receives specific and detailed instructions as to required tasks and results expected.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in the applicable engineering/scientific discipline and no experience or the equivalent in appropriate education and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: ASSOCIATE PROGRAM ANALYST

JOB (Nonexempt) CODE: 12 17 0057 06

PRIMARY DUTIES AND RESPONSIBILITIES

Under general supervision, assists in the development, design, modification, and implementation of new and existing systems and programs.

Assists in the maintenance and upgrading of systems and programs in accordance with accepted procedures, standards, and policies.

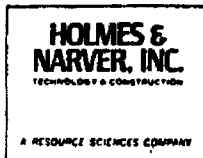
Provides timely, accurate, and documented flow of data to administrative and/or field personnel and User agencies and maintains records and related reports.

Assures adherence to procedures, standards, and policies covering programming, documentation, and contingency plans, and must have a working knowledge of computer security procedures. Provides constant surveillance and review to ensure a high degree of accuracy and to maintain User requirements.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of training and applicable programming experience. A working knowledge of the BASIC, COBOL, or FORTRAN computer language is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: ASSOCIATE SYSTEMS ANALYST

JOB
CODE: 12 17 0060 06
(Non-exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Under general supervision, assists in the development, design, modification, and implementation of new and existing systems and programs.

Assists in the maintenance and upgrading of systems and programs in accordance with accepted procedures, standards, and policies.

Provides timely, accurate, and documented flow of data to administrative and/or field personnel and User agencies, and maintains records and related reports.

Assures adherence to procedures, standards, and policies covering programming, documentation, and contingency plans, and must have a working knowledge of computer security procedures. Provides constant surveillance and review to ensure a high degree of accuracy and to maintain User requirements.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of applicable systems analysis training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: BUYER

JOB
CODE: 11 13 0065 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Purchases specific requisitioned materials, supplies, tools, and equipment under direction.

Requests bids for requisitioned items by contacting qualified vendors and/or suppliers. Recommends selection of vendor/supplier through comparisons of price, quality, discount, delivery, and other factors.

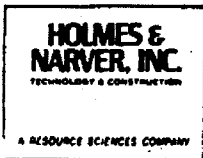
Awards purchase orders in accordance with established policies and procedures.

Exercising general purchasing knowledge and training, recommends substitutions or alterations of requisitioned items not available or not feasible for procurement due to price or other factors.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of diversified experience and training in the purchasing/procurement field, preferably in the engineering/construction industry.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: CHIEF ACCOUNTANT

JOB
CODE: 11 08 0070 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Directs and coordinates the activities pertaining to general accounting, cost accounting, budgets, property management, taxes, and related functions.

Organizes and exercises general supervision over designated accounting and budgeting functions. Supervises the maintenance of various accounting ledgers. Conducts special accounting studies, analyses, and cost studies.

Responsible for the preparation of the annual budget and periodic budget reports. Coordinates various activities with other departments or organizations. Develops operating budgets and provides advisory service to the operating and administrative departments. Responsible for the preparation of special reports for any one of the functional areas of responsibility and assembles and publishes such reports.

Recommends policies and procedures for assigned functional activities. Implements and enforces Company policies and procedures. Responsible for the personnel actions, review of work, and discipline of assigned personnel.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned financial activities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of training and professional accounting and data processing experience providing the capability and knowledge to perform the required duties. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: CHIEF AUDITOR

(Exempt)

JOB

CODE: 11 08 0078 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the internal auditing functions within the Division.

Establishes and administers an internal auditing program for the review of accounting, financial, and other operations and to measure and evaluate the effectiveness of accounting and managerial controls. Coordinates auditing activities within the major components of the Division.

Ascertain the extent of compliance with established policies and procedures, governmental regulations, and contractual agreements. Prepares regular and special reports and advises management of findings.

Recommends policies and procedures for internal auditing activities.

As delegated, acts as the Company's representative in contacts with the Client, outside businesses, governmental and military agencies in auditing matters.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of training and appropriate accounting and auditing experience providing the knowledge and capability to perform the above duties.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: CHIEF, BUDGET AND COST ANALYSIS (Exempt) **JOB CODE:** 11 08 0090 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the overall management and direction of budgetary and cost analysis activities.

Plans and directs the Division's budget and cost analysis functions; develops and supervises the preparation of financial budgets.

Coordinates the accumulation of information from all sources in order to develop cost analysis or projected expenditure data.

Maintains a continuing analysis of projected versus actual expenditure ratios in order to develop estimated cost to complete data, and to advise appropriate management personnel of deviations from projected costs.

Develops and directs the preparation and maintenance of master budget, cost records and all related recurring and special reports.

Recommends and develops systems and procedures required for the analysis and solution of budgetary and cost control problems.

May assign duties and responsibilities to assigned personnel and process related personnel actions. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of training and accounting/budget and cost analysis experience providing the knowledge and capability to perform the above duties.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: CHIEF, DATA PROCESSING

JOB CODE: 11 07 0100 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the analysis, design, development and implementation of all new data processing systems, and system maintenance and program modification for existing data processing systems. Reviews and analyzes the feasibility and economic impact of requests for implementation or modification to new or existing applications and systems.

Assures adherence to procedures, standards and policies covering programming, documentation and contingency plans. Provide constant surveillance and review to ensure a high degree of accuracy and to maintain user requirements.

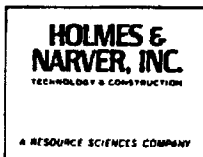
Maintains liaison with the Client, computer center management and Division management in the areas of cost, planning, acquisition and services.

Develops and maintains contingency plans for disaster backup processing of vital systems and performs risk analysis to determine protection necessary for vital data.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Fifteen years of training and data processing experience. Must be able to effectively respond to and resolve problems related to data, program system, operations and hardware errors. Must be highly knowledgeable in the COBOL Computer language and possess a working knowledge of the FORTRAN and BASIC Computer languages.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: CHIEF, ILLUSTRATION AND GRAPHICS (Exempt) **JOB CODE:** 11 09 0110 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the supervision, direction, and administration activities within the Graphic Section. Plans, organizes, schedules, assigns, and coordinates the activities of Graphic Arts personnel.

Initiates and maintains Client/User contacts and develops/plans to expand types of graphic services and the number of users whenever possible and practical. Responsible for quality, quantity, cost, and timeliness of all graphics projects.

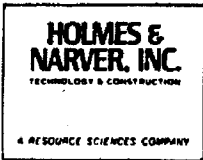
Establishes and maintains a continuing program of personnel training and skills upgrading. Maintains a current knowledge of new equipment, materials, and methods as they apply to graphic arts.

Prepares estimates of service costs, production statistics, and purchase requisitions. Responsible for personnel actions, work review, and discipline of assigned personnel.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of diversified training and experience in the arts or related fields that would provide the technical knowledge and capability to perform the above duties. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: CHIEF, MATERIALS TESTING LABORATORY (Exempt) **JOB CODE:** 11 06 0125 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of the Materials Testing Laboratory. Plans organizes, staffs, controls, schedules, assigns and coordinates the activities and serves as advisor to Management, the Client or Users on matters relating to the testing of materials.

Responsible for recommending standards and procedures for all material testing functions. Ensures that Company, Client and User requirements are adhered to by applying a technical knowledge of engineering standards, practices, principles and procedures.

Responsible for supporting and implementing the Safety and Quality Control programs in accordance with policies, procedures and directives. Recommends employee and budget levels based on known or anticipated laboratory requirements. Prepares labor cost estimates as required.

Maintains necessary administrative and material testing records and directs the preparation of special and recurring reports.

Responsible for the personnel actions, discipline, and review of work of assigned personnel.

As delegated, represents the Company when in contact with the Client, outside businesses, and governmental and military agencies in matters pertaining to assigned activities. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

College graduate in a recognized engineering specialty or registered as an engineer, plus thirteen years of diversified materials testing experience. Two years of this experience should include supervisory or administrative responsibility.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: CHIEF, OFFICE SERVICES

(Exempt)

JOB
CODE: 11 10 0130 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the coordination and administration activities of the office services section.

Establishes and maintains the records management program, the mail and messenger service, capital and sensitive equipment acquisition and control, telephone and telecopier services, facility control of classified material, and standard forms and office supplies.

Coordinates office space and equipment requirements, vehicle service and repair, reproduction requests, and assures custodial services and maintenance are performed.

Directs and participates in preparation of recurring and special reports and maintains master files and records.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Nine years of diversified training and experience in office administration and/or services. Some supervisory experience is desirable.

JOB DESCRIPTION

ENERGY SUPPORT DIVISION

**JOB
TITLE:** CHIEF, QUALITY ASSURANCE

**JOB
CODE:** 11 08 0150 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the coordination and development of the Quality Assurance Program and for devising methods and procedures of inspecting, testing, and evaluating workmanship and material for conformance with design and contractual requirements.

Provides guidance on all Quality Assurance program requirements and maintains liaison with Department Managers and operation engineers on matters related to the Quality Assurance program. Reviews Engineering drawings and specifications for incorporation of Quality Control requirements. Coordinates and supervises vendor surveys for determining technical capabilities.

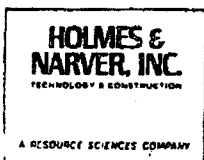
Publishes and assists in the development of adequate procedures for guiding Quality Control and Inspection activities. Monitors compliance to the Quality Assurance program, procedures, operational instructions, and other approved guides with summary reports to the Operations Manager.

Serves as an advisor or consultant to the Operations Manager in the administration of the Quality Assurance program. Has considerable latitude for unreviewed action and decisions.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to Quality Assurance activities. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of training and quality assurance, reliability or quality control experience with emphasis on construction standards, testing methods, techniques and procedures. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: CHIEF, SAFETY PROGRAMS

JOB
CODE: 11 07 0154 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the coordination and development of the Safety program for the Division. Proposes, promotes, implements, and maintains safety programs to ensure safe and healthy working conditions and recommends measures to reduce or eliminate industrial accidents and health hazards.

Responsible for the review, analysis, and evaluation of design and use of equipment and facilities to ensure compliance with safety standards and codes.

Analyzes injury reports and accident investigations to determine causes and recommends corrective action to prevent recurrences. Devises, supervises, and coordinates safety training programs or media which will increase proficiency in safe practices and promote safety consciousness.

Serves as an advisor or consultant on matters relating to methods of approach for the analysis and solution of safety problems.

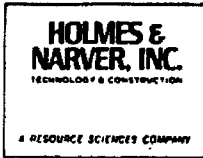
Formulates and proposes general safety policies and measures to be followed by Company personnel and assures that the policies and measures conform to Company, Client, legal, insurance, and other pertinent regulations.

Has considerable latitude for unreviewed action and decisions. Audits work activities for compliance with Company policies and procedures.

Represents the Company when in contact with the Client, outside businesses and organizations, and governmental and military agencies on matters pertaining to Safety Programs activities. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a college degree in industrial engineering or closely related field and eleven years of industrial safety experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: CHIEF, SYSTEMS AND PROCEDURES

(Exempt)

JOB

CODE: 11 10 0159 04

PRIMARY DUTIES AND RESPONSIBILITIES

Develops, implements, and coordinates with management the policy and procedural documents, operating instructions, charts, and business forms. Studies and analyzes proposed procedures, operating instructions, and policies for conformity with Corporate and Client directives, and for compatibility with established procedures. Makes recommendations for achieving uniformity, simplification and efficiency in operations.

Responsible for development, coordination, and distribution of the Division Organization & Management Manual, and for editing, preparing for publication, issuing, and controlling distribution of procedural and operational documents.

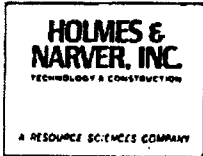
Establishes and maintains a control program for common-use business forms throughout the Division, and assists management in the development of departmental forms. Maintains the Division historical files on procedural documents, organizational manuals and charts, and maintains reference files of Client, Corporate, and other Division documents and publications, and of current and discontinued Division business forms. Maintains supplementary stocks, and issues as requested, current procedural documents and organizational manuals and charts.

Researches, studies, and develops recommendations on special projects and problems assigned by management.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Nine years of diversified training and business management/systems development experience appropriate to the above duties and responsibilities. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: CLERK I

JOB
(Nonexempt) CODE: 12 20 0170 08

PRIMARY DUTIES AND RESPONSIBILITIES

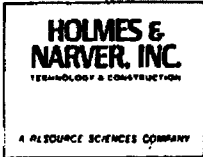
Performs general clerical duties following specific instructions or in accordance with established procedures. May perform only one clerical function or may do a variety of work all of about equal difficulty requiring some knowledge of company policies, methods and procedures. Assists in the preparation of general, specialized, and semitechnical reports. Operates applicable office machines and equipment.

Performs related work as required.

Works under direct supervision.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to one year of clerical experience. Ability to use applicable office machines.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

**JOB
TITLE:** CLERK II

**JOB
(Nonexempt)CODE:** 12 18 0171 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs standard clerical functions requiring knowledge of company policies, methods, and procedures. Performs a variety of clerical functions requiring some judgment in the selection and interpretation of data. Assists in the preparation of general, specialized, and semitechnical reports. Operates applicable office machines and equipment.

Performs related work as required.

Works under general supervision.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to three years of clerical experience. Ability to use applicable office machines.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: CLERK III

JOB
(Nonexempt) CODE: 12 16 0172 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of clerical and routine administrative support functions requiring specific training or experience and knowledge of the department and company policies and procedures. Has independent responsibility for the execution of complex clerical functions. Performs studies and interprets findings. Prepares and maintains special and recurring records, reports, and documents. Coordinates activities with other groups and follows up in the completion of work assignments. Assures correctness of outgoing documents. Maintains and controls necessary files and records. May be assigned functional direction of clerical or operational activities.

Performs related work as required.

Works under minimum of general supervision.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to six years of clerical experience which includes two years specialized experience within functional area. Ability to use applicable office machines.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: COMPENSATION ANALYST

JOB (Nonexempt) CODE: 12 16 0185 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of administrative assignments in the assistance of other Wage & Salary personnel in the development, execution, and coordination of the Section functions.

Accumulates, calculates, and posts data to maintain wage and salary plan in accordance with established policies and procedures. Assists in the preparation and submission of requested survey data. Maintains and updates card files, various classification and rate range lists; updates and prepares job description files and related correspondence.

Assists in the preparation of special or recurring reports and maintains related files.

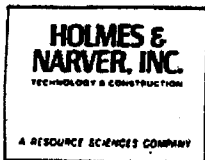
Prepares general correspondence for approval or signature and otherwise assists other Wage & Salary personnel as assigned.

Must be thoroughly aware of the DOE Computer Protection Program and its protective measures through ongoing Computer Protection Program indoctrination and surveillance when utilizing the Central Computer Facilities for processing classified and/or sensitive data.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Six years of training and responsible administrative experience. Some knowledge of wage and salary administration is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB COMPENSATION AND BENEFITS
TITLE: ADMINISTRATOR

(Exempt)

JOB
CODE: 11 08 0180 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the supervision, direction, and administration of the compensation and benefits activities within the Division.

Plans, controls, schedules, assigns, coordinates, and directs the activities of wage and salary and benefits programs. Provides necessary liaison with other Division components and the Client on all matters relating to assigned functions.

Responsible for the preparation of special or recurring wage and salary and benefit reports, related documents, statistical data, and maintenance of master files.

Assists in the formulation and uniform application of related policies and procedures throughout the Division. Responsible for the personnel actions, review of work, and discipline of assigned personnel.

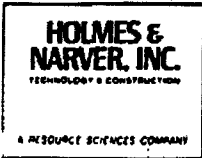
Must be thoroughly aware of the DOE Computer Protection Program and its protective measures through ongoing Computer Protection Program indoctrination and surveillance when utilizing the Central Computer Facilities for processing classified and/or sensitive data.

Generally operates with considerable latitude for unreviewed action and decisions. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of applicable training and administrative/compensation and benefits experience providing the knowledge and capability to perform the above duties. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: COMPENSATION SPECIALIST

JOB
CODE: 11 10 0190 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Develops, implements, and monitors compensation policies, procedures, practices, and programs.

Conducts salary and fringe benefits surveys and studies labor markets to determine trends to ensure the maintenance of the Division's competitive position. Analyzes jobs and prepares job descriptions and specifications. Conducts research on compensation plans and makes recommendations for improving the effectiveness of existing Division programs.

Applies job evaluation techniques to establish equitable internal job alignment and salary rates. Analyzes government wage regulations and company wage policies to establish standard rates. Reviews classifications and salary changes with respect to tasks to be performed, qualifications of employee, company policy, and budgetary limitations. Provides guidance to managers and supervisors on Company salary policies and practices.

Prepares confidential correspondence, reports, and documents as required for change of status actions, compensation programs, and related activities. Interprets and ensures compliance with local, state, and federal laws regulating salary practices.

Must be thoroughly aware of the DOE Computer Protection Program and its protective measures through ongoing Computer Protection Program indoctrination and surveillance when utilizing the Central Computer Facilities for processing classified and/or sensitive data.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Nine years of applicable training and administrative/compensation experience providing the knowledge and capability to perform the above duties. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: COURT REPORTER

(Exempt)

JOB
CODE: 11 11 0203 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the Court Reporting functions for the Nevada Operations. Responsible for the processing of and the control of classified or sensitive information.

Organizes and monitors the reporting functions to ensure compliance with established requirements and in accordance with established schedules and deadlines. Provides reporting liaison directly with Client, company, and other user organizations.

Maintains schedule of support requests and establishes project priorities. Responsible for meeting the established turnaround times, liaison with Word Processing and other support groups, and for the quality of the final product. Must provide certification for products when required.

As a working supervisor, oversees and directs the training and activities of the Verbatim Reporters and other assigned personnel. Performs related work as required.

Receives minimal supervision; work is reviewed for soundness of judgment, adequacy, and accuracy.

MINIMUM QUALIFICATION REQUIREMENTS

Certified Court Reporter and five years of related reporting experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: DESIGNER (Specify) (Exempt) JOB CODE: 11 12 0210 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs routine engineering or scientific design work requiring technical training in a specialized discipline. Assignment requires application of standard techniques, procedures, and criteria of related technical tasks. Prepares design drawings from accumulated technical data and applied technical knowledge. Collaborates with engineering/scientific personnel on the formulation of the more technical aspects of proposed designs when necessary.

May direct the activities of assigned drafting personnel.

Performs related work as required.

Assignments are reviewed for soundness of techniques used, accuracy, and adequacy and economy of technical results achieved.

MINIMUM QUALIFICATION REQUIREMENTS

Five years of applicable engineering/scientific designing experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: DIVISION CONTROLLER

JOB
CODE: 11 05 0220 02
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Manages and directs the fiscal functions and activities within the Division.

Plans, organizes, directs, staffs, and controls the financial and data processing work and ensures that all fiscal programs and assignments are carried out in an effective and economical manner and in consonance with Corporate financial policies.

Responsible for coordinating the fiscal functions and activities with various major components of the Division and Corporate Office and corresponding Client and User organizations. Coordinates the activities of subordinate organizational components.

Responsible for establishing and enforcing standards and procedures for all fiscal work. Prepares operating budgets and establishes controls to ensure the proper administration of the approved budgets. Implements and enforces Company policies and procedures.

Responsible for the personnel actions, review of work and discipline of assigned personnel.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to fiscal activities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a college degree in accounting plus fifteen years applicable experience, five of which should have been in a supervisory capacity.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: DIVISION COUNSEL (Exempt) **JOB CODE:** 11 05 0230 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the legal advice for all activities conducted by the Division. Plans and conducts legal research and analysis and renders legal counsel and guidance on all matters affecting or involving the Division including, but not limited to, contracts, subcontracts, purchase orders, tax matters, leases, personal service agreements, labor relations, and applicable local, state, and federal statutes, regulations, and administrative rulings.

Prepares necessary legal documents, such as leases, contracts, and pleadings. Approves, as to form and content, all documents committing the Division or the Client.

Ensures that all functions and assignments are carried out in an effective and economical manner and in compliance with appropriate Client and governmental regulations and Company policies and procedures. Coordinates with the Labor Relations Representative to assure effective labor-management relations.

Reviews and analyzes all labor activities and transactions to ensure compliance with local, state, and federal laws and regulations. Recommends policies and procedures for all legal activities. Implements and enforces Company policies and procedures. Responsible for the personnel actions, review of work, and discipline of subordinates.

Represents the Division when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to legal activities.

MINIMUM QUALIFICATION REQUIREMENTS

Must possess a Bachelor of Law degree with ten years experience, five years of which should be in an administrative/supervisory capacity.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: DRAFTING TECHNICIAN (Specify)

JOB
(Nonexempt) CODE: 12 17 0250 06

PRIMARY DUTIES AND RESPONSIBILITIES

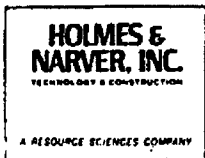
Prepares routine engineering/scientific drawings and other graphic presentations from sketches, notes, and other criteria using either standard drafting equipment or by operation of autographic input station. Plans, lays out, drafts, and revises drawings from basic layouts, established references, and standard data. Completes details of major layout drawings in accordance with established methods and standard engineering drafting practices. Performs routine mathematical computations.

Performs related work as required.

Work is closely reviewed for accuracy and adequacy of results achieved.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of applicable drafting training and experience. A knowledge of algebra, geometry and trigonometry is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: EEO COORDINATOR **JOB CODE:** 11 11 0260 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the administration, coordination, and development of the Equal Employment Opportunity Program and compliance with all federal laws, acts, and Executive Orders as they relate to nondiscrimination of all persons presently employed or seeking employment, without regard to race, religion, color, age, sex, or national origin. This applies to all personnel actions such as recruitment, recruitment advertising, employment, promotion, demotion, transfer, layoff, termination, compensation, and training.

Monitors all actions for compliance or deficiencies and recommends improvements to appropriate management personnel. Assists management in the understanding of the program in its entirety and helps in arriving at solutions. Assists in developing policy and procedural statements.

Develops Affirmative Action Program. Designs and implements audit and reporting systems that will measure effectiveness of the program, indicates need for remedial action, and determines the degree to which the Division goals and objectives have been attained.

Serves as liaison between the Division and the Client, outside businesses and organizations, and governmental and military agencies on matters pertaining to equal employment.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of training and experience in Human Relations or a related discipline.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: ENGINEER (Specify) (Exempt) **JOB CODE:** 11 12 0283 04

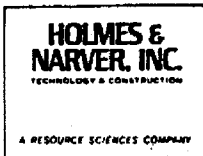
PRIMARY DUTIES AND RESPONSIBILITIES

Performs routine engineering or scientific work requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related technical tasks. Prepares specifications and reports on assignments. Follows specific, detailed instructions in the performance of assignments.

Work is reviewed for soundness of techniques used, accuracy, and for adequacy and economy of technical results achieved. Receives close supervision on new aspects of assignments. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in the applicable engineering/scientific discipline or the equivalent in appropriate education and experience plus one year of applicable technical experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: ENGINEERING SECTION CHIEF (Exempt) **JOB CODE:** 11 07 0290 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the supervision and coordination of specialized engineering and technical functions. Applies extensive and diversified knowledge of professional principles and practices within broad areas of functional responsibility and related fields. Directs the performance of engineers, designers, and drafting technicians on all projects and tasks assigned to the section and checks for accuracy and technical competence of the design, calculations, drawings, and specifications.

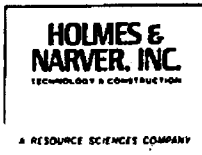
Represents the Company in conferences to resolve technical problems and to plan and coordinate work. Prepares proposals and engineering cost estimates. Evaluates progress and results and recommends changes in procedures. May be required to function as a project engineer on special projects.

Provides estimates of employee requirements for the section and schedules work to meet completion dates. Responsible for the preparation of special and recurring reports and documents. Responsible for the personnel actions, discipline and review of work of assigned personnel.

Generally operates with considerable latitude for unreviewed action and decision. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

College graduate in a recognized engineering specialty or registered as an engineer, plus eleven years of appropriate engineering experience, preferably in the construction design area. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: ENGINEERING SPECIALIST

(Exempt)

JOB
CODE: 11 05 0295 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs engineering/scientific work that is recognized as authoritative and has a far-reaching impact on the major technical activities. Provides thorough and practicable solutions to complex problems, and performs difficult and complex professional technical assignments using wide applications of principles, theories, and concepts in a particular or various technical disciplines. The incumbent will ensure conformance with standards, established practices, applicable codes, and technical adequacy of design.

Reviews proposals, criteria, reports, and statistical data for sound professional judgment and technical adequacy.

Performs related work as required.

Generally operates with considerable latitude for unreviewed action and decision.

As delegated, represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to areas of specialization.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in the applicable engineering/scientific discipline or registered as an engineer plus a minimum of fifteen years of applicable technical experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: ESTIMATOR I

JOB
(Nonexempt) CODE: 12 17 0300 06

PRIMARY DUTIES AND RESPONSIBILITIES

Prepares routine estimates on Preliminary Planning, Title I, Title II, Work Order, and other engineering/scientific projects. Reviews assigned criteria defining scope of work and uses it as basis for estimates. May visit work site to gather information on actual or unusual conditions that will affect the estimates if not part of criteria. Prepares quantity take-offs from criteria and organizes it for pricing. Prices assigned elements of the work such as labor, materials, equipment, engineering, and specialty items. Summarizes priced items and applies indirect cost by predetermined procedures. Applies contingency and cost escalation as directed. Performs routine mathematical computations.

Performs related work as required.

Work is closely reviewed for accuracy and adequacy.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of applicable training and experience. The ability to read and understand technical drawings and specifications is required.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: ESTIMATOR II

JOB
(Nonexempt) CODE: 12 15 0301 06

PRIMARY DUTIES AND RESPONSIBILITIES

Prepares routine to relatively complex estimates on Preliminary Planning, Title I, Title II, Work Order, and other engineering/scientific projects. Reviews assigned criteria defining scope of work and uses it as basis for estimates. May visit work site to gather information on actual or unusual conditions that will affect the estimates if not part of criteria. Prepares quantity take-off from criteria and organizes it for pricing. Prices assigned elements of the work such as labor, materials, equipment, engineering and special items. Summarizes priced items and applies indirect cost by predetermined procedures. Applies contingency and cost escalation as directed. Performs necessary mathematical computations.

Performs related work as required.

Work is closely reviewed for accuracy and adequacy.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of applicable training and experience. The ability to read and understand technical drawings and specifications is required.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

JOB

TITLE: EXECUTIVE SECRETARY

(Nonexempt)**CODE:** 12 14 0310 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of secretarial and administrative duties, which may include the recording and transcribing of material of a confidential or technical nature for the Company's key personnel.

Exercises frequent independent judgment to make administrative decisions based on knowledge of the Company's organization, activities, policies, objectives, and personnel. Exercises considerable judgment and discretion in handling appointments, telephone calls, and visitors.

May be responsible for scheduling meetings and preparing agenda and minutes of those meetings. Secures and furnishes information and data as requested.

Compiles various reports and studies. Handles on own initiative all correspondence not requiring personal attention of superior. Establishes, maintains, and controls confidential files and records. Ensures correctness of outgoing correspondence.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of training and responsible secretarial experience. Ability to type is required. Shorthand capability may be required.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: GENERAL MANAGER, ESD

JOB CODE: 11 03 0330 02
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Manages and directs the functions and activities within the Energy Support Division. Determines actual organizational structure and allocation of subordinate managerial responsibility. Appoints qualified personnel to the major management positions and establishes and maintains administrative and functional direction of the activities of subordinate organizational components.

Directs and coordinates the preparation of master employee level and program plans to ensure the maximum efficient utilization of employees and facilities. Coordinates the activities of the various components within the Division and with the various major components of the Company and Corporate Divisions and corresponding Client and User organizations.

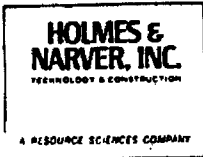
Participates with other Corporate managers in developing Company policies and objectives. Establishes organizational policies and procedures for the Division.

Recommends or approves operating budgets and budgetary change requests and establishes controls to ensure the proper administration of approved budgets.

Acts independently, restricted only by very broad policy- and objective-oriented guidance. Makes final decisions on administrative and operational matters affecting the activities of the Division. Serves as the principal spokesman for the Division.

MINIMUM QUALIFICATION REQUIREMENTS

Twenty years of applicable experience, including five years in a managerial capacity.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: GENERAL SUPERVISOR, SUPPORT SERVICES (Exempt) **JOB CODE:** 11 08 0350 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the supervision and coordination of the administrative and personnel activities at a major jobsite. Plans, organizes, staffs, controls, schedules, assigns, and directs the work in the area of business administration and support services related to Engineering Field Offices. Provides necessary liaison on all matters relating to assigned functions. Responsible for supporting and implementing the Safety programs in accordance with Company policies, procedures, and directives.

Responsible for the preparation of special and recurring reports and documents and maintains necessary administrative and personnel records.

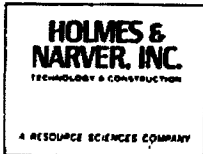
Responsible for activities associated with any assigned specialized group and for the daily transactions such as disciplinary actions, review of work by subordinates, and related personnel actions.

Recommends employee and budget levels for administrative and support activities based on known or anticipated work requirements. Implements adequate financial controls to perform functions within approved funding limits and established employee levels.

Generally works with considerable latitude for unreviewed action and decisions. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of diversified training and administrative support experience providing the knowledge and capability to perform the above duties and responsibilities. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

**JOB
TITLE:** ILLUSTRATOR

**JOB
CODE:** (Nonexempt) 12 18 0370 06

PRIMARY DUTIES AND RESPONSIBILITIES

Under general supervision, prepares illustrations where graphic art standards are well established, and layout of assigned work is performed by those in a higher classification.

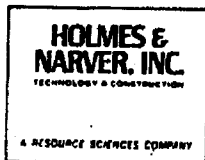
Traces, inks, and makes freehand drawings. Performs mechanical or freehand lettering; pastes up artwork and mounts completed illustrations; makes charts and graphs from supplied data. May perform orthographic, isometric, schematic, perspective, and oblique angle drawings, renderings, and projections.

Works from engineering drawings, blueprints, photoprints, models, or rough sketches, utilizing drafting equipment, artists materials, and modeling equipment.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Three years of training and applicable illustration or graphic arts experience, and should have a working knowledge of graphic design equipment.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

**JOB
TITLE:** INSPECTOR I

**JOB
(Nonexempt) CODE:** 12 18 0380 06

PRIMARY DUTIES AND RESPONSIBILITIES

Performs simple, routine inspection assignments in accordance with established methods and techniques or detailed instructions to determine conformance with specified requirements. Gathers and maintains specified records of technical data using standard testing equipment, materials, and techniques. Performs computations by substituting numbers in specified formulas to determine discrepancies and irregularities on items tested. Establishes and maintains necessary liaison with all personnel concerned with processing and handling inspection results or inspected items.

Performs related work as required.

Work is fully reviewed and checked.

MINIMUM QUALIFICATION REQUIREMENTS

Three years of applicable inspection or testing experience related to work requirements.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: INSPECTOR II

JOB
(Nonexempt) CODE: 12 16 0382 06

PRIMARY DUTIES AND RESPONSIBILITIES

Performs standardized or prescribed inspection assignments involving a sequence of related operations to ensure compliance with plans, specifications, and established criteria. Conducts a variety of standardized tests; may prepare test specimens; sets up and operates test equipment; and records test data. Extracts technical data from various prescribed sources; processes the data following well-defined methods; presents the data in prescribed form. Advises supervisor of discrepancies on items tested and of problems developing or related to conformance criteria.

Performs related work as required.

Work is closely reviewed for accuracy and adequacy of results achieved.

MINIMUM QUALIFICATION REQUIREMENTS

Six years of applicable inspection or testing experience related to work requirements.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

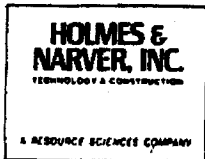
JOB TITLE: INSURANCE AND BENEFITS CONTROL ADMINISTRATOR (Exempt) **JOB CODE:** 11 11 0410 04

PRIMARY DUTIES AND RESPONSIBILITIES

- Administers and coordinates the Pension, Investment, Long Term Disability and insurance programs.
- Indoctrinates new employees regarding the requirements for eligibility and benefits pertaining to the Pension, Investment and Long Term Disability plans.
- Reviews, processes and maintains records of any changes made by the employees to the Trustee. Updates and maintains all records for payments, monthly and year end.
- Maintains controls for the payment of Workmen's Compensation Insurance.
- Processes revisions and coordinates with management, the Client and the Corporate office as necessary.
- Generally functions with considerable latitude for unreviewed actions and decisions.
- Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of diversified training and experience in the field of insurance and benefits control providing the knowledge and capability to perform the above duties.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: JUNIOR CLERK

JOB
CODE: 12 23 0426 08
(Nonexempt)

PRIMARY DUTIES AND RESPONSIBILITIES

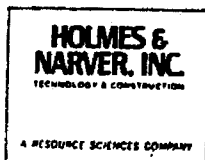
Performs general clerical duties of limited scope following specific instructions or in accordance with established procedures. May perform only one clerical function or may do a variety of work all of about equal difficulty. Assists in the preparation of general specialized and semitechnical reports. Operates applicable office machines and equipment.

Performs related work as required.

Works under direct supervision.

MINIMUM QUALIFICATION REQUIREMENTS

Entry-level with basic-level clerical experience or training.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: JUNIOR DRAFTING TECHNICIAN

JOB
(Nonexempt) CODE: 12 21 0430 06

PRIMARY DUTIES AND RESPONSIBILITIES

Prepares elementary engineering/scientific drawings from given data such as previous drawings, layouts, detailed sketches, and standard references.

Makes tracings or copies drawings, and performs other routine drafting assignments. Performs simple mathematical calculations.

Performs related work as required.

Work is fully reviewed and checked.

MINIMUM QUALIFICATION REQUIREMENTS

Entry level with basic-level drafting experience or training.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: MANAGER, ADMINISTRATION

(Exempt)

JOB CODE: 11 06 0460 02

PRIMARY DUTIES AND RESPONSIBILITIES

Manages and directs the Administrative functions which include, but are not limited to: security, personnel, training, compensation and benefit programs, systems and procedures, and office services, within the Division.

Plans, organizes, staffs, controls, schedules, assigns, and coordinates administrative activities and services at the Las Vegas Office. Ensures that functions and assignments are carried out in an effective and economic manner and in consonance with Corporate Administrative policies. Coordinates the activities of assigned functions.

Responsible for coordinating the administrative functions and services with various major components of the Division and Corporate office and corresponding Client and User organizations. Responsible for establishing and enforcing standards and procedures for all assigned work. Recommends Administration Department operating budgets and establishes controls to assure the proper administration of approved budgets.

Recommends policies and procedures for Administrative activities. Implements and enforces Company policies and procedures. Responsible for the personnel actions, review of work, and discipline of assigned personnel.

Represents the Division when in contact with the Client, outside businesses, and governmental agencies on matters pertaining to administrative activities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a college degree in administration and thirteen years applicable experience, including three years of supervisory responsibility.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: MANAGER, AREA OPERATIONS

JOB
CODE: 11 05 0470 02
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of all engineering and administrative activities at a field site. Plans, organizes, staffs, controls, schedules, assigns, and coordinates the activities of assigned engineering and administrative functions. Responsible for monitoring of assigned functions to ensure compliance with established requirements and specifications.

Directs the preparation of recurring and special engineering and management reports and statistical data for submittal to Management and Client. Maintains necessary administrative and related engineering records.

Responsible for enforcing adequate Safety and Quality Control programs in accordance with Company policies, procedures, and directives. Recommends employee and budget levels for assigned activities based on known or anticipated work requirements. Implements adequate financial controls to perform assigned functions within funding limits and established employee levels.

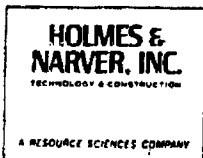
Responsible for the personnel actions, discipline and review of work of assigned personnel, and related personnel actions. Recommends policies and procedures for assigned functions. Implements and enforces Company policies and procedures.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned activities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

College graduate in a recognized engineering specialty or registered as an engineer, plus fifteen years of diversified engineering experience, including five years of supervisory responsibility.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

**JOB
TITLE:**

MANAGER, CABLE

**JOB
CODE:**

(Exempt)

11 06 0475 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of the scientific cable/connector design section of the Communications Department. Plans, organizes, staffs, schedules, assigns, and coordinates the activities of the section.

Assures that company, Client, and User requirements are adhered to by maintaining a continuing review of assigned activities and by applying technical knowledge of applicable standards, practices, and principles.

Recommends employee and budget levels; prepares labor cost estimates, and implements adequate controls in order to maintain funding limits and employee levels.

Responsible for enforcing Safety and Quality Control programs in accordance with company policies, procedures, and directives.

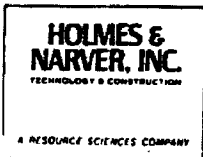
Responsible for the review of work, personnel actions, and discipline of assigned personnel.

Represents the company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned responsibilities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a degree in a specialized engineering/scientific discipline, and thirteen years of applicable experience, including five years of cable design/engineering and three years of supervisory experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: MANAGER, COMMUNICATIONS

(Exempt)

JOB

CODE: 11 04 0480 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of the Communications Department activities. Plans, organizes, staffs, controls, schedules, assigns, and coordinates the work involved in the design and inspection of communications systems. Provides communication support to field offices.

Responsible for establishing standards and procedures for all communication activities. Reviews and monitors communication operations to ensure that standards are maintained.

Responsible for enforcing adequate Safety and Quality Control programs in accordance with Company policies, procedures, and directives.

Recommends employee and budget levels based on known or anticipated communications program requirements. Implements adequate financial controls to perform assigned functions within funding limits and established employee levels.

Directs the preparation of special and routine reports and statistical data for submission to Management and the Client. Maintains necessary administrative and communication records.

Recommends policies and procedures for assigned activities. Implements and enforces Company policies and procedures.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to communications activities.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a degree in a recognized engineering/scientific discipline plus fifteen years of applicable experience, five of which should have been in a supervisory capacity.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: MANAGER, COMMUNICATIONS SYSTEMS (Exempt) **JOB CODE:** 11 06 0485 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of the communications systems section of the Communications Department. Plans, organizes, staffs, schedules, assigns, and coordinates the activities of the section.

Assures that company, Client, and User requirements are adhered to by maintaining a continuing review of assigned activities and by applying technical knowledge of applicable standards, practices, and principles.

Recommends employee and budget levels, prepares labor cost estimates, and implements adequate controls in order to maintain funding limits and employee levels.

Responsible for enforcing Safety and Quality Control programs in accordance with company policies, procedures, and directives.

Responsible for the review of work, personnel actions, and discipline of assigned personnel.

Represents the company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned responsibilities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a college degree in a specialized engineering/scientific discipline, and thirteen years of applicable experience, including five years of communications/engineering application and three years of supervisory experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: MANAGER, CONTRACTS/PROCUREMENT (Exempt) **JOB CODE:** 11 07 0490 02

PRIMARY DUTIES AND RESPONSIBILITIES

Manages and directs the Procurement and Contract functions which include, but are not limited to: procurement, traffic management, and subcontracting, within the Division.

Plans, organizes, staffs, controls, schedules, assigns, and coordinates assigned activities and services throughout the Division and ensures that functions and assignments are carried out in an effective and economical manner and in compliance with appropriate Client and governmental regulations and Company policies and procedures.

Serves as an advisor on the methods of approach for the analysis of and solution to special contracts and supply problems.

Recommends operating budgets and established controls to ensure the proper administration of approved procurement budgets. Directs the preparation of recurring and special contracts, subcontract and purchasing reports, related statistical data, and the maintenance of master contracts and supply records.

Recommends policies and procedures for Procurement and Contract activities. Implements and enforces Company policies and procedures. Responsible for the personnel actions, review of work, and discipline of assigned personnel.

Represents the Division when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to procurement and contracting activities.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a degree in business administration or a closely related field and eleven years experience, including two years of supervisory responsibility.

JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: MANAGER, ELECTRONICS

JOB

(Exempt)

CODE: 11 06 0495 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of the electronics section of the Communications Department. Plans, organizes, staffs, schedules, assigns, and coordinates the activities of the section.

Assures that company, Client, and User requirements are adhered to by maintaining a continuing review of assigned activities and by applying technical knowledge of applicable standards, practices, and principles.

Recommends employee and budget levels, prepares labor cost estimates, and implements adequate controls in order to maintain funding limits and employee levels.

Responsible for enforcing Safety and Quality Control programs in accordance with company policies, procedures, and directives.

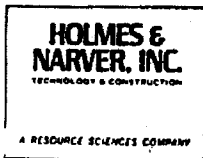
Responsible for the review of work, personnel actions, and discipline of assigned personnel.

Represents the company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned responsibilities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a degree in a specialized engineering/scientific discipline, and thirteen years of applicable experience, including five years of electronic engineering application and three years of supervisory experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: MANAGER, ENERGY AND PLANNING

JOB CODE: (Exempt) 11 04 0500 02

PRIMARY DUTIES AND RESPONSIBILITIES

Manages and directs the energy support, logistics planning, and the technical support activities of the Energy and Planning group. Determines and establishes organizational structure and plans, organizes, staffs, controls, schedules, assigns, and coordinates the technical and administrative activities. Determines organizational objectives and delegates assignments to subordinate supervisors.

Conducts briefings and technical meetings for management and Client representatives.

Directs the activities of the various organizational components within the group and coordinates the assigned functional activities with appropriate Company management.

Assures that budget schedules and performance standards are realistically set and attained.

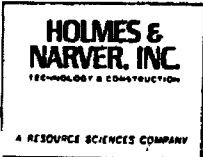
Directs the preparation of special management reports, documents, and statistical data and maintains master management records pertaining to the office.

Establishes organizational policies and procedures for the group and interprets, executes, and recommends modification to Company policies and procedures.

Work is performed without appreciable direction and is reviewed for desired results. Represents the Company as a prime contact with the Client, outside businesses, and governmental and military agencies on contracts and operations.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a degree in a recognized engineering/scientific discipline plus fifteen years of applicable experience, five of which should have been in a supervisory capacity.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: MANAGER, ENERGY SUPPORT

(Exempt)

JOB

CODE: 11 07 0510 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of energy support activities of the Energy Support Group. Plans, organizes, staffs, schedules, assigns, coordinates, and controls all work of the Energy Support Group. Ensures that all functions and assignments are carried out in an effective and economic manner.

Plans and directs the collecting, consolidating, coordinating, and publishing needs for alternate energy utilization investigations and studies. Serves as an advisor or consultant on energy systems management, energy conservation projects, resource evaluations, systems planning, and other energy-related problems. Maintains liaison with Clients and Corporate components on all matters relating to assigned duties.

Recommends policies and procedures for assigned functions. Implements and enforces Company policies and procedures. Responsible for the personnel action, quality of work, and discipline of assigned personnel.

Represents the Company when in contact with the Client, outside businesses, and federal agencies on energy matters pertaining to assigned responsibilities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a college degree in an engineering or technical specialty plus eleven years of applicable experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: MANAGER, ENGINEERING SERVICES

(Exempt)

JOB

CODE: 11 05 0518 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of the activities of the Engineering Services Group at the Mercury office of the Nevada Test Site. Plans, organizes, staffs, schedules, assigns, and coordinates the activities of the Engineering Services Group.

Provides assistance to the Client and Users on specified programs or projects by ensuring that all technical requirements are fulfilled. Provides liaison on technical matters relating to the assigned functions.

Establishes design and drafting standards and procedures and monitors assigned projects to ensure compliance with project requirement and specification.

Reviews proposals and criteria for engineering or construction and prepares forecasts and schedules.

Directs the preparation of recurring and special engineering and management reports and statistical data for submittal to Management and Client. Maintains necessary administrative and related engineering records.

Responsible for supporting and implementing the Safety and Quality Control programs. Implements and enforces all Company policies and procedures. Responsible for the daily transactions such as disciplinary actions, review of work by assigned personnel and related personnel actions.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned engineering activities. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

College graduate in a recognized engineering specialty or registered as an engineer, plus fifteen years of appropriate engineering experience, including five years of supervisory responsibility.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: MANAGER, ESTIMATING

(Exempt)

JOB

CODE: 11 06 0530 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of engineering and construction estimating. Plans, organizes, staffs, controls, schedules, assigns, and coordinates the activities of the estimating function.

Responsible for establishing standards and procedures for estimating activities and monitors assigned functions to ensure compliance with established requirements.

Recommends employee and budget levels for estimating activities based on known or anticipated work requirements. Implements adequate financial controls to perform assigned functions within funding limits and established employee levels.

Directs the preparation of recurring and special estimating and management reports, documents, studies, analyses, and statistical data for submittal to Management and Client. Maintains necessary administrative and estimating records.

Recommends policies and procedures for estimating functions. Implements and enforces Company policies and procedures. Responsible for the daily transactions such as disciplinary actions, review of work by assigned personnel, and related personnel actions.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to estimating activities. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

College graduate in a recognized engineering specialty or registered as an engineer, plus thirteen years of appropriate engineering experience, including three years of supervisory responsibility.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: MANAGER, FIELD OPERATIONS

(Exempt)

JOB

CODE: 11 04 0540 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of the operational functions at several field locations. Plans, organizes, staffs, controls, schedules, assigns, and coordinates field operations.

Responsible for coordinating the professional and operational efforts between the field sites and other Company's components or user organizations.

Responsible for supporting and implementing Safety and Quality Control programs in accordance with Company policies, procedures, and directions.

Recommends employee and budget levels for field activities based on known or anticipated program requirements. Implements adequate financial controls to perform assigned functions within funding limits and established employee levels.

Directs the preparation of recurring and special reports and statistical data for submittal to Management and Client. Maintains necessary administrative and technical records.

Recommends policies and procedures for assigned field activities. Implements and enforces Company policies and procedures.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to activities at assigned field sites.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a degree in a recognized engineering/scientific discipline plus fifteen years applicable experience, five of which should have been in a supervisory capacity.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: MANAGER, FIELD SERVICES

(Exempt)

JOB

CODE: 11 05 0570 02

PRIMARY DUTIES AND RESPONSIBILITIES

Manages and directs the materials testing and construction services activities. Determines and establishes organizational structure and plans, organizes, staffs, controls, schedules, assigns and coordinates the technical and administrative activities, and delegates assignments to subordinate supervisors.

Assures that budget schedules and organizational objectives are maintained and that performance standards are realistically set and attained.

Coordinates the assigned functional activities with appropriate Company management.

Directs the preparation of special and recurring reports.

Establishes organizational policies and procedures.

Represents the Company when in contact with the Client, outside businesses and governmental and military agencies in matters pertaining to materials testing and construction services.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a college degree in a recognized engineering specialty plus fifteen years of applicable experience, three of which should include supervisory responsibility.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: MANAGER, FIELD SURVEYS

(Exempt)

JOB
CODE: 11 06 0580 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of the Survey Department. Plans, organizes, staffs, controls, schedules, assigns and coordinates activities and serves as advisor to Management, the Client or Users on matters relating to survey.

Responsible for recommending standards and procedures for all survey functions. Ensures that Company, Client and User requirements are adhered to and maintains a knowledge of the state of the art for practices and equipment.

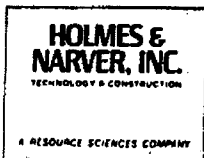
Responsible for enforcing Safety and Quality Control programs in accordance with Company and Client policies, procedures and directives. Recommends employee and budget levels based on known or anticipated requirements. Prepares labor cost estimates as required. Maintains necessary administrative and survey records and directs the preparation of special and recurring reports.

Responsible for the personnel actions, discipline and review of work of assigned personnel.

As delegated, represents the Company when in contact with the Client, outside businesses, and governmental and military agencies in matters pertaining to assigned activities. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Registration as a land surveyor plus thirteen years of diversified training and engineering and land survey experience. Three years of this experience should include supervisory responsibility. College graduate in civil engineering is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: MANAGER, INTEGRATED SYSTEMS

JOB
CODE: 11 06 0595 02
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of the integrated information systems section of the Communications Department. Plans, organizes, staffs, schedules, assigns, and coordinates the activities of the section.

Assures that company, Client, and User requirements are adhered to by maintaining a continuing review of assigned activities and by applying technical knowledge of applicable standards, practices, and principles.

Recommends employee and budget levels, prepares labor cost estimates, and implements adequate controls in order to maintain funding limits and employee levels.

Responsible for enforcing Safety and Quality Control programs in accordance with company policies, procedures, and directives.

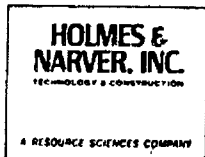
Responsible for the review of work, personnel actions, and discipline of assigned personnel.

Represents the company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned responsibilities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a degree in a specialized engineering/scientific discipline and thirteen years of applicable integrated information systems application, and three years of supervisory experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: MANAGER, LOGISTICS PLANNING

JOB CODE: 11 06 0612 02
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Manages and directs the planning programs in support of Client activities connected with the National Nuclear Test Readiness Program.

Plans, organizes, staffs, controls, schedules, assigns, and coordinates all activities related to assigned logistics and operational planning programs and ensures that all functions and assignments are carried out in an effective and economical manner and in consonance with Company and Corporate policies.

Plans and directs the collecting, consolidating, coordinating, and publishing of requirements for logistical and operational support and current and historical project information. Serves as an advisor or consultant on methods of approach for the analysis and solution of specific logistics and operational planning problems. Provides necessary liaison with Corporate components on all matters relating to assigned areas. Responsible for the planning, publication, and distribution of master logistical plans, operational plans, and status and progress reports.

Recommends policies and procedures for assigned functions. Implements and enforces Company policies and procedures. Responsible for the personnel actions, review of work, and discipline of assigned personnel.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned responsibilities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a college degree in a technical or engineering specialty plus thirteen years applicable experience, including three years of supervisory responsibility.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: MANAGER, TECHNICAL SERVICES

JOB CODE: 11 04 0650 02
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of engineering technical services activities of the Division. Plans, organizes, staffs, controls, schedules, assigns, and coordinates the work of the Technical Services Department.

Provides engineering support to field offices. Responsible for investigating discrepancies in engineering work and recommending corrective action.

Responsible for requesting and coordinating the support required from Corporate office or consultants. Approves invoices for engineering work performed by the Corporate office or consultants. Assists field offices in the selection and assignment of engineering personnel.

Responsible for establishing standards and procedures for estimating and engineering design. Performs audits of field operations to ensure that established engineering standards are maintained.

Responsible for enforcing adequate Safety and Quality Control programs in accordance with Company policies, procedures, and directives. Recommends employee and budget level based on known or anticipated testing program requirements. Implements adequate financial controls to perform assigned functions with funding limits and established employee levels.

Directs the preparation of recurring and special engineering and management reports and statistical data for submittal to Management and Client. Maintains necessary administrative and related engineering records.

Recommends policies and procedures for assigned activities. Implements and enforces Company policies and procedures.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to activities at assigned field sites.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a degree in a recognized engineering/scientific discipline plus fifteen years applicable experience; five of which should have been in a supervisory capacity.

JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: MANAGER, TECHNICAL SUPPORT (Exempt) **JOB CODE:** 11 07 0630 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the management and direction of the Technical Support Group. Plans, organizes, staffs, controls, schedules, assigns, and coordinates the preparation of a wide variety of engineering studies and management information reports. Directs the preparation of graphics and visual aids.

Assists the Client on special programs or projects by assuring that requirements are fulfilled. Provides necessary liaison on matters relating to assigned projects.

Directs the preparation of forecasts, schedules, estimates, documents, statistical data, and recurring and special management reports. Maintains master records for assigned projects or programs and necessary administrative and related records.

Recommends employee and budget levels based on known or anticipated support requirements. Implements adequate financial controls to perform assigned functions within funding limits.

Recommends policies and procedures for assigned activities. Implements and enforces Company policies and procedures.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned activities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of training and experience equivalent to a college degree in an engineering or technical specialty plus eleven years applicable experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: MICROGRAPHICS OPERATOR

JOB (Nonexempt) CODE: 12 19 0660 08

PRIMARY DUTIES AND RESPONSIBILITIES

Under general supervision, performs routine tasks in accordance with micrographics operating guidelines.

Assists in the setup, operation, cleaning, maintenance, and performance of minor repairs of assigned equipment.

Refers to established procedures in order to maintain quality standards.

Under general supervision, performs production, reproduction, and retrieval tasks.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Two years of training and experience with one year of micrographics training, or the successful completion of a comprehensive micrographics training program.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: MICROGRAPHICS TECHNICIAN

JOB
CODE: 11 11 0666 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for all micrographics operations and personnel within an assigned area of responsibility, including job assignments, reports, production schedules, quality, and problem solving.

Coordinates with the Supervisor on problems of a complex or unusual nature.

Directs the activities of assigned personnel in the Engineering Records Library or a branch operation by assigning duties, providing guidance and instruction, and observing work performance.

Performs related work as required and acts as backup to the Supervisor.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of diversified micrographic experience at a level that would provide the technical knowledge and capability to perform the above duties and responsibilities. Some supervisory experience and familiarity with automated systems is desired.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: OFFICE SERVICES REPRESENTATIVE

JOB
(Nonexempt) CODE: 12 16 0672 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of administrative assignments in the assistance of other Office Services personnel.

Performs mail and messenger services including routing of incoming and outgoing correspondence, delivery, and pickup. Codes, logs, and files in support of the records management program.

Maintains logs and files relating to classified materials, prepares requisitions for materials and equipment. Prepares work orders for repair of office equipment, space requirements, telephone installation or removal, and printing requirements.

Maintains files and prepares related correspondence for capital and sensitive equipment.

Assists in the preparation of special or recurring reports.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Six years of training and experience in office administration and/or services.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: OPERATIONS MANAGER, NEVADA TEST SITE (Exempt) **JOB CODE:** 11 03 0690 02

PRIMARY DUTIES AND RESPONSIBILITIES

Manages and directs the engineering and administrative activities at a major jobsite. Determines and establishes organizational structure and plans, organizes, staffs, controls, schedules, assigns, and coordinates the engineering and administrative activities within the major office. Determines organizational objectives and delegates assignments to subordinate supervisors.

Conducts briefings and technical meetings for management and Client representatives.

Directs the activities of the various organizational components within the major office and coordinates the assigned functional activities with appropriate Company management.

Assures that budget schedules and performance standards are realistically set and attained.

Directs the preparation of special management reports, documents, and statistical data and maintains master management records pertaining to the office.

Establishes organizational policies and procedures in a major office and interprets, executes, and recommends modifications to Company policies and procedures.

Work is performed without appreciable direction and is reviewed for desired results. Represents the Company as a prime contact with the Client, outside businesses, and governmental and military agencies on contract and operations.

MINIMUM QUALIFICATION REQUIREMENTS

Twenty years of applicable experience including five years in a managerial capacity.

JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: PERSONNEL ADMINISTRATOR

(Exempt)

JOB

CODE: 11 08 0710 02

PRIMARY DUTIES AND RESPONSIBILITIES

Supervises the Industrial Relations Section within the Division. Plans, controls, schedules, assigns, coordinates, and directs the activities of employment and placement, employee development, training, appraisal programs, travel services, maintenance of industrial relations, and industrial relations reporting. Provides necessary liaison with other Division components on all matters relating to assigned functions.

Recommends employee and budget levels for personnel activities based on known or anticipated work requirements. Implements adequate financial controls to administer approved funding budgets and employee levels.

Responsible for the preparation of recurring and special industrial relations reports, documents, and statistical data and the maintenance of master personnel, training, and medical files.

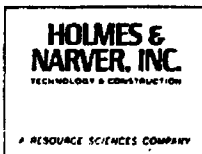
Assists in the formulation of policies and procedures and ensures uniform application of personnel policies and procedures throughout the Division. Maintains necessary administrative and personnel records. Responsible for the personnel actions, review of work, and discipline of assigned personnel.

Generally operates with considerable latitude for unreviewed action and decisions. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency. Represents the Division with civic, governmental, educational, and other organizations on matters pertaining to assigned activities.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of diversified training and administrative/industrial relations experience providing the knowledge and capability to perform the above duties. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: PERSONNEL REPRESENTATIVE

JOB (Nonexempt) CODE: 12 16 0733 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of administrative support assignments in the Personnel Section. Assists in the planning, development, execution, and coordination of Personnel functions. Assists applicants in completing employment applications and audits various personnel forms for completeness, accuracy and conformance with applicable laws, regulations and established procedures. Answers applicants' questions pertaining to employment requiring basic knowledge of Personnel procedures. Conducts PEV's by telephone, FAX, and mail and reviews results for discrepancies.

Establishes and maintains master personnel and application/resume files and maintains strict security on release of information concerning employees. Assists in the preparation of special or recurring reports and projects.

Performs related work as required.

Under supervision, performs work that is varied and that may be somewhat difficult in character, but usually involving limited responsibility.

MINIMUM QUALIFICATION REQUIREMENTS

Six years of training and responsible administrative experience. Some knowledge of personnel/employment procedures is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: PLANNING COORDINATOR

JOB CODE: 11 11 0740 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Assists the Senior Planning Coordinator in providing programmatic, operational, and logistics planning services; coordination; and staff assistance in support of one or more major DOE/NV or DOD/DNA programs. May perform all the planning/coordinating functions on smaller programs.

Prepares program analysis/evaluation and makes recommendations for changes in the procedure objectives. Prepares estimates and justification on operational plans; arranges for and monitors operation programs; and assures timely submittal of reports, correspondence, and memorandums. Coordinates support plans with DOE, DOD, using agencies, and other Divisions and maintains liaison between these groups.

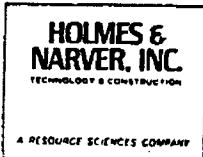
Makes technical and operational inputs for the preparation of various programs. Researches, reviews, and prepares special studies and plans.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to planning activities.

Assignments are broad in nature; work is reviewed for soundness of technical judgment, adequacy, and accuracy. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of diversified training and planning experience providing the knowledge and capability required to perform the above duties and responsibilities. A degree in technical or engineering field is preferred.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: PRINCIPAL DESIGNER

(Exempt)

JOB CODE: 11 07 0780 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs engineering or scientific design work requiring sound and diversified knowledge of technical principals and practices in broad areas of specialized or related fields. Investigates and analyzes technical problems requiring the use of ingenuity and creativity by applying advanced principles, theories, and concepts. Prepares final working drawings and technical specifications in conformance with established engineering practices and applicable codes.

Provides technical advice and counsel in areas of specialization.

Performs related work as required.

Generally operates with considerable latitude for unreviewed action and decision. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency.

As delegated, represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to areas of specialization.

MINIMUM QUALIFICATION REQUIREMENTS

Fifteen years of diversified engineering/scientific design training and experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: PRINCIPAL ENGINEER (Specify)

(Exempt)

JOB

CODE: 11 07 0790 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs engineering or scientific work requiring sound and diversified knowledge of technical principles and practices on projects with unique or controversial problems. Defines the scope and selection of problems for investigation and develops novel concepts and approaches for solutions. Maintains necessary internal and external liaison and acts independently on technical matters pertaining to assigned projects.

Supervision received is essentially administrative with assignments given in terms of broad general objectives and limits. Performs related work as required including supervision of designers, drafting technicians, and other engineers.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in the applicable engineering/scientific discipline or registered as an engineer, plus eleven years of applicable technical experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: PRINCIPAL INSPECTOR

(Exempt)

JOB

CODE: 11 10 0810 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs nonroutine and complex inspection assignments involving responsibility for planning and conducting tests to ensure conformance with established requirements. Reviews and analyzes a variety of technical information to determine best procedure to meet the test objective. Formulates procedures and inspection techniques to comply with policies, specifications, and standards. Compiles and computes a variety of technical data and develops or prepares inspection reports and documentation, and maintains appropriate file information. Conducts comparative studies and analyses as required to support or develop inspection techniques. Conducts tests or experiments requiring selection and adaptation or modification of equipment or procedures. Determines the extent of variations and suggests corrective action. Advises supervisor of discrepancies on items tested and of problems developing or related to conformance criteria.

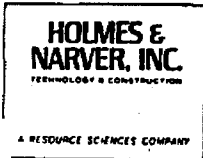
Establishes liaison with other departments to identify new inspection needs, additional support requirements, or scheduling needs. Provides coordination and action required to attain desired results.

Assignments are reviewed for sound technical judgment and operates with appreciable latitude for unreviewed action and decisions. Performs related work as required.

May direct or supervise other inspectors in assignments requiring advanced or specialized knowledge.

MINIMUM QUALIFICATION REQUIREMENTS

Nine years of applicable inspection or testing experience related to work requirement.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: PRINCIPAL PROGRAM ANALYST

(Exempt)

JOB

CODE: 11 08 0750 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the conduct of investigation and analysis of complex requirements or problems requiring the use of ingenuity and creativity in programming.

In accordance with established programming policies and procedures, originates and applies new or unique programs or methods and analyzes the impact of implementation on existing systems.

Assures adherence to procedures, standards, and policies covering programming, documentation, and contingency plans, and must have a working knowledge of computer security procedures. Provides constant surveillance and review to ensure a high degree of accuracy and to maintain User requirements.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of diversified training and programming experience. A working knowledge of BASIC, COBOL, or FORTRAN computer language is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: PRINCIPAL SYSTEMS ANALYST (Exempt) **JOB CODE:** 11 08 0815 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the investigation and analysis of complex requirements or problems to establish ingenious and creative systems.

In accordance with established policies and procedures, originates and applies new or unique systems or methods and determines the impact of implementation on existing systems.

Assures adherence to procedures, standards, and policies covering systems, documentation, and contingency plans, and must have a working knowledge of computer security procedures. Provides constant surveillance and review to ensure a high degree of accuracy and to maintain User requirements.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of diversified systems analysis training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: PROCEDURES ANALYST

JOB CODE: 11 12 0820 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Assists in the development of Division operating procedures by reviewing and analyzing functional operations and responsibilities of organizational components.

Recommends new and/or changes in systems and procedures utilizing a technical knowledge of business and advanced management systems, practices, and principles. Makes recommendations relating to the design of forms required to implement procedures.

Prepares written procedures and assists in the implementation of new systems.

Prepares organizational charts, maintains procedures, and form records as required.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Five years of diversified training and business procedures development experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: PROGRAM ANALYST

JOB
(Nonexempt) CODE: 12 15 0830 06

PRIMARY DUTIES AND RESPONSIBILITIES

Under general supervision, responsible for or assists in the development, design, modification, and implementation of new and existing systems and programs.

Maintains and upgrades systems and programs in accordance with accepted procedures, standards, and policies.

Provides timely, accurate, and documented flow of data to administrative and/or field personnel and User agencies, and maintains records and related reports.

Assures adherence to procedures, standards, and policies covering programming, documentation, and contingency plans and must have a working knowledge of computer security procedures. Provides constant surveillance and review to ensure a high degree of accuracy and to maintain User requirements.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of training and applicable programming experience. A working knowledge of the BASIC, COBOL, or FORTRAN computer language is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE:

PROJECT COORDINATOR

JOB

CODE:

(Exempt)

11 10 0840 04

PRIMARY DUTIES AND RESPONSIBILITIES

Coordinates, supports and assists Project Engineering in its activities by preparing schedules, reviewing manpower and equipment needs, expediting, reviewing costs and monitoring progress of projects. Assists in the preparation of proposals and cost estimates. Evaluates progress and results and recommends changes in procedures.

Prepares special and recurring reports and documentation. Reviews plans and specifications for compliance with criteria. Keeps Project Engineers informed of progress and problems. Assigned special activities, including jobsite support, as required.

Performs related work as required.

Assignments are broad in nature, usually requiring appreciable originality and ingenuity. Work is reviewed for soundness of technical judgement, adequacy, and accuracy.

MINIMUM QUALIFICATION REQUIREMENTS

Nine years of appropriate engineering experience providing the technical knowledge and capability required to perform the above duties and responsibilities.

JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: PROJECT ENGINEER

JOB

(Exempt)

CODE: 11 09 0850 04

PRIMARY DUTIES AND RESPONSIBILITIES

Develops criteria for and coordinates the engineering/scientific efforts of a technical project or program or assists on a large or complex project or program. Performs engineering/scientific work requiring judgement in the independent evaluation, selection, and modification of standard techniques, procedures, and criteria. Incumbent is fully competent in all conventional aspects of the project or program. Coordinates the activities of assigned field projects. Maintains liaison with Company, Client, and User groups.

Prepares proposals and cost estimates and monitors the financial aspects of assigned projects. Evaluates progress and results and recommends changes in procedures or objectives.

Reviews and concurs in design specifications, proposals, estimates, and changes in the scope of work.

Responsible for the preparation of special and recurring project reports and documentation. Initiates reports covering existing or anticipated problems. Reviews documentation for compliance with established criteria.

Generally operates with reasonable latitude for unreviewed action or decision. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in the applicable engineering/scientific discipline or the equivalent in appropriate education and experience plus seven years of applicable technical experience.

JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: PROJECT ESTIMATOR

(Exempt)

JOB

CODE: 11 09 0860 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the estimating functions at a jobsite or field office or assists with the estimating activities at a major office. Responsible for the adequacy and correctness of estimates, analyses, or studies utilizing specialized knowledge of engineering/scientific drawings, construction, materials, labor, and equipment. Responsible for the preparation of special and recurring reports and documents. Assist in the development of new or revised methods of approach for the analysis and solution of specific estimating problems.

Performs related work as required.

Generally operates with considerable latitude for unreviewed action and decisions. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of applicable technical and estimating training and experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: REPRODUCTION MACHINE OPERATOR

JOB
CODE: 12 19 0871 08
(Nonexempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Operates reproduction equipment in accordance with guidelines. Responsible for setup, maintenance, and minor repair of equipment. Frequently handles boxed material weighing 10 to 50 pounds in performance of duties.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Two years of applicable training and experience in the use of reproduction equipment.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: SECRETARY

JOB
(Nonexempt) CODE: 12 16 0890 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of secretarial and clerical duties, which may include the recording and transcribing of material, following procedures for a specialized functional organization of the Division.

Exercises initiative in such tasks as receiving visitors and telephone calls, maintaining files and record systems, opening and distributing routine mail, and preparation of regular forms and reports. Maintains appointment calendar and composes routine correspondence within established guidelines. Assures correctness of outgoing correspondence.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Six years of training and stenographic or general clerical experience. Ability to type is required. Shorthand capability may be required.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SECURITY ADMINISTRATOR

(Exempt)

JOB CODE: 11 09 0900 04

PRIMARY DUTIES AND RESPONSIBILITIES

Plans and directs all activities relating to the personnel security, physical security, classified document controls, information security, and subcontractor security programs.

Responsible for conducting periodic inspections, security indoctrination, and refresher training to ensure compliance with established regulations.

Investigates security violations and prepares recommendations for the disposition of these matters.

Responsible for the preparation of recurring and special security reports and statistical data. Provides advisory and consultant services for the analysis and solution of specific security problems. Maintains records associated with these activities. Maintains applicable security records as required.

Recommends policies and procedures for the security program based on Client's directives and standard security practices.

Maintains liaison with the Client, User organizations, other Division components' security activities, and civil law enforcement agencies on security matters and, as delegated, represents the Division in security matters.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of diversified training and security administration experience that would provide the knowledge and capability to perform the above duties and responsibilities. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: SECURITY REPRESENTATIVE

JOB
(Nonexempt) CODE: 12 16 0910 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of administrative assignments in the Security Section. Assists other security personnel in the planning, development, execution, and coordination of Security functions.

Screens all Personnel Security Questionnaires, both initial and reinvestigative, to ensure completeness and accuracy. Completes all paperwork, including typing, for submittal to the Client.

Conducts initial employee security, clearance grant and termination briefings. Screens and routes personnel security correspondence from the Corporate office, other Divisions, subcontractors, and the Client. Prepares and checks for accuracy and completeness, letters directed to the Client.

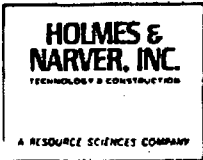
Maintains ID and processing information cards; prepares general correspondence, access requests, and approval forms for employee visits to classified facilities.

Maintains files relating to security programs; types for and otherwise assists other security personnel in the preparation of special or recurring reports and projects.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Six years of training and responsible administrative experience. Some knowledge of security procedures is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

**JOB
TITLE:** SENIOR ACCOUNTANT I

**JOB
CODE:** 11 11 0930 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for accounting assignments and functions which require the application of established principles, concepts, and practices.

Verifies a variety of accounting documents for accuracy of computation and contents. Ascertains that all transactions are properly supported, are in accordance with pertinent policies and procedures, and are classified and recorded according to acceptable accounting standards.

Responsible for the preparation of reports, schedules, and statements. Responsible for the summarization and analysis of financial data and reports and the maintenance of accounting records. May direct the activities of accounting personnel in lower classifications.

Work is performed without appreciable direction and is reviewed for desired results.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of training and highly responsible and/or specialized accounting experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: SENIOR ACCOUNTING CLERK

(Nonexempt)

JOB

CODE: 12 19 0950 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs difficult clerical assignments of an accounting nature.

Accumulates, calculates, and posts data to various accounting records. Prepares journal entries and cost distribution. Totals and balances accounts. Assists in the preparation of financial reports and statements.

Compiles data and makes computations for regular and special accounting reports, including arranging and summarizing data for recording purposes. Checks and verifies records. Recommends necessary action to resolve discrepancies.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Two years of training and bookkeeping or accounting experience or applicable administrative training in the accounting field.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE:

SENIOR ADMINISTRATIVE ASSISTANT

(Exempt)

JOB

CODE:

11 11 0955 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs average to complex administrative assignments within several functional areas. Plans, coordinates, and conducts a variety of projects and studies within a component unit. May assist in major projects or studies which are broader in scope and generally encompassing several component units. Prepares comprehensive reports containing recommendations for the establishment or modification of policies, systems, and procedures.

Performs related work as required.

Receives general supervision, work is reviewed for soundness of judgment, adequacy, and accuracy.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of applicable administrative training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: SENIOR BUYER

(Exempt)

JOB

CODE: 11 11 0970 04

PRIMARY DUTIES AND RESPONSIBILITIES

Purchases any type of requisitioned materials, tools, supplies, and equipment or items of a specialized field requiring the exercising of independent judgment and advanced knowledge in the procurement field.

Determines availability of requisitioned items by contacting and developing sources of supply, utilizing a specialized knowledge of marketing practices and procedures.

Requests bids for any type of requisitioned items by contacting qualified vendors or suppliers.

Selects vendors by comparing quality, bid prices, discounts, delivery, and other factors.

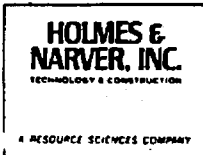
Purchases requisitioned items from qualified and successful bidders by awarding purchase orders in accordance with established procurement practices and procedures.

Recommends substitutions or alternates to the requisitioner for items which are either not available or which, due to price and other factors, are not feasible for procurement action, by applying a highly specialized knowledge of materials, supplies, tools, equipment usage, and market condition.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of applicable buying training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR COMPENSATION SPECIALIST (Exempt) **JOB CODE:** 11 12 0975 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of regular or special administrative assignments. Assists Supervisory personnel in the planning, development, execution, and coordination of wage and salary functions.

Assists in the conduct and analysis of salary and fringe benefit surveys, job analyses, and preparation of job descriptions; salary rates and job alignments in accordance with established policies and procedures and the preparation and maintenance of the wage and salary plan.

Coordinates as necessary with Client and company personnel in the interpretation of policies or resolution of problems.

Researches, collects, and processes data for routine and special reports or projects and assists in the preparation of related correspondence and documents as required for change of status actions, compensation programs and related activities to the Client or Company management.

Must be thoroughly aware of the DOE Computer Protection Program and its protective measures through ongoing Computer Protection Program indoctrination and surveillance when utilizing the Central Computer Facilities for processing classified and/or sensitive data.

Assumes the duties of the Section in the absence of the Wage & Salary Administrator.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Five years of training and responsible administrative experience, including one year of wage and salary administration.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR DESIGNER I/(Specify) (Exempt) **JOB CODE:** 11 10 0980 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs relative complex engineering or scientific design work requiring considerable technical training in a specialized discipline. Assignments have clear and specified objectives and require investigation of several variables. Selects designing procedures and prepares preliminary designs from accumulated technical data and applied technical knowledge. Prepares sketches or complete detail and layout drawings from verbal or written instructions. Prepares final working drawings and technical specifications in conformance with established engineering practices and applicable codes. Collaborates with engineering/scientific personnel on the formulation of the more technical aspects of proposed designs when necessary.

May direct the activities of assigned drafting/design personnel.

Performs related work as required.

Works independently on the development of designs or adaptations requiring specialized experience. Work is reviewed for soundness of technical judgment and overall adequacy and accuracy.

MINIMUM QUALIFICATION REQUIREMENTS

Nine years of applicable engineering/scientific designing experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR DESIGNER II/(Specify) (Exempt) **JOB CODE:** 11 08 0981 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs complex and nonroutine engineering or scientific design work requiring considerable technical training in a specialized discipline. Assignments have specified objectives requiring investigation of several variables. Selects designing procedures and prepares preliminary designs from accumulated technical data and applied technical knowledge. Prepares sketches or complete detail and layout drawings from verbal or written instructions. Prepares final working drawing and technical specifications in conformance with established engineering practices and applicable codes.

May direct the activities of assigned drafting/design personnel.

Performs related work as required.

Works independently on the development of designs or adaptations requiring specialized experience. Work is reviewed for soundness of technical judgment and overall adequacy and accuracy.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of applicable engineering/scientific designing experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

**JOB
TITLE:**

SENIOR DRAFTING TECHNICIAN (Specify)

**JOB
(Nonexemp) CODE:** 12 15 0990 06

PRIMARY DUTIES AND RESPONSIBILITIES

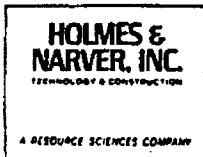
Prepares routine to relatively complex engineering/scientific drawings and other graphic presentations from sketches, notes, and other criteria using either standard drafting equipment or by operation of autographics input station. Makes mathematical calculations and determines scaling requirements. Inserts necessary reference planes, centering and dimension lines, hidden line interpolations and sectioning. Prepares specifications for parts, assemblies, and installations.

Performs related work as required.

Works independently under general supervision. Work is reviewed for accuracy and adequacy of results achieved.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of applicable drafting training and experience plus a good working knowledge of applicable specifications, tolerances, and codes.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR ENGINEER I/(Specify) (Exempt) **JOB CODE:** 11 10 1020 04

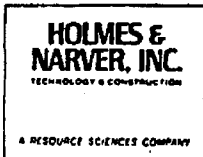
PRIMARY DUTIES AND RESPONSIBILITIES

Performs engineering or scientific work requiring judgment in the independent evaluation, selection and substantial adaption and modification of standard techniques, procedures, and criteria. Incumbent is fully competent in all conventional aspects of the subject matter or the functional area of the assignment. Independently performs most assignments with instructions as to the general results expected.

Assignments are reviewed for soundness of techniques used, accuracy, and for adequacy and economy of technical results achieved. Receives technical guidance on unusual or complex problems. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in the applicable engineering/scientific discipline or the equivalent in appropriate education and experience plus nine years of applicable technical experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR ENGINEER II/(Specify) (Exempt) **JOB CODE:** 11 08 1021 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs engineering or scientific work requiring sound and diversified knowledge of technical principles and practices in broad areas of assignments and related fields. Uses advanced techniques and the modification and extension of theories, precepts, and practices to make independent decisions on technical problems and methods.

Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments. Performs related work as required, including first-level supervision of designers, drafting technicians, and other engineers.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in the applicable engineering/scientific discipline or the equivalent in appropriate education and experience plus nine years of applicable technical experience. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: SENIOR ESTIMATOR

(Exempt)

JOB

CODE: 11 11 1050 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the preparation of routine to relatively complex estimates on Preliminary Planning, Title I, Title II, Work Order, and other engineering/scientific projects. Analyzes available criteria and determines plausible plan of construction or method of operation to serve as the basis for estimates. Prepares all phases of assigned engineering/scientific estimates. Assures accuracy and completeness by checking prices, extensions of costs, and material take-offs. Determines productivity of work force personnel and labor rates in location of proposed projects. Obtains cost quotations for major material items by predetermined procedures.

Performs related work as required.

Assignments are reviewed for application of sound professional judgment.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of applicable technical and estimating training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR ILLUSTRATOR I

JOB (Nonexempt) CODE: 12 16 1060 06

PRIMARY DUTIES AND RESPONSIBILITIES

Under limited supervision, prepares a wide variety of illustrations providing visual interpretations of engineering design, development, and construction concepts.

Prepares the type of graphic art requiring the creative ability to develop an original concept from fundamental data. Produces desired visual effects in conformance with established quality standards and specified reproduction medium.

Coordinates with Users to determine objectives, methods, techniques, and materials required. Recommends most economical methods and techniques.

Assists in the preparation of time and cost estimates. May assist in the work direction and training of assigned personnel.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Six years of diversified training and illustration or graphic arts experience, including layout and design of publications and reports.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR ILLUSTRATOR II

JOB CODE: (Nonexempt) 12 14 1061 06

PRIMARY DUTIES AND RESPONSIBILITIES

Under minimal supervision, prepares a wide variety of illustrations providing visual interpretations of engineering design, development, and construction concepts.

Prepares difficult art work requiring creative ability in developing original concepts from fundamental data. Utilizes commercial art media and techniques to produce desired visual effects in conformance with established quality standards and specified reproduction medium.

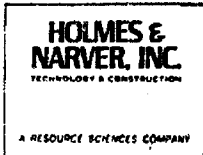
Coordinates with Users to determine objectives, methods, techniques, and materials required. Determines most economical methods and justifies the use of special techniques.

Prepares time and cost estimates for illustration projects. Directs the work and trains assigned personnel.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eight years of diversified training and illustration or graphic arts experience, including layout and design of publications and reports. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: SENIOR INSPECTOR

JOB
(Nonexempt) CODE: 12 14 1070 06

PRIMARY DUTIES AND RESPONSIBILITIES

Performs relatively complex inspection assignments involving a variety of sequences of related operations to ensure compliance with plans, specifications, and established criteria. Conducts a variety of tests, prepares test specimens, sets up and operates test equipment, and records and analyzes test data. Prepares inspection reports and documentation, and maintains appropriate file information. Conducts tests and experiments requiring selection and modification of equipment or procedures. Determines extent of variations and suggests corrective action. Advises supervisor of test discrepancies and problems.

Performs related work as required.

Works independently under general supervision. Work is reviewed for accuracy and adequacy of results achieved.

When assigned, directs the work of other inspectors.

MINIMUM QUALIFICATION REQUIREMENTS

Eight years of applicable inspection or testing experience related to work requirements.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: SENIOR MICROGRAPHICS OPERATOR I

JOB
(Nonexempt) CODE: 12 17 1090 08

PRIMARY DUTIES AND RESPONSIBILITIES

Under minimum supervision, performs semiroutine tasks in accordance with micrographics operating guidelines.

Sets up, operates, cleans, maintains, and performs minor repairs on assigned equipment.

Maintains quality standards of work in accordance with established procedures.

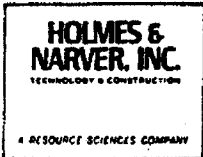
Performs production, reproduction, and retrieval tasks.

Assists senior operators in the performance of their duties.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of applicable training and experience which includes two years of micrographics experience. Must be able to operate business machines as required.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR MICROGRAPHICS OPERATOR II **JOB CODE:** 12 15 1091 08
(Nonexempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Independently performs general or specific functions relating to micrographics production, filing reproduction, storage, and retrieval of information.

Operates all reproduction and retrieval equipment, performs maintenance and preventive maintenance and repairs of a routine nature on all equipment. Identifies equipment problem areas.

Ensures quality control of micrographics products; accepts and fills customer requests and assists in setting up production schedules.

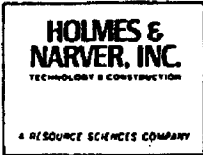
Maintains supplies; mixes chemicals; prepares and maintains logs, graphs, reports, charts, and records as required. Works with users in determining requirements.

May direct the work of other assigned personnel and assists in the training program.

Performs related work as required and may act as backup for the supervisor when necessary.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of training and applicable experience which includes five years of micrographic experience. Must be able to operate business machines as required. Some supervisory or "lead" experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR OFFICE SERVICES REPRESENTATIVE (Exempt) **JOB CODE:** 11 12 1196 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of regular or special administrative assignments in support of the Office Services Section.

Assists in the maintenance of the records management program; performs mail and messenger services; assists in the acquisition and control of capital and sensitive equipment and telephone and telecopier services.

Maintains standard forms and office supplies and assists supervisory personnel with facility control of classified material.

Arranges for office space and equipment requirements, vehicle service and repair, reproduction requests, and performance of custodial services and maintenance.

Participates in the preparation of recurring and special reports and maintenance of master files and records.

Assumes duties of the Section in the absence of the Supervisor.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Five years of training and experience in office administration and/or services.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR PERSONNEL REPRESENTATIVE (Exempt) **JOB CODE:** 11 12 1198 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of regular or special administrative assignments. Assists supervisory personnel in the planning, development, execution, and coordination of Personnel functions. Implements Personnel procedures and requirements for the recruitment of nonexempt employees. Provides assistance to all departments/sections in maintaining a viable nonexempt working staff by preparing copy for advertising, conducting preliminary interviews, and arranging interviews with appropriate departments. Make job offers, conducts hire-in indoctrinations, and exit interviews for nonexempt employees.

Reviews applications/resumes and routes viable ones to appropriate department.

Assists in the preparation of the yearly recruiting budget.

Assumes the duties of the Section in the absence of the Personnel Administrator.

Directs the work assignments of assigned personnel.

Performs related work as required.

Usually works with minimum supervision, conferring with supervisor on unusual matters. Assignments are broad in nature, usually requiring appreciable originality and ingenuity. Has some latitude for unreviewed action or decision.

MINIMUM QUALIFICATION REQUIREMENTS

Five years of training and responsible administrative experience, including one year of personnel administration.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR PLANNING COORDINATOR

JOB CODE: 11 09 1100 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Provides programmatic, operational, and logistics planning services, coordination, and staff assistance in support of one or more major DOE/NV or DOD/DNA programs.

Prepares program analysis/evaluation and makes recommendations for changes in the procedure objectives. Prepares estimates and justification on operational plans; arranges for and monitors operation programs; and assures timely submittal of reports, correspondence, and memorandums. Coordinates support plans with DOE, DOD, using agencies, and other Divisions and maintains liaison between these groups.

Makes technical and operational inputs for the preparation of various programs. Researches, reviews, and prepares special studies and plans.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to planning activities.

Generally operates with considerable latitude for unreviewed action on decision. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of diversified training and planning experience providing the knowledge and capability required to perform the above duties and responsibilities. Some supervisory or administrative experience and a college degree in a technical or engineering field are preferred.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR PROGRAM ANALYST I (Exempt) **JOB CODE:** 11 11 1140 04

PRIMARY DUTIES AND RESPONSIBILITIES

Under minimal supervision, develops, modifies, implements, and maintains new or existing systems and programs.

Assists in the analysis and development of schedules, work flow, cost reports, administrative, and technical requirements for conversion to programming techniques and control. Recommends revisions, additions, or deletions as necessary to maintain an accurate and documented flow of data.

Prepares or directs preparation of information into data processing language. Coordinates supervisory, User, and field requirements for program content and scope.

Assures adherence to procedures, standards, and policies covering programming, documentation, and contingency plans, and must have a working knowledge of computer security procedures. Provides constant surveillance and review to ensure a high degree of accuracy and to maintain User requirements.

May direct the activities of assigned personnel.

Updates appropriate portions of the User's manual and performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of training and applicable programming experience. A working knowledge of the BASIC, COBOL, or FORTRAN computer language and some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR PROGRAM ANALYST II (Exempt) **JOB CODE:** 11 09 1141 04

PRIMARY DUTIES AND RESPONSIBILITIES

Under minimum supervision, develops, modifies, implements, and maintains new or existing systems and programs.

Analyzes and develops schedules, work flow, cost reports, engineering, and scientific requirements for conversion to programming techniques and control. Recommends revisions, additions, or deletions as necessary to maintain an accurate and documented flow of data.

Directs preparation of information into data processing language. Coordinates supervisory, User, and field personnel requirements for program content and scope.

Assures maintenance of records and related reports; documentation of program and program revisions; and update of appropriate portions of User's manual.

Assures adherence to procedures, standards, and policies covering programming, documentation, and contingency plans and must have a working knowledge of computer security procedures. Provides constant surveillance and review to ensure a high degree of accuracy and to maintain User requirements.

Directs the activities of assigned programming personnel and performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of training and applicable programming experience. A working knowledge of the BASIC, COBOL, or FORTRAN computer language and some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: SENIOR PROJECT ENGINEER I

(Exempt)

JOB
CODE: 11 07 1150 04

PRIMARY DUTIES AND RESPONSIBILITIES

Develops criteria for and coordinates the engineering/scientific efforts of one or more technical projects or programs. Performs engineering or scientific work requiring sound judgement and diversified knowledge of technical principles and practices on projects with unique or controversial problems. Assignments require judgement in the independent evaluation, selection and substantial adaption and modifications of standard techniques, procedures, and criteria.

Prepares proposals and cost estimates and monitors the financial aspects of assigned projects. Evaluates progress and results and recommends changes in procedures or objectives.

Maintains technical liaison with Company and with Client and User. Represents the Company in conferences to resolve important questions and to plan and coordinate work. Coordinates the Client's requirements with appropriate engineering management and with other organizations.

Reviews and concurs in design specifications, proposals, estimates, and changes in the scope of work.

Responsible for the preparation of special and recurring project reports and documentation. Initiates reports covering existing or anticipated problems. Reviews documentation for compliance with established criteria.

Generally operates with considerable latitude for unreviewed action or decision. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in the applicable engineering/scientific discipline or registered as an engineer plus eleven years of applicable technical experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE: SENIOR PROJECT ENGINEER II

(Exempt)

JOB

CODE: 11 06 1151 04

PRIMARY DUTIES AND RESPONSIBILITIES

Plans, directs, and coordinates the engineering and technical efforts of several project engineers on a series of projects or major engineering programs. Assigns duties and responsibilities to Project Engineers and monitors work performed.

Assists the Client on special programs or projects by assuring that requirements are fulfilled. Provides necessary liaison on matters relating to assigned projects.

Reviews proposals and criteria for assigned projects and programs. Assists in the preparation of forecasts, schedules, and estimates, as required.

Maintains master record for assigned projects or programs. Directs the preparation of recurring and special engineering and management reports, documents, and statistical data. Maintains necessary administrative and related engineering records.

Recommends policies and procedures for assigned functions. Implements and enforces Company policies and procedures. Responsible for the daily transactions such as disciplinary action, review of work by subordinates, and related personnel actions.

Represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned projects or programs. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in the applicable engineering/scientific discipline or registered as an engineer, plus thirteen years of appropriate engineering experience, including three years of supervisory responsibility.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: SENIOR PROJECT ESTIMATOR

(Exempt)

JOB
CODE: 11 08 1170 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the estimating functions at a jobsite or field office or assist with the direction, coordination, and administration of estimating activities at a major office. Responsible for the adequacy and correctness of estimates, analyses, or studies utilizing special knowledge of engineering/scientific drawings, construction, materials, labor, and equipment. Responsible for the preparation of special and recurring reports and documents. Develops new or revises methods of approach for the analysis and solution of specific estimating problems.

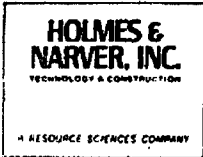
Represents the company with the Clients on estimating matters. Assumes the duties of the Chief Estimator.

Performs related work as required.

Generally operates with considerable latitude for unreviewed action and decisions. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of applicable technical and estimating training and experience, including three years of supervisory experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE:

SENIOR REPRODUCTION MACHINE OPERATOR

JOB

(Nonexempt) CODE:

12 17 1180 08

PRIMARY DUTIES AND RESPONSIBILITIES

Under minimum supervision, performs any general or specific functions related to the reproduction section.

Directs the work and training of other reproduction personnel.

Operates all reproduction equipment; maintains surveillance of work load and quality of work; performs minor maintenance and repairs; maintains records and supplies.

Frequently handles boxed material weighing 10 to 50 pounds in the performance of duties.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of applicable training and experience in the use of reproduction equipment.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR SECURITY REPRESENTATIVE (Exempt) **JOB CODE:** 11 12 1190 04

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of regular or special administrative assignments. Assists Supervisory personnel in the planning, development, execution, and coordination of Security functions.

As required, works directly with the Client, contractor, and subcontractor personnel in effecting programmatic changes, issuance of directives, procedures, and bulletins.

Researches, collects, and processes information for routine and special reports or projects consistent with policies and procedures; reviews draft security plans and provides input in accordance with Client directives.

Performs such local travel as required for liaison, inspection, orientation, or briefing of company and subcontractor personnel.

Coordinates, as necessary, with Client and company personnel in the resolution of problems or interpretation of regulations.

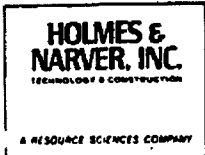
Assumes the duties of the Section in the absence of the Security Administrator.

Directs the work assignments of assigned security personnel.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Five years of training and responsible administrative experience, including one year of security administration.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR STAFF ADMINISTRATOR

(Exempt)

JOB CODE: 11 07 1195 04

PRIMARY DUTIES AND RESPONSIBILITIES

Assists designated Company executives in the planning, development, execution, and/or coordination of complex projects or programs in one or more professional or advanced fields.

Advises the executive on the method of approach for the analysis and solution of specific problems; plans and executes special management assignments.

Recommends policy and procedural changes and assists in the development of plans for the execution of such changes.

Assists, if applicable, in the overall aspects of contract and subcontract administration; coordinates the preparation of master manpower and program plans, operating budgets, and budgetary changes.

Prepares special studies and reports.

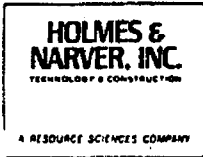
Assists in the coordination of organizational matters and resolves procedural problems to facilitate administrative and operational programs.

As delegated, acts as the executive's representative in contact with the Client, outside businesses, government, and military agencies; assists in the coordination of the executive's administrative and functional responsibilities with the major components of the Company and appropriate Corporate organizations.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Fifteen years of diversified administrative training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR SYSTEMS ANALYST I

JOB CODE: 11 11 1205 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Under minimal supervision, develops, modifies, implements, and maintains new or existing systems.

Assists in the analysis of systems' problems and the development of solutions. Confers with Users to define problems and type of data to be processed. Recommends revisions, additions, or deletions as necessary to maintain and document flow of data.

Derives logical procedures to solve problems using data processing techniques. Analyzes existing system logic difficulties and revises the logic and procedures involved as necessary.

Assures adherence to procedures, standards, and policies covering systems, documentation, and contingency plans, and must have a working knowledge of computer security procedures. Provides constant surveillance and review to ensure a high degree of accuracy and to maintain User requirements.

May direct the activities of assigned personnel.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of applicable systems training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR SYSTEMS ANALYST II (Exempt) **JOB CODE:** 11 09 1206 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the development, modification, implementation, and maintenance of new and existing systems.

Analyzes system problems and develops solutions. Confers with Users to define problems and type of data to be processed. Recommends revisions, additions, or deletions as necessary to maintain and document flow of data.

Responsible for the derivation of logical procedures to solve problems using data processing techniques. Analyzes existing systems logic difficulties and revises the logic and procedures involved as necessary.

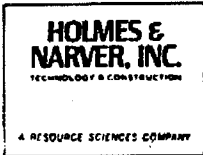
Assures adherence to procedures, standards, and policies covering systems, documentation, and contingency plans, and must have a working knowledge of computer security procedures. Provides constant surveillance and review to assure a high degree of accuracy and to maintain User requirements.

Directs the activities of assigned systems personnel.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of diversified systems analysis training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR TECHNICAL WRITER (Exempt) **JOB CODE:** 11 10 1210 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the technical writing assignments and functions which require the application of established principles, concepts, and practices.

Prepares technical manuals and reports, proposals, specifications, and related documents in conjunction with a variety of programs.

Edits technical and scientific documents; prepares and publishes projects as required.

May assist in the review of work of assigned personnel.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Nine years of applicable technical discipline training and experience, including four years of technical writing experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR TECHNICIAN I

JOB CODE: 11 11 1220 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Performs more difficult and complex tests on materials and ensures quality control standards are met and adhered to in all testing procedures.

Coordinates with engineering personnel on material and testing problems and analysis of test data. May modify test procedures and equipment as required, and perform tests and gather data at construction or operation sites.

Responsible for the maintenance of materials and supplies and preparation of test logs, reports, graphs, and charts as required.

Assists in the preparation of training programs and work direction of other assigned technicians.

Performs related work as required.

Works independently under general supervision.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of diversified material testing or construction inspection experience related to work requirements. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: SENIOR TECHNICIAN II

JOB
CODE: 11 10 1221 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Performs nonroutine or complex assignments of substantial variety and complexity and ensures conformance with established requirements. Interprets objectives and technical advice for formulating procedures and testing techniques to comply with policies and standards. Compiles and computes a variety of technical test data and develops or prepares test reports and documentation and assures maintenance of appropriate file information. Conducts tests or experiments requiring selection and adaptation or modification of equipment or procedures. Coordinates with engineering and supervisory personnel regarding testing problems and suggests corrective action.

May direct or supervise other technicians in assignments requiring advanced or specialized knowledge and prepare training programs.

Performs related work as required.

Works under general supervision with latitude for independent action. Work is reviewed for accuracy and adequacy of results achieved.

MINIMUM QUALIFICATION REQUIREMENTS

Nine years of diversified material testing or construction inspection training and experience related to work requirements. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SENIOR WORD PROCESSOR I

JOB (Nonexempt) CODE: 12 17 1230 08

PRIMARY DUTIES AND RESPONSIBILITIES

Performs a variety of complex assignments in accordance with word processing operating guidelines.

Responsible for the preparation and completion of complex and/or technical documents, multipage proposals and formats requiring extensive knowledge of the word processing equipment.

Analyzes, creates and assists in the maintenance of file records; provides guidance to other word processing personnel; assists in directing work flow and may act as backup to the supervisor.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of applicable word processing and magnetic media equipment training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: SENIOR WRITER/PROOFREADER

JOB
(Nonexempt) CODE: 12 15 1250 08

PRIMARY DUTIES AND RESPONSIBILITIES

Under limited supervision, performs proofreading, editing, writing, rewriting, and revision of material as assigned.

Proofreads a variety of reports, letters, memos, charts, manuals, and specifications of a technical or nontechnical nature for continuity, grammar, sentence structure, and typographical errors.

Performs writing, rewriting, and editorial changes to maintain clarity, order, conciseness, style, and proper terminology according to set standards.

Maintains files and organizes material for publication.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of applicable writing/editing training and experience including a good English language background.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: STAFF ADMINISTRATOR

JOB
CODE: 11 09 1255 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

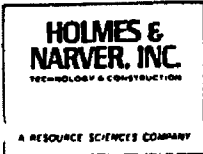
Responsible for the planning, coordination, and completion of the administrative assignments within several functional areas and component units. Performs nonroutine and complex projects or studies which are broad in scope and generally encompassing several component units. Prepares comprehensive reports containing recommendations for the establishment or modification of policies, systems, and procedures. May direct the work of administrative support personnel as assigned.

Performs related work as required.

Receives minimal supervision, work is reviewed for soundness of judgment, adequacy, and accuracy.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of applicable administrative training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SUBCONTRACTS SPECIALIST (Exempt) **JOB CODE:** 11 10 1260 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for performing general contract administration functions for subcontracts and for lump-sum prime contracts assigned to the Division by the Client. Maintains coordination and liaison with the Company, Client, and construction contractors in relation to assigned functions.

Participates in prebid and preconstruction conferences. Provides assistance in the preparation and review of contract change orders, claims, payrolls, and pay estimates.

Responsible for the preparation of completion notices and final cost reports.

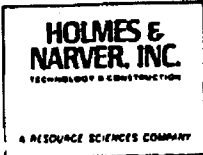
Responsible for the preparation of special and recurring studies, documents, reports, and related contract and subcontract information.

Maintains necessary contract and subcontract records.

Generally follows established procedures with general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Nine years of diversified training and experience in the appropriate administrative and procurement/subcontract fields. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SUPERVISOR, COMMUNICATIONS/(Specify) (Exempt) **JOB CODE:** 11 07 1270 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the supervision and direction of a functional area within the Communications Department.

Responsible for recommending and enforcing standards and procedures for assigned functions. Assures that Company, Client, and User requirements are adhered to by maintaining a continuing review and check of assigned activities and by applying technical knowledge of communication standards, practices, and principles.

Recommends employee and budget levels based on known or anticipated requirements. Prepares labor cost estimates for each task which initiates work or adds to the scope of work in progress.

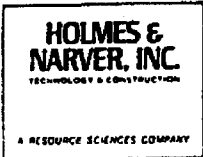
Maintains necessary administrative and communication records. Prepares special reports, documents, and statistical data as directed.

Responsible for supporting and implementing the Safety and Quality Control programs. Implements and enforces Company policies and procedures. Responsible for the daily transactions such as disciplinary actions, review of work by assigned personnel, and related personnel actions.

Generally operates with considerable latitude for unreviewed action and decisions. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency. As delegated, represents the Company when in contact with the Client, outside businesses, and governmental and military agencies on matters pertaining to assigned functional area. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Fifteen years of diversified training and communications experience providing the technical knowledge and capability required to perform the above duties and responsibilities. Some supervisory or administrative experience preferred.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SUPERVISOR, CONSTRUCTION SERVICES (Exempt) **JOB CODE:** 11 08 1290 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the supervision and coordination of Construction Services. Plans, organizes, staffs, controls, schedules, assigns, and directs the activities of the engineers, inspectors, and sub-contract coordinators assigned to the Construction Services Group.

Responsible for administering construction contracts as assigned by the Client and for the coordination of Construction Management activities on assigned projects.

Assists the Client in coordinating work efforts with others at field sites. Directs the preparation of recurring and special engineering and management reports and statistical data for submission to Management and Client. Maintains necessary administrative and related engineering records.

Responsible for monitoring the progress of assigned construction projects in accordance with established schedules and to ensure compliance with project drawings and specifications.

Responsible for supporting and implementing the Safety and Quality Control programs in accordance with Company policies, procedures, and directives. Recommends employee and budget levels for field activities based on known or anticipated testing program requirements. Implements adequate financial controls to perform assigned functions within funding limits and established employee levels.

Implements and enforces Company policies and procedures. Responsible for the daily transactions such as disciplinary actions, review of work by subordinates, and related personnel action.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of diversified training and field engineering experience providing the technical knowledge and capability required to perform the above duties and responsibilities. Some supervisory or administrative experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SUPERVISOR, ENGINEERING RECORDS LIBRARY (Exempt) **JOB CODE:** 11 09 1300 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the supervision, direction, and administrative activities within the Engineering Records Library and its branch offices and mobile activities. Plans, organizes, schedules, assigns, and coordinates the activities of the Engineering Records Library.

Establishes and maintains a program of personnel cross training where equipment skills are critical. Reviews microfilm products to ensure quality. Maintains liaison with Users.

Prepares estimates of service costs, cost distribution reports, and purchase requisitions. Reviews commercial markets for new equipment, materials, and methods for incorporation into assigned functions. Maintains extensive data base information.

Responsible for the preparation of recurring and special reports, documents, studies, and analyses. Recommends policies and procedures for assigned functions. Implements and enforces Company policies and procedures. Responsible for the personnel actions, review of work, and discipline of subordinates.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of diversified training and data handling and micro-filming experience, plus experience with automated systems at a level that would provide the technical knowledge and capability to perform the above duties and responsibilities. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SUPERVISOR, FIELD OPERATIONS (Exempt) **JOB CODE:** 11 09 1310 02

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the supervision and administration of field engineering and inspection functions at a field office and other operational locations. Plans, organizes, assigns, and directs the activities of personnel performing field engineering and inspection functions.

Plans and directs area reconnaissance and coordinates survey work.

Maintains close liaison with other field supervisors, project engineers, design personnel, and Client and User representatives.

Ensures contractor compliance with designs, specifications, and other criteria.

Enforces safety codes and regulations. Ensures adherence to applicable policies and procedures.

Prepares routine and special reports.

Assignments are broad in nature, usually requiring appreciable originality and ingenuity. Work is reviewed for soundness of technical judgment and overall adequacy and accuracy. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of diversified training and field engineering experience providing the technical knowledge and capability required to perform the above duties and responsibilities. Some supervisory or administrative experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB

TITLE:

SUPERVISOR, FIELD SURVEYS

(Exempt)

JOB

CODE:

11 09 1330 04

PRIMARY DUTIES AND RESPONSIBILITIES

Supervises the activities of several field survey parties. Schedules and assigns work responsibilities to surveying personnel. Assists in staffing and coordinating personnel transactions. Coordinates survey activities and maintains close liaison with field operations and engineering.

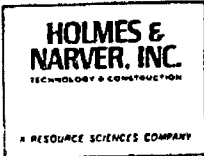
Furnishes, as requested, engineering survey data by preparing and submitting reports, sketches, computations, and calculations. Ensures maintenance of complete and accurate data of engineering survey parties' field work by establishing and administering methods and means of recording and illustrating the results.

Enforces safety codes and regulations. Ensures adherence to applicable policies and procedures.

Work is performed without appreciable direction and is reviewed for adequacy and accuracy upon completion. Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of diversified training and field survey experience providing the technical knowledge and capability to supervise the field surveying functions. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SUPERVISOR, MATERIALS TESTING (Exempt) **JOB CODE:** 11 08 1350 04

PRIMARY DUTIES AND RESPONSIBILITIES

Responsible for the supervision and direction of a functional area within the Materials Testing Laboratory.

Responsible for the testing and inspecting of construction and natural materials, as required. Schedules work activities to meet User requirements. Responsible for recommending and enforcing standards and procedures for all assigned functions. Assures that Company, Client, and User requirements are adhered to by maintaining a constant review and check of assigned activities and by applying technical knowledge of material testing standards, practices, and principles.

Responsible for the preparation of recurring and special reports, documents, studies, and analyses. Recommends policies and procedures for assigned functions. Implements and enforces Company policies and procedures. Responsible for the personnel actions, review of work, and discipline of assigned personnel.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Thirteen years of diversified training and material testing experience providing the technical knowledge and capability to perform the above duties and responsibilities. A college degree in Engineering or registration as an engineer is preferred.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SUPERVISOR, PAYROLL (Exempt) **JOB CODE:** 11 11 1370 04

PRIMARY DUTIES AND RESPONSIBILITIES

Supervises the overall operations of the payroll section; directs and assigns work responsibilities and recommends requests for transactions such as merit increases, reclassifications, disciplinary and rehire actions, and related personnel actions.

Supervises the maintenance of all payroll, sick leave, vacation, and subsidiary records.

Supervises the preparation of authorized deductions and oversees control of accumulation of sick leave and vacation usage.

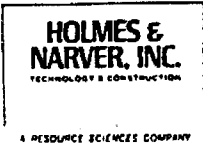
Supervises and/or prepares tax return summaries, union contributions, bond documentation, and journal vouchers as required.

Prepares or assists in the preparation of special or recurring reports.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of training and experience in payroll accounting. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SUPERVISOR, PURCHASING

JOB CODE: 11 09 1380 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Supervises and coordinates the overall activities of the purchasing section.

Ensures compliance with established procedures, policies, and standards for purchase requisitions, whether for standard, critical, or specialized items.

Supervises maintenance of all records and reports regarding purchasing actions.

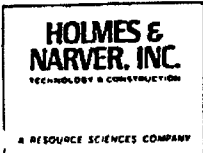
Supervises the overall activities of assigned personnel; processes personnel actions such as merit increases, reclassifications, re-hires, and transfers.

Provides Client and User liaison within areas of responsibility and coordinates functions and activities with appropriate management personnel.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of diversified training and purchasing experience providing the knowledge and capability to supervise the purchasing function. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SUPERVISOR, WORD PROCESSING (Exempt) **JOB CODE:** 11 09 1390 02

PRIMARY DUTIES AND RESPONSIBILITIES

Supervises, coordinates, and directs the activities within the Word Processing Center.

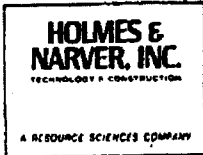
Organizes, staffs, and controls the word processing functions to ensure output is accurate and is accomplished in an efficient and productive manner. Provides necessary liaison with other Division components on matters relating to assigned area. Monitors assigned functions to ensure compliance with established requirements and specifications and that programs are in accordance with established schedules.

Directs the preparation of recurring and special reports, documents, studies, and analyses. Recommends policies and procedures for assigned functions and develops budgets and production reports. Implements and enforces Company policies and procedures. Responsible for the personnel actions, review of work, and discipline of assigned personnel.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Eleven years of appropriate administrative training and experience providing the knowledge and capability to perform the above duties and responsibilities. Some supervisory experience is desirable.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB TITLE: SYSTEMS ANALYST

JOB (Nonexempt) CODE: 12 15 1404 06

PRIMARY DUTIES AND RESPONSIBILITIES

Under general supervision, responsible for or assists in the development, design, modification, and implementation of new and existing systems.

Maintains and upgrades systems in accordance with accepted procedures, standards, and policies.

Provides timely, accurate, and documented flow of data to administrative and/or field personnel and User agencies, and maintains records and related reports.

Assures adherence to procedures, standards, and policies covering programming, documentation, and contingency plans and must have a working knowledge of computer security procedures. Provides constant surveillance and review to ensure a high degree of accuracy and to maintain User requirements.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of applicable systems analyst training and experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: TECHNICAL AIDE

JOB
(Nonexempt) **CODE:** 12 19 1410 06

PRIMARY DUTIES AND RESPONSIBILITIES

Performs special and recurring assignments of a technical or semiprofessional nature in support of work performed by engineering or administrative personnel.

Makes frequent simple decisions within area of specialization when clear-cut precedents are absent. May be required to perform a variety of technical and administrative functions in order to accomplish assigned tasks.

Prepares reports and memoranda, as required, involving the computation and transcribing of specialized or technical data. Maintains pertinent records and data.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Two years of engineering/scientific training or related experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: TECHNICAL WRITER

JOB
CODE: 11 11 1450 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Under minimal supervision, responsible for technical writing assignments and functions which require the application of established principles, concepts, and practices.

Utilizes technical knowledge in the preparation of manuals, reports, proposals, specifications, and related documents as required.

Edits existing material to the extent of technical research and training; coordinates with authors to maintain clarity, format, style, and accepted terminology.

May author documents based on research in the area and knowledge of established procedures and policies.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of applicable technical discipline training and experience, including three years of technical writing experience.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: **TECHNICIAN I**

JOB
(Nonexempt) CODE: **12 17 1465 06**

PRIMARY DUTIES AND RESPONSIBILITIES

Performs simple, routine tests in accordance with standard testing procedures or specific instructions. Gathers materials to be tested and other pertinent data relative to the test to be performed from construction or operation sites.

Responsible for setting up, operating, cleaning, and maintaining assigned testing equipment.

Prepares and maintains logs, records, and files of tests, equipment, and materials. Prepares simple reports, charts, and graphs.

Work is fully reviewed and checked.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of applicable material testing or construction inspection training and experience related to work requirements.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: **TECHNICIAN II**

JOB
(Nonexempt) CODE: **12 15 1467 06**

PRIMARY DUTIES AND RESPONSIBILITIES

Performs routine tests in accordance with standard testing procedures. Gathers materials to be tested and other pertinent data relative to the test to be performed from construction or operation sites.

Responsible for setting up, operating, cleaning, and maintaining assigned test equipment.

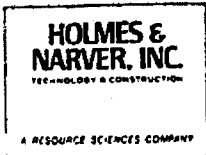
Prepares and maintains logs, records, and files of tests, equipment, and materials. Prepares reports, charts, and graphs.

Work is closely reviewed for accuracy and adequacy of results achieved.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Seven years of applicable material testing or construction inspection training and experience related to work requirements.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: VERBATIM REPORTER

JOB
CODE: 11 13 1500 04
(Exempt)

PRIMARY DUTIES AND RESPONSIBILITIES

Independently performs verbatim or summary recordings of technical and nontechnical meetings, conferences, hearings, and interviews for the Client, company, and other users. Responsible for the processing and control of classified or sensitive information. Recordings are done manually or by machine at high rates of speed with a high degree of accuracy.

Responsible for transcribing recorded material from notes or voice tapes following established reporting procedures. Responsible for accuracy and completeness of transcripts. Ensures correct spelling, grammar, and punctuation to produce a professional product.

Performs related work as required.

Receives limited supervision; work is reviewed for soundness of judgment, adequacy, and accuracy.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of applicable verbatim reporting training and experience. Must be able to record at 100 words per minute and transcribe at 60 words per minute.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: WRITER/PROOFREADER

JOB
(Nonexempt) CODE: 12 17 1610 08

PRIMARY DUTIES AND RESPONSIBILITIES

Under general supervision, performs proofreading, editing, writing, rewriting, and revision of material as assigned.

Proofreads various reports, letters, memos, charts, manuals, and specifications of a technical and nontechnical nature for continuity, grammar, sentence structure, and typographical errors.

Performs writing, rewriting, and editorial changes to maintain clarity, order, conciseness, style, and proper terminology according to set standards.

Maintains files; assists in organization of materials for typing, duplication, and distribution.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Four years of applicable writing/editing training and experience including a good English language background.



JOB DESCRIPTION

ENERGY SUPPORT DIVISION

JOB
TITLE: WORD PROCESSOR

JOB
(Nonexempt)CODE: 12 19 1690 08

PRIMARY DUTIES AND RESPONSIBILITIES

Under general supervision, performs routine tasks in accordance with word processing operating guidelines.

Transcribes from dictation equipment, handwritten or printed material.

Using specialized word processing equipment and a good working knowledge of spelling, grammar, punctuation and syntax, prepares standard correspondence, reports, forms and labels according to established procedures.

Performs related work as required.

MINIMUM QUALIFICATION REQUIREMENTS

Two years of training and applicable experience with one year of word processing or the completion of a comprehensive word processing training program.