# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: AUDITOR I | Position code: 7780 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Audits the accounting and statistical data of various departments and locations in order to verify accuracy and compliance with Company plans, policies, and procedures prescribed by management.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision; plans, develops, and prepares routine audit programs including reviews, evaluations, assessments, appraisals, or examinations.

Coordinates and conducts audit activities. Audits the accounting, financial, and statistical data of the Company to verify accuracy, placement of internal controls, legal compliance, and compliance with plans, policies and procedures, government regulations, and contractual agreements. Determines efficiency and economy of operations and the program results achieved.

Develops recommendations for improvement of operations and correction of deficiencies. Prepares regular and special reports of audits and investigations for management use.

Assists advanced auditors on the more complex audit projects.

Cooperates with outside auditors to interpret Company policies.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree in business or related field, plus one to three years of experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| AUDITOR II | 7555 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Conducts moderately difficult audits of the accounting and statistical data audits of various departments and locations in order to verify accuracy and compliance with Company plans, policies, and procedures prescribed by management.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under general supervision; plans, develops, and prepares audit programs including reviews, evaluations, assessments, appraisals or examinations, depending on the intensity and scope of the audit.

Coordinates and conducts broad audit activities. Audits the accounting, financial and statistical data of the Company to verify accuracy, placement of internal controls, legal compliance, and compliance with plans, policies and procedures, government regulations, and contractual agreements. Determines efficiency and economy of operations and the program results achieved.

Prepares reports and makes presentations, as required, to management and Client/User.

Develops recommendations for improvement of operations and correction of deficiencies. Prepares regular and special reports of audits and investigations for management use.

As delegated, 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree in business or related field, plus four to six years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ACCOUNTANT I | 7430 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs assigned accounting functions through the application of principles, theories, and concepts of accounting to a specific system in such areas as fixed assets, general accounting, and accounts payable.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision, performs assignments requiring application of fundamental accounting concepts, practices, and procedures. Prepares balance sheet statements, consolidated statements, and various other accounting statements.

Verifies accuracy and reasonableness of accounts, records, reports, journal vouchers, ledgers, and other accounting documents. Investigates questionable entries and initiates remedial action. Participates in preparation and maintenance of accounting records.

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

Analyzes financial statements, reports, and records and makes recommendations to advanced accountant or supervisor.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree in a related field and zero to three years or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Personal computer experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ACCOUNTANT II | 2220 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs moderately difficult assignments in several accounting functions, general accounting, accounts payable, fixed assets, and travel.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares financial statements ensuring completeness, accuracy, and conformance with accounting policies and procedures, uniform accounting classifications, and special accounting requirements. Carries out assigned steps in an accounting analysis, such as computing standard ratios.

Conducts special studies and develops or recommends accounting methods and procedures.

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.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Personal computer experience in an accounting environment is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ACCOUNTING SPECIALIST | 7270 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Under general supervision, performs advanced clerical accounting assignments requiring application of fundamental accounting concepts, practices, and procedures. Provides support to one specific accounting function within general accounting, accounts payable, fixed assets, or cost accounting.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Verifies accuracy and reasonableness of accounts, records, reports, journal vouchers, ledgers, and other accounting documents. Investigates questionable entries and initiates remedial action. Participates in preparation and maintenance of accounting records.

Verifies, allocates, and posts details to account ledgers in journals or computer files from documents or other ledgers and computer printouts.

Summarizes data in separate ledgers or computers files and transfers data from ledger or computer.

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

Computes, types, and distributes periodic statements.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 9 to 12 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ANALYST I | 7847 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Assists in the development, modification, implementation, and maintenance of new or existing systems and programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision, provides timely, accurate, and documented flow of data to administrative and field personnel and maintains records and related reports.

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

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

Prepares charts and diagrams to assist in problem analysis and submits recommendations for solution.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in computer science or similar curriculum with zero to two years related experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. A working knowledge of FORTRAN, COBOL, and BASIC computer languages is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ANALYST II | 7845 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops, modifies, implements, and maintains new or existing systems and programs of a moderately difficult level.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under general supervision, performs the analyses of systems problems and the development of solutions, schedules, work flow, cost reports, administrative and technical requirements for conversion to programming techniques and control.

Transforms information into data processing language. Coordinates supervisory, user, and field requirements. Analyzes existing system logic difficulties and revises the logic and procedures as necessary.

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

Provides direction to lesser experienced personnel.

Encodes, tests, debugs, and install the operating programs and procedures in coordination with the computer operations and user departments.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in computer science or similar curriculum and three to five years of applicable programming and systems experience and extensive knowledge of COBOL computer language, and a working knowledge of FORTRAN and BASIC computer languages or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: ARCHITECT I | Position code: 7758 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Performs routine architectural engineering assignments requiring application of standard techniques, procedures, and calculations. Works on smaller architectural projects or as a team member on larger projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision, performs architectural design support of an elementary level using prescribed methods to achieve specific tasks and limited portions of broader assignments involving experienced senior architects. Requires a basic understanding of architectural fundamentals and their application. Adjusts and correlates data, recognizes discrepancies and follows a series of related steps or processes.

Gathers and correlates basic architectural data.

Prepares specifications and reports.

Coordinates with drafting personnel and other engineering/architectural staff.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in architecture or a similar degree, plus zero to two years related experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ARCHITECT II | 7757 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs varied and moderately difficult architectural assignments requiring application of standard techniques, procedures, and calculations. Works on regular architectural projects or as a team member of larger projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under general supervision; evaluates selects, and applies standard architectural techniques, procedures and criteria, using judgment in making fundamental adaptations. Assignments have clear and specific objectives requiring the investigation of a limited number of variables.

Performs work involving conventional types of plans, investigations, structures, and equipment for which there are precedents and relatively few complex features. Assignments include activities of limited scope requiring knowledge of principals and techniques commonly employed in a narrow area of assignments.

Provides architectural sketches and guidance to drafting personnel. Coordinates the work of technicians and other associates assisting in specific assignments.

Participates in the development of technical reports and construction specifications.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ASSOCIATE DESIGNER | 7230 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Prepares the layout and design of routine engineering drawings applying standardized procedures, and design calculations requiring technical training and/or experience in a specialized discipline.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares complete engineering drawings in conformance with the requirements of applicable codes and design criteria established by discipline engineers. Collaborates with engineering personnel on the formulation of the more technical aspects of proposed designs. Assignments are reviewed for soundness of techniques used, accuracy and adequacy, and economy of technical results achieved.

Prepares complete information and design details required for the development of design drawings.

Under immediate supervision, coordinates work within the discipline and with other discipline groups on the project. Works under direction to prepare design drawings, and works with other design team members to assure completion of a coordinated design package. Consults with supervisor concerning unusual problems and developments.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma, or GED, plus 11 to 14 years related drafting experience which must include CADD experience and be familiar with standard symbology, hardware, and procedures or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ASSOCIATE ENGINEER | 0050 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Supports the engineering staff and performs routine assignments requiring application of fundamental principals, concepts, practices, and procedures within a specific engineering discipline.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Works under immediate supervision using prescribed methods to achieve specific tasks. Applies standard practices and techniques following a series of related steps or processes requiring familiarity with basic engineering procedures, methods, and practices.

Coordinates with drafting personnel and other engineering staff while performing tasks which may include drafting, CADD, standard engineering calculations from computer-based software, preparation of engineering data base on computer systems, and/or other technical duties as assigned.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 11 to 14 years related experience, including background in computer skills and data base maintenance or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: AUDITING TECHNICIAN | Position code: 7904 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Incumbent performs routine audits of travel records, imprest funds, and subcontracts requiring application and technical knowledge of accounting theory and auditing standards. Provides support to auditors in the development and preparation of reports and analytical illustrations requiring computer generation.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision, plans, develops, and prepares routine audit programs for examinations of travel records, imprest funds, and subcontracts. Periodic travel will be required to accomplish assignments.

Coordinates and conducts audit activities in those areas ensuring the accuracy of records, placement of internal controls, legal compliance and conformance with plans, policies and procedures, government regulations, and contractual agreements. Identifies funds for deobligation in conducting subcontract closeout audits.

Develops recommendations for improvement of operations and correction of deficiencies. Prepares regular reports.

Assists auditors with the preparation of audit work papers ensuring conformance to auditing standards, preparation of written reports, and the development and preparation of graphs, tables, flowcharts and other analytical illustrations requiring computer generation.

Tracks audit issues for timely compliance and resolution of corrective action plans on an internal suspense schedule or an integrated network tracking system.

Maintains procedural manuals, regulatory guidelines, and other reference sources required by the audit process.

Performs other related work, as required

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 9 to 12 years experience in accounting or auditing field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: New<br>Date: |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: BENEFITS SPECIALIST | Position code: 7440 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Provides daily administration of benefit programs to include record keeping, interpretation of plan documents, compliance to government regulations, routine problem solving, program research and development, premium reports, claims analysis, and report preparation. Functions with some latitude for unreviewed actions and decisions.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Interfaces with all levels of management and employment on a regular basis.

Maintains records including, but not limited to, enrollments and changes for each program.

Assists employees in interpretation of plan documents and routine problem solving. Provides training, as required.

Assures compliance to government regulations.

Processes claims for disability and/or pension benefits.

Prepares premium reports and/or other reports, as required.

Researches and develops new benefit programs.

Other projects as assigned.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree or equivalent with zero to three years benefits experience. Knowledge and understanding of government regulations relating to benefits administration. Accounting, insurance, and/or computer background desirable.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: BUDGET CONTROL SPECIALIST I | Position code: 7777 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Performs basic cost engineering functions, forecasting, and report preparation.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs assigned cost engineering tasks and reviews work with Lead Cost Engineer to assure that interpretation and method of calculation is complete and applicable.

Provides accurate and complete cost engineering data complying with project and departmental goals and objectives.

Gathers and correlates basic engineering data.

Prepares specifications and reports.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree, plus zero to three years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: BUDGET CONTROL SPECIALIST II | Position code: 7535 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Performs varied and moderately difficult cost engineering functions, forecasting, and report preparation.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs assigned cost engineering tasks and reviews work with Lead Cost Engineer to assure that interpretation and method of calculation is complete and applicable.

Provides accurate and complete cost engineering data complying with project and departmental goals and objectives.

Provides early identification of potential control problems and recommends alternatives.

Assists in determination of technical adequacy and quality of work performed by the Cost Engineering group and provides liaison with other departments.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree, plus three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: BUYER I | Position code: 0065 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Using established procedures, utilizes standard purchasing practices to obtain materials and supplies; develops and maintains necessary records and files for efficient operation.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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

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

Schedules deliveries, obtains certification of delivery, and conducts check against order.

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

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree, plus zero to three years related experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: BUYER II | Position code: 7530 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Performs buying functions of a moderately complex level to obtain materials and supplies, implements and coordinates activities pertaining to the selection, award, and administration of purchase orders.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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

Requests bids for requisitioned items by contacting qualified vendors or suppliers. Recommends substitutions or alterations of requisitioned items not available or not feasible due to price or other factors. 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.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| CAD OPERATOR I | 0059 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

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

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Utilizes input in the form of sketches, previous drawings, marked-up drawings, layouts from engineering staff to prepare routine engineering drawings. Assignments are performed using a CAD workstation in accordance with established methods and standard drafting techniques. May be required to use digitzers, console units, disk storage, and preprogrammed material to develop the finished drawings. Performs mathematical calculations as required to support the CAD drafting effort.

Makes copies of drawings and performs other routine drafting assignments.

Works under immediate supervision of engineering and design personnel. All work is fully reviewed and checked.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus one to two years of applicable CAD training and experience. A knowledge of algebra , geometry, and trigonometry is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| CAD OPERATOR II | 7180 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Prepares routine engineering/scientific drawings from given data such as previous drawings, layouts, detailed sketches, standard references, verbal instructions in support of a specific discipline or multiple disciplines.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Utilizes input in the form of sketches, previous drawings, marked-up drawings, layouts, and verbal instructions from engineering staff to prepare routine engineering drawings. Assignments are performed using a CAD workstation in accordance with established methods and standard drafting techniques.

May be required to use digitizers, console units disk storage, and preprogrammed material to develop the finished drawings. Performs routine mathematical calculations as required to support the CAD drafting effort.

Works under general supervision of engineering and design personnel. All work is fully reviewed and checked.

May provide guidance and direction to lesser experienced CAD operators.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus three to six years of applicable CAD training and experience. A knowledge of algebra , geometry, and trigonometry is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| CAD OPERATOR III | 0060 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Prepares routine to relatively complex engineering/scientific drawings and other graphic presentation from sketches, notes, and other criteria using a CAD workstation.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Utilizes input in the form of sketches, previous drawings, marked-up drawings, layouts, and verbal instruction from engineering staff to prepare routine engineering drawings. Assignments are performed using a CAD workstation in accordance with established methods and standard drafting techniques.

May be required to use digitizers, console units disk storage, and preprogrammed material to develop the finished drawings. Performs routine mathematical calculations as required to support the CAD drafting effort.

May provide guidance and direction to lesser experienced CAD operators.

Works under general supervision of engineering and design personnel. All work is fully reviewed and checked.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus seven to ten years of applicable CAD training and experience. Knowledge of algebra, geometry, and trigonometry is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| CADD SYSTEM SPECIALIST | 7852 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Oversees the installation, maintenance, and operation of computer-aided design and drafting systems within a specific division or divisions of Raytheon Services Nevada.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Evaluates engineering design methods and procedures and adapts them to efficiently utilize the current system and evaluates new software applications to determine usability to enhance existing system.

Maintains system software and hardware.

Develops procedures, standards, and policies for computer-aided design and drafting in an engineering environment.

Provides instruction and assistance to CADD operators as needed.

Maintains associated records and documentation.

Provides liaison between Information Services and other divisions of RSN to ensure adherence to Company policies and procedures and government regulations.

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

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and five to seven years in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. A good working knowledge of UNIX, DOS, and VMS basic networking skills, and three years manual or CAD drafting experience in an engineering environment is required. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: CHIEF, SECURITY | Position code: 0900 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Plans and directs all activities relating to the personnel security, physical security, operating security, classified documents control, information security, and subcontractor security programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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

Investigates security infractions 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 and maintains applicable security records as required.

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

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

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 10 to 13 years experience in a related field, with a minimum of five years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Manager, Security<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: CLASSIFICATION OFFICER | Position code: 8013 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Administers classification programs and oversees or monitors the classification programs of subcontracting and consulting organizations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Reviews DOE policies and guides and determines the classification of information. Establishes the appropriate classification of projects, plans, documents, and scientific and technical information, and develops recommended modifications and changes as appropriate.

Reviews and recommends release of scientific and technical documents, photographs, and films, proposed speeches, newspaper and magazine articles submitted by RSN divisions, contractors, or outside agencies. Negotiates changes or revisions of documents. Reviews and analyzes RSN and subcontractor classification programs to ensure compliance with classification policies.

Plans, executes, and documents the RSN classification education program. Participates in conferences, meetings, and presentations involving major aspects of DOE programs and classification policy.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and seven to nine years experience in a related field, with three years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Knowledge of the entire spectrum of nuclear weapons design, testing, and utilization is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| CLERK I | 0170 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs general clerical duties following specific instructions or in accordance with established procedures.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Using a typewriter or word processor, produces business correspondence, reports, forms and related material. Assists in the preparation of general, specialized, and semitechnical reports. Operates applicable office machines and equipment.

Compiles and computes data for routine business reports.

Maintains filing systems and files records and documents.

Answers telephones and performs related duties.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus one to two years of related experience with typing and word processing or equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| CLERK II | 0171 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs moderately difficult clerical duties and functions involving the application of standard procedures.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Operates a terminal console, typewriter, word processor, and other office equipment to produce business correspondence, reports, forms, and related material.

Compiles and computes data; prepares reports which may be semitechnical in nature.

Applies judgment in the selection and interpretation of data.

Maintains records and filing systems.

Answers telephones and performs related duties.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus three to six years of related experience; or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| CLERK III | 0172 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs complex and diversified clerical duties and functions involving the application of standard procedures to a variety of clerical functions.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs complex clerical tasks requiring a thorough knowledge of departmental and corporate policies and procedures.

Prepares and maintains special and recurring records, reports, and documents. Coordinates work 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.

Operates a terminal console, word processor, and other office equipment in fulfilling work assignments.

Develops and maintains departmental filing system.

Provides guidance and direction to lesser experienced clerks.

Resolves questions, refers questions with policy and procedure implications to supervisor.

Answers telephones and performs related duties.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus seven to ten years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| CLERK TYPIST | 0169 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs general clerical duties of limited scope following specific instruction or in accordance with established procedures. May perform only one clerical function or may do a variety of work all of about equal difficulty.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Types reports, business correspondence, forms, and other related material. Assists in the preparation of general, specialized, and semitechnical reports. Operates applicable office machines and equipment.

Works under immediate supervision.

Files records and reports.

Posts information to records, sorts and distributes mail.

Answers telephones and performs similar duties.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus zero to one year of related experience with typing skills or equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: COMPENSATION SPECIALIST | Position code: 0190 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Assists in the research, collection, processing, and coordination of compensation functions.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Evaluates position descriptions and makes recommendations for determination of equitable grade levels.

Participates in ongoing salary surveys and provides analyses of data received.

Researches, collects, and processes data for routine and special reports or projects as required.

Reviews position staffing requisitions, classification, and promotion transactions for adherence to guidelines.

Assists with reviews of job candidate qualifications for determination of equitable hiring rates.

Assists in the preparation of the annual Salary Increase Fund.

Assists in developing and recommending changes to procedures relating to compensation.

Assists with special compensation projects and studies as required.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree, plus three to five years experience in Compensation or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| COMPUTER OPERATOR I | 0197 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Operates on-line and off-line equipment necessary for the operation of the mainframe computer system.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under direct supervision, performs routine duties to operate a computer and peripheral equipment such as printers, tapes, and disk drives. Loads and unload printers to accept standard hard copy forms and special forms; operates the interactive terminal for the purpose of updating procedures.

Maintains access to the tape library and performs disk to tape backups. Provides data control reports, operating equipment required to produce various reports.

Assists higher level operators, performs start-of-day procedures, and performs backups.

Performs some general maintenance duties. Expedites jobs for maximum computer utilization and production requirements.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus one to two years of training and experience as a computer operator or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| COMPUTER OPERATOR II | 0198 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Operates on-line and off-line computer and peripheral equipment necessary for the operation of the mainframe computer system. Sets up computer programs of intermediate difficulty according to standard procedures.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Maintains access to the tape library and performs all disk to tape backups. Is responsible for start-of-day and end-of-day procedures. Enforces facility access control and monitors environmental conditions of computer room.

Provides data control reports, reviews priorities and job processing with appropriate supervisors, and operates equipment required to produce various reports. Ensures compliance with appropriate established policies and procedures.

Monitors equipment and researches simple error messages. Sets up printers for the more complex print jobs.

Determines restart procedures and special actions necessary, loads and unloads printers to accept standard hard copy forms and special forms, operates the interactive terminal for the purpose of updating procedures, check files, and executes call commands.

Performs some general maintenance duties. Expedites jobs for maximum computer utilization and production requirements.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus three to six years of training and experience as a computer operator or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| COMPUTER OPERATOR III | 0199 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Operates on-line and off-line computer equipment necessary for the operation of the mainframe computer system requiring a wide range of tasks of varying complexity. Works on complex assignments.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Maintains access to the tape library and performs all disk to tape backups. Is responsible for start-of-day and end-of-day procedures. Enforces facility access control and monitors environmental conditions of computer room. Monitors control panels for errors and through console commands, corrects errors and resumes operation.

Provides data control reports, reviews priorities and job processing with appropriate supervisors, and operates appropriate equipment required to produce various reports. Ensures compliance with appropriate, established policies and procedures.

Determine restart procedures and special actions necessary, loads and unloads printers to accept standard hard copy forms and special forms, operates the interactive terminal for the purpose of updating procedures, checks files, and executes call commands.

May provide work direction and training to operators of lesser experience and performs some general maintenance duties. Expedites jobs for maximum computer utilization and production requirements.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus five to eight years of training and experience as a computer operator or an equivalent combination of education and experience demonstrating the demonstrating the capability to assume the responsibilities and perform the duties described above.

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| ffective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| COMPUTER SECURITY SPECIALIST | 7645 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Administers the computer security program for RSN and subcontractors. Serves as member and secretary of OPSEC Working Group and assistant TEMPEST Coordinator, as designated.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs risk assessments, develops and updates ADP Security and Contingency Plans, and evaluates compliance with DOE and other federal requirements.

Develops additions and changes to the Computer Security Manual. Apprises Management of computer security program status and initiatives, and conducts awareness training for system users. Conducts file audits to deter fraud, waste, and abuse.

Recommends cost-effective security measures associated with new technology. Assists in reviews of other security functions, and investigations of computer security incidents.

Trains new users on STU-III equipment. Functions as point of contact with DOE/NV COMSEC Officer. Assists in TEMPEST Analyses and evaluates countermeasures applied to classified ADP systems.

Develops and modifies specialized data base applications for Security Office. Provides training of Security staff. Develops specialized forms and reports to support security functions and automate record keeping.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree with five to seven years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| COMPUTER SPECIALIST | 7170 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Assists in the development, design, modification, and implementation of new and existing systems and programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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 computer software and hardware use and maintenance data to administrative and field personnel and user agencies. Maintains records and related reports.

Assures adherence to procedures, standards, and policies covering programming, documentation, and contingency plans. 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus seven to ten years of applicable computer program and systems analysis experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| CONFIGURATION CONTROL SPECIALIST | 3520 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for providing computer systems support to the YMP Division; analyzes complex user data base requirements and problems to establish unique systems. Assist users with data base programming and development problems.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Coordinates the development and implementation of new data bases, and provides security control of integrated UNIX, VMS, and DOS systems.

Directs the analysis of schedules, work flow, cost reports, and administrative and technical requirements for conversion to programming techniques and control. Recommends revisions, additions, or deletions to maintain an accurate and documented flow of data. Directs the concurrent initiation and completion of solutions.

Determines the impact of new systems implementation on existing systems.

Assures adherence to procedures, standards, and policies covering systems, documentation, and contingency plans.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and seven to nine years of training and applicable programming experience, with extensive experience and working knowledge of BASIC, COBOL, or FORTRAN computer language is required. Distributed network data base systems administration experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| CONTRACT ADMINISTRATOR | 0278 0001 |

**Position Summary**

Oversee all activity relating to the maintenance to the contract document between Raytheon Services Nevada and the Department of Energy (DOE). Responsible for review, coordination and preparation of contract deliverables, modifications, change orders, fee negotiations, and performance evaluation documents directly associated with the terms and conditions of RSN's contract with the DOE.

**Duties and Responsibilities**

Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Review, analyze, and process all modifications and change orders to RSN's contract with DOE. Make recommendations for changes and amendments as deemed necessary. Disseminate all contract changes and modifications to RSN management personnel, including all Appendices.

Prepare the performance evaluation documents used by DOE to establish RSN's goals and performance criteria which is used to determine the amount of fee earned by RSN. Coordinate input from all RSN divisions and reduce to a comprehensive and cohesive document which meets RSN's goals to obtain a maximum fee payment.

Prepare and distribute schedules for contract deliverables to ensure timely completion and submittal to DOE.

Track all legal activity and prepare the Semiannual Litigation Report.

Administer the implementation of the Accountability Rule process, assure timely input to the data base, act as primary interface with the DOE and assure timely closure of all items.

Oversee the Recurring Report Schedule to assure that it is maintained on a current basis and distributed periodically.

Provide other guidance, assistance, and support as requested by the Manager, Administrative Services, to ensure that all division requirements and goals are accomplished.

**Qualification Requirements**

Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 13 years experience in a related field, or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 21, 1994 | Cancel: New |
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| | Date: March 15, 1994 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: COST ACCOUNTANT I | Position code: 7783 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Performs assigned cost accounting functions of a routine nature such as compiling specific data, ascertaining distribution costs and classifying labor, material, and overhead costs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision, checks job cost records for accuracy of labor and material charges. Investigates questionable entries and initiates remedial action.

Records cost data for use by management; complies cost data for preparation of operating budgets.

Participates in preparation and maintenance of job cost accounts and statements.

Performs account analyses within the cost accounting function.

Opens job cost accounts for new orders and work breakdown structures.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree in business or in a related field, and zero to three years related experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Personal computer experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| COST ACCOUNTANT II | 7785 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs routine to moderately difficult cost accounting functions such as analyzes actual costs, classifies labor, material, and overhead costs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under general supervision, prepares job cost reports making sure they are complete, accurate, and in conformance with government cost accounting standards.

Responsible for ensuring budget or funding data are added to job cost records, as appropriate.

Analyzes and interprets cost variance.

Continually updates and posts job cost data on automated job cost system.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree, plus three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. On-line systems and personal computer experience in an accounting environment is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: COST & SCHEDULE ENGINEER I | Position code: 7450 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Assists in preparation and analysis of various cost, scheduling, and reporting activities.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision, prepares budgets and estimating information. Prepares CPN networks, input data sheets, analyzes output data, and assists in Program Controls systems used by the Planning and Scheduling group. Coordinates work with other personnel in the Program Controls group. Works with minimal supervision.

Compiles itemized materials and price lists to prepare charts and schedules.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus zero to two years experience in a related field, with a working knowledge of the various cost and scheduling computer programs or equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| COST AND SCHEDULE ENGINEER II | 7560 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops, implements, and maintains an overall Project Controls system.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Develops and implements program controls in accordance with established standards and procedures. Works with the project team to implement and perform timely reviews and establish monitoring procedures and systems for project management.

Analyzes and reviews data and makes recommendations for effective project control and management. Assists in the development of all project financial reports and data for project status reports. Creates, revises, updates, and analyzes CPM, bar chart, or fragnet schedules.

Assists in preparation of, or provides input for manpower projects and analyses, performance analysis and trending; analyses of cost summary and forecasts; job progress monitoring and updating; automated/computerized Program Controls applications; and project coordination and planning meetings.

Provides guidance and direction to other lesser experienced Program Control personnel.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: DATA BASE SPECIALIST | Position code: 7850 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the analysis, design, development, and implementation of all logging, VC&T data processing systems, and system maintenance and program modification for existing data processing systems.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Writes, coordinates, and documents interdepartmental applications, implementation, and maintenance of data bases 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. Provides 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and seven to nine years experience in a related field, with three years experience as a data base administrator, and extensive knowledge of COBOL, and a working knowledge of FORTRAN and BASIC computer languages; or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| DEPUTY MANAGER, FINANCIAL CONTROLS | 1101 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Provides direct support to the Manager, Financial Control, and carries responsibility for the administrative and technical aspects of the Department.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

The responsibilities of this position include:

1. Monitoring the work performed within the Department to ensure timely and accurate completion of projects.

2. Providing technical and administrative leadership, as required, in day-to-day operations.

3. Assisting in the review of financial and statistical data to verify the accuracy of the Company's financial position.

4. Developing and implementing policies and procedures.

5. Providing direct interface with Company managers and government officials.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in accounting, business or related field and 10 to 13 years experience in a related field, with three years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

Requires a working knowledge of word processing and spreadsheet software and excellent verbal and written communication skills.

| Effective: March 15, 1993 | Cancel: New<br>Date: |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| DESIGNER I | 7460 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Prepares basic engineering drawings applying standardized procedures and design calculations requiring technical training and/or experience in a specialized discipline.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares routine engineering drawings in conformance with the requirements of applicable codes and design criteria established by discipline engineers. Collaborates with engineering personnel on the formulation of the more technical aspects of proposed designs. Assignments are reviewed for soundness of techniques used, accuracy, and adequacy and economy of technical results achieved.

Prepares complete information and design details required for the development of design drawings.

Under general supervision, coordinates work within the discipline and with other discipline groups on the project. Works with other design team members to assure completion of a coordinated design package. Consults with supervisor concerning unusual problems and developments.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum plus zero to two years experience in a related field with four years computer-aided drafting and/or manual drafting experience and familiarity with standard symbology, hardware, and procedures or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| DESIGNER II | 7565 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops engineering drawings of moderate complexity, applying standardized procedures and design calculations requiring technical training and experience in a specialized discipline.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares complete engineering drawings in conformance with the requirements of applicable codes and design criteria established by discipline engineers. 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 final working drawings and technical specifications in conformance with established engineering practices and applicable codes. Checks all engineering documents for accuracy and adherence to standards.

Coordinates work within the discipline and with other discipline groups on the project. Works under direction to prepare design drawings and calculations, and works with other design team members to assure completion of a coordinated design package. Consults with supervisor concerning unusual problems and developments.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in a related field, plus three to five years of applicable design experience with four years of computer-aided drafting and/or manual drafting experience, and familiarity with standard symbology, hardware, and procedures or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: DOCUMENT CONTROL SPECIALIST | Position code: 2535 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Coordinate a program to maintain document control over all Company policies, procedures, systems, and forms that are proposed or have been printed.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Coordinate and maintain a program that maintains a current status of all Company forms and procedures.

Plan and coordinate the development and maintenance of company-wide procedure activities which include forms and document control.

Coordinate with Word Processing, Graphics, and the Print Plant ensuring timely publication of new or revised policies, procedures, and forms.

Formulate and issue standard instructions and practices for document and forms control.

Reports on the status of work-in-progress and recommends actions or schedules revisions required to achieve program goals.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and three to five years experience in program planning or related fields. A working knowledge of Wordperfect for Windows and Excel or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: New<br>Date: |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: EEO COMPLIANCE SPECIALIST | Position code: 7827 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Directs, coordinates, and manages the corporate Affirmative Action/Equal Opportunity Programs in compliance with government legislation and management's directives. Maintains an effective interface with female and minority employees, and investigates complaints and submits required AAP/EEO statistical reports.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Establishes and monitors EEO Affirmative Action programs for all segments of the Company. Reviews Company practices relating to the hiring, training, transfer, promotion, demotion, and termination of minority and female employees. Prepares, interprets, and administers the affirmative action plans and monitor's compliance with the plans.

Investigates charges of alleged discrimination based on race, sex, age, color, religion, national origin, and physical/ mental disabilities, filed internally or with various federal, state, and local governments and prepares necessary response. Represents the Company with the NERC, EEOC, and OFCCP. Keeps management informed on the constantly changing governmental requirements through oral and written reports.

Develops, along with employment representatives, sources of female and minority candidates for hire and promotions from within.

Develops and recommends programs designed to increase the utilization of minorities at al levels within the organization.

Assures that all tests used for hire, promotion, or transfer have been professionally validated for the elimination of bias.

Conducts internal on-site audits on a periodic basis to assure compliance with federal, state, and local legislation regarding discrimination.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and eight to ten years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: New |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: EEO COORDINATOR | Position code: 7865 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Assists in the development, implementation, and the liaison duties of the Equal Employment Opportunity Program, coordinates matters pertaining to the selection, award, and administration of purchase orders.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists in the input, 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, advertising, employment, promotion, demotion, transfer, layoff, termination, compensation, and training.

Maintains an overview of actions for compliance or deficiencies and recommends improvements to supervisor.

Assists in the development of Affirmative Action Program. Assists in the designs and implementation of the audit and reporting systems that will measure effectiveness of the program, indicates what will be needed for remedial action, and reflects the degree to which the department goals and objectives have been attained.

Assists in the liaison duties between the Department and the Client, outside businesses and organizations, and governmental and military agencies on matters pertaining to equal employment.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Experience in Human Relations is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: EMPLOYEE ASSISTANCE SPECIALIST | Position code: 7815 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Provides expertise to the Employee Assistance Program. Establishes the chemical abuse curriculum and teaches the Drug Awareness program.

Duties and Responsibilities
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Provides expertise and crisis intervention principles to employees with problems related to mental health. Is integral in the problem solving between employees and supervisors.

Provides expertise and training to managers and supervisors in mental health, including chemical abuse. Acts as a liaison to different organizations and agencies on matters pertaining to the medical/mental health needs of the Company personnel.

Responsible for the preparation of statistical reports used internally and externally; i.e., DOE reports and other governmental agencies.

Researches and reviews current literature and develops, implements, and coordinates the drug awareness and education program.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and eight to ten years experience in a related field with at least one year as a specialist in the employee drug assistance field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Employment Compliance Specialist<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: EMPLOYMENT SPECIALIST I | Position code: 0276 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Recruits and interviews employees for nonexempt jobs and maintains job posting and bidding system, administratively supports the employment function.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs a variety of administrative support assignments in the employment function. Assists applicants in completing employment applications. Audits various personnel forms for completeness, accuracy, and conformance with applicable laws, regulations, and established procedures. Answers questions pertaining to employment.

Establishes and maintains master personnel and application/resume files. Assists in the preparation of special or recurring reports and projects.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degreewith zero to three years experience in Personnel Administration or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| EMPLOYMENT SPECIALIST II | 0277 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Recruits and interviews prospective employees for hourly and salaried jobs, refers applicants to specific job openings, administers preemployment test, and conducts exit interviews.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Discusses requirements for various job vacancies with management personnel.

Interviews, screens and, where applicable, tests applicants.

Refers qualified applicants to hiring supervisors for subsequent interview.

Makes job offers to successful job candidates.

Interacts with search firms, employment agencies, schools, and other sources in recruiting qualified applicants.

Places advertisements in newspapers, trade journals, and other media as part of recruiting efforts.

Counsels new hires on relocation benefits.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree with three to five years experience in Personnel Administration, recruiting, and employment or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: ENGINEER I | Position code: 2200 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Performs routine engineering assignments requiring application of standard techniques, procedures, and calculations. Works on smaller engineering projects or as a team member on larger projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision, performs engineering design support of an elementary level using prescribed methods to achieve specific tasks and limited portions of broader assignments involving experienced senior engineers. Requires a basic understanding of engineering fundamentals and their applications. Adjusts and correlates data, recognizes discrepancies, and follows a series of related steps or processes.

Gathers and correlates basic engineering data.

Prepares specifications and reports.

Coordinates with drafting personnel and other engineering staff.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in a specific engineering discipline with zero to two years related experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ENGINEER II | 2300 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs varied and moderately difficult engineering assignments requiring application of standard techniques, procedures, and calculations. Works on regular engineering projects or as a team member of larger projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under general supervision; evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making fundamental adaptations. Assignments have clear and specific objectives requiring the investigation of a limited number of variables.

Performs work involving conventional types of plans, investigations, structures, and equipment for which there are precedents and relatively few complex features. Assignments include activities of limited scope requiring knowledge of principals and techniques commonly employed in a narrow area of assignments.

Provides engineering sketches and guidance to drafting personnel. Coordinates the work of technicians and other associates assisting in specific assignments.

Participates in the development of technical reports and construction specifications.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and three to five years experience in a specific engineering discipline or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: ENGINEERING RECORDS COORDINATOR | Position code: 3720 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Assists in the maintenance of the central files, correspondence, technical records, documents, and microfilming process.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Coordinates the microfilming, logging, filing, and recording clerical work assignments, and ensures maintenance of pertinent files.

Oversees the preservation of critical documents, quality and vital records, and the process of sending old records to designated historical storage facilities.

Monitors the retrieval of records for other departments and the Client.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ENGINEERING RECORDS SPECIALIST | 1300 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the supervision, direction, and administrative activities within the Engineering Records Library and its branch offices and mobile activities.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and six to eight years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some supervisory experience is preferred.

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| Effective: March 15, 1993 | Cancel: Supervisor, Engineering Records<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: ESTIMATOR I | Position code: 0300 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Prepares routine cost estimates for Preliminary Planning, Title I, Title II, work order, and engineering/scientific projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares itemized materials lists and labor costs from blueprints and specification. 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 quality takeoffs from criteria and organized if 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. Reports to and consults with Lead Estimator on any discerned negative cost trends.

Work is closely reviewed for accuracy and adequacy.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus zero to two years in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. The ability to read and understand technical drawings and specifications is required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ESTIMATOR II | 0301 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Prepares moderately difficult cost estimates on Preliminary Planning, Title I, Title II, Work Order, and other engineering/scientific projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under general supervision, 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 the criteria. Prepares quantity take-off from criteria and organizes it for pricing. Prices assigned elements of the work such as labor, materials, equipment, indirect cost by predetermined procedures. Applies contingency and cost escalation as directed. Performs necessary mathematical computations. Reports to and consults with Lead Estimator on any discerned negative cost trends.

Work is reviewed for accuracy and adequacy.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in an appropriate curriculum, plus three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: EXECUTIVE ASSISTANT | Position code: 0313 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Performs administrative, secretarial, and related services for the Chief Executive Officer (CEO). Requires broad knowledge of corporate operations and policies and high level of experience discretion and technical skill. This position classification is limited to the President/General Manager only.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Makes high-level contacts of a complex and confidential nature both inside and outside the Company.

Provides confidential administrative support to the CEO.

Prepares and issues administrative procedures and supervises the clerical staff. Prepares special managerial reports and project studies with minimal supervision. Ensures compliance with established guidelines and procedures.

Communicates, coordinates with Client/User and contractors to ensure that critical information, criteria, etc., is received/conveyed in a timely and efficient manner.

Provides input for management decisions and performs related work, as required.

Collects and prepares information for the CEO's use in discussions and meetings with executive staff members and outside individuals.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree, plus one to three years experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some supervisory experience is preferred. Must possess good editorial skills and a working knowledge of word processors and other office computer software.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| EXECUTIVE SECRETARY | 0310 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs a variety of secretarial duties, handles sensitive material for key personnel, and makes administrative decisions based on Company policies.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Composes correspondence, takes and transcribes dictation, and maintains confidential files.

Exercises initiative in such tasks as receiving visitors and telephone calls, maintaining files and record systems, opening and distributing mail, and preparation of forms and reports. Maintains appointment/meeting/travel/report schedules. Composes routine correspondence within established guidelines. Assures correctness of outgoing correspondence to include proper documentation, packaging, and labeling of classified material.

Schedules meetings and prepares the agenda items with input from supervisors.

Collects information needed by superior for reports, meetings, and conferences.

Provides guidance and direction to lesser experienced clerks and secretaries.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 11 to 14 years of training and secretarial experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Word processing, typing, and shorthand skills are required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: EXTERNAL AFFAIRS COORDINATOR | Position code: 7580 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Assists in the administration, implementation, and development of existing and proposed Community Outreach Programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists the lead or management personnel in planning and determination of objectives and schedules.

Assist in the activities of External Affairs personnel as assigned.

Assists in the coordination of External Affairs activities with all departments, and provides liaison with senior management.

As assigned, represents the Company when in contact with outside businesses and agencies on matters related to Community Outreach programs.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree (preferably in Journalism or Public Relations) and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: FIELD SUPERVISOR, DRILLING | Position code: 3470 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Supervises drilling inspectors and specialists assigned to the Nevada Test Site. Reports progress of projects to proper authority and acts as the RSN Representative in field activities.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Provides on-site supervision of drilling specialists and associated personnel, and coordinates their efforts with those of related divisions to achieve effectiveness in providing the services required.

Reviews proposed progress schedules and work procedures and makes recommendations to the Manager of Drilling. Initiates and maintains liaison with field offices of other organizations relative to exchange of site information.

Coordinates the on-site industrial safety program for drilling activities.

Ensures current information (programs, drawings, etc.) is made available to the Drilling group. Maintains a supply of special equipment required by inspection personnel and is responsible for the equipment being calibrated and in good condition. Ensures Drilling Procedures Manuals in his custody are kept current and personnel updated on any changes, and that manuals are reviewed by appropriate personnel on a scheduled basis.

In the absence of the Manager, Drilling, 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 12 to 14 years experience in a related field, with three years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Field Manager, Drilling<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: GEOLOGIST I | Position code: 2210 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Conducts routine studies/geologic/hydrologic relationships in a specified area; analyzes mineral content of layers of substrata.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision, studies geology/hydrology reports and maps. Studies outcrops, analyzes cores and cuttings, and interprets data obtained by well logging and geophysical survey to define the lithology, stratigraphy, structure, and hydrology.

Studies dynamic processes of internal pressures, heat, water, erosion, and other natural elements.

Prepares geologic reports and maps, interprets research data, and recommends further study or action.

May work in teams to assist more advanced geologists.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in geology or related fields and zero to two years in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| GEOLOGIST II | 2310 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Makes studies of geologic/hydrologic relationships in a specified area where work is varied and somewhat difficult and applies findings and geological knowledge to anticipate or solve problems.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under general supervision, observes drilling or mining operations to ensure timely and correct samplings or observations are made at regular and predetermined intervals. Prepares geologic reports and maps, interprets research data and recommends further study or action. Conducts hydrologic tests and performs field data analysis.

Conducts research into the formation and dissolution of rock layers.

Prepares field reports on progress of holes or drift.

May provide guidance and direction to lesser experienced geologists.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in Geology and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: HUMAN RESOURCES STAFF SPECIALIST | Position code: 7540 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Provides overall staff and financial assistance to Human Resources Management; conducts, develops, researches, and prepares special programs and projects as assigned by the Manager, Human Resources (HR).

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares and monitors budgets. Coordinates policies and procedures, monthly status review program, and Skills Inventory System.

Plans, develops, implements, and conducts training courses relating to HR activities and programs.

Develops CPAF Program for HR providing evaluation and assessments.

Acts as CTE/TQM Facilitator for HR

Performs research activities for special projects and makes recommendations to HR management.

Interfaces with company management and personnel, the Department of Energy, and assists with union activities as required.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and eight to ten years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Good writing and communication skills are required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ILLUSTRATOR I | 0370 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Prepares routine illustrations where graphic art standards are well established, and layout of assigned work is performed by those in a higher classification.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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.

Performs 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, computer graphics, and modeling equipment.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus three to six years of training and applicable illustration or graphic arts experience, and a working knowledge of graphic design equipment or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| ILLUSTRATOR II | 0373 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Prepares a wide variety of illustrations providing visual interpretations of engineering design, development, and construction concepts.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares graphic arts 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. Assist in the work direction and training of assigned personnel.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus seven to ten years of diversified training and illustration or graphic arts experience, including layout and design of publications and reports or an equivalent combination of education and experience demonstrating the demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue |
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| | Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: ILLUSTRATOR/GRAPHICS SPECIALIST | Position code: 0366 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Prepares a wide variety of information graphics products utilizing advanced form and color values, employing all graphic tools.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Reviews work requests, utilizes an extensive knowledge of graphic arts communication, recommends novel, effective methods for data presentation. Ensures timely high quality, cost-effective production of all user requests.

Assists with the personnel training program and makes recommendations for specific training goals, and prepares quarterly training summaries.

Maintains data base on current and projected services costs, production statistics, and material purchase requisitions.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in a related curriculum with two to four years experience or high school diploma or equivalent, with 12 years of diversified training and experience in graphic arts or a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| MICROGRAPHICS OPERATOR I | 0660 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs routine tasks in accordance with micrographics operating guidelines.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists in the set up, operation, cleaning, maintenance, and performance of minor repairs on assigned equipment.

Maintains quality standards of work in accordance with established procedures.

Performs production, reproduction, and retrieve tasks.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus three to six years of applicable training and experience, including one year of micrographics experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MICROGRAPHICS OPERATOR II | 0662 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs moderately difficult tasks in accordance with micrographics operating guidelines.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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 ordering supplies; mixing chemicals. Work with users in determining requirements.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus five to eight years of applicable training and experience, including two years of micrographics experience or an equivalent combination of education and experience demonstrating the demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: MANAGER, ADMINISTRATIVE SERVICES/CONTROLLER | Position code: 5060 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Manage and direct the functions which provide administrative support to the company and particularly the Nevada Operation. The individual will also provide for accurate and timely reporting of financial detail within the Company and the coordination of support and reporting between the Nevada and Pacific Operations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Coordinates the professional and operational efforts between the division and other entities of the Company.

Directs the activities of the departments within the division to assure efficient and accurate output.

Oversee functions to be provided by the financial group of departments in addition to the responsibilities of purchasing, information services, and facilities support.

Provides for the coordination and integration of intracompany services between the Nevada and Pacific Operations and the combined reporting of data to the Customer.

Establishes procedures for implementation within the division and facilitates the development and execution of general procedures for the Company.

Establishes and enforces standards and procedures for all fiscal work. Prepares operating budgets and establishes controls to ensure the proper administration of the approved budgets.

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

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with ten years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Manager, Administrative Services/ Controller<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, COMMITMENT TO EXCELLENCE | 7830 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the management of the RSN Commitment To Excellence (CTE) Program. The CTE Program includes RSN training, productivity, and quality improvement programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Directs the establishment and administration of the RSN CTE Program.

Manages the staff of the RSN CTE Program. Staff and provides direction for work performance, organizing, scheduling and reviewing work, motivating and disciplining, training and developing, and providing recognition and rewards of work performance.

Provides confidential support to the President and General Manager and the Vice President and Deputy General Manager of RSN.

Recommends and develops executive CTE correspondence, surveys, recognition, and reports.

Serves as Facilitator of the RSN Management Quality Council. Recommends and schedules the training of council members, facilitators, in-house trainers, middle managers, and quality improvement teams. Assists the Management Quality Council in following its charters and outlines and recommends the implementation of the five phases of the Juran TQM Strategy: Decide, Prepare, Start, Expand, and Integrate.

Serves as in-house trainer and facilitator for quality improvement teams.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 18 plus years experience in a related field, with three years of management experience, and four years training and experience in Total quality Management, Work Simplification or Value Engineering techniques, or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, CONTRACTS AND PROCUREMENT | 5070 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Controls and coordinates the development and performance of all activities related to the terms and conditions of the Raytheon Services Nevada Contract with the Department of Energy. Responsible for the management and direction of the Property and Records Department and the Procurement Department.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Serves as advisor to Management regarding contractual responsibilities and interpretation of contracts. Negotiates contract terms and conditions and annual fees. Reviews subcontracts as necessary. Interfaces with Company and Client legal council.

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

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

Directs the planning, organizing, staffing, scheduling, and coordination of assigned activities and services for the Logistics Support Department and the Procurement Department.

Ensures that functions and assignments are carried out in an effective manner and in compliance with appropriate Client and governmental regulations and Company policies and procedures.

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

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 18 plus years experience in a related field, including five years of managerial experience, or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| MANAGER, DASEO | 0655 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the management and the direction of the operational functions of the Defense and Special Energy Operations (DASEO) Division. Provides a range of technical services including support to the U.S. Air Force at the Tonopah Test Range and other locations, electric power system configuration analyses, support to national laboratories, test planning, weapons verification support and emergency management.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, schedules, assigns and coordinates all of the activities of the DASEO Division. Responsible for coordinating the professional and operational efforts between the Division and other Company components or User organizations. Directs a range of technical services in support of the DOE and USAF at NTS, TTR, SNL, LLNL, LANL, DET-1/AFEREG and JA including, but not limited to, complete architectural and engineering, environmental, inspection, survey, materials testing, construction management, estimating, CADD, and administrative services.

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

Directs the preparation of recurring and special reports and statistical data for submittal to Management and Client and the maintenance of necessary administrative and technical records. Recommends policies and procedures for project activities.

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

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with ten years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue |
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| | Date: March 15, 1993 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: MANAGER, DoD/DNA/SNL | Position code: 7940 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Responsible for management and direction of all engineering and administrative activities of DNA and SNL programs at NTS.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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, disciplines, 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with five years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties outlined above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, ENGINEERING | 5050 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Directs, manages, and controls the overall performance quality and costs of engineering and design services for all RSN engineering activities at the jobsite. Develops and maintains a qualified engineering organization in support of all RSN engineering projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Directs and manages all engineering activities with the RSN engineering staff including estimating, scheduling, design, drafting, inspection, and testing. Assigns duties and responsibilities to subordinates and ensures organizational components are operating in a professional manner. Approves engineering budget estimates and changes.

Initiates and/or approves merit increases, reclassifications, disciplinary and rehire recommendations and other related personnel actions such as personnel appraisals and evaluations.

Coordinates jobsite engineering requirements with User representatives. Establishes and approves internal procedures. Coordinates matters pertaining to engineering with the appropriate management representatives. Recommends jobsite policies and procedures relating to the area of assigned functional responsibilities. Prepares master manpower requirements and operating budget schedules for the department and ensures the implementation of these programs. Initiates requisitions of capital equipment and operating supplies. Initiates engineering reports required by Management and the Client User.

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

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with seven years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineering or architectural registration is required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, ERWM | 7986 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops and manages the activities of the ERWM Division. Provides program management expertise for all ERWM projects including Environmental Restoration and Waste Management and Johnston Atoll DERA projects. Assumes Project Manager responsibilities on specific programs/projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Provides a program management focal point for ERWM projects to DOE/ERWMD. Coordinates and integrates activities across multiple functional lines. Develops and documents the Project Management System for implementation to ERWM projects.

Defines and negotiates project scope with the Client. Identifies project resource requirements and requests and negotiates with responsible functions within DOE/NV. Provides lead planning, scheduling, and budgeting process (functional organizations provide detailed planning). Prepares project plans and negotiates approved performance measurement baseline with DOE.

Authorizes funds for work to be performed by functional organizations. Monitors technical, cost, and schedule performance against the project plans and directs corrective action. Prepares and submits project status reports and meetings.

Provides Project Manager training, as required.

Performs related work, as required, to meet the charter of the ERWM Division.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with ten years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. An advanced degree in one of the sciences, technical field, or management is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, ES&H | 5140 0001 |

**Position Summary**

Short statement outlining the purpose of the position.

Provides direction, assistance, and support to other line management in fulfillment of their responsibilities for environmental protection related to their activities and the health and safety of assigned personnel. Provides a point of contact on safety and health matters between RSN and DOE/NV Office of Assistant Manager for Environment, Safety, and Health. Serves as a member of the RSN Management Quality Council.

**Duties and Responsibilities**

Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Manages and directs the engineering and administrative activities of the ES&H Division. Determines and establishes organizational structure and plans; organizes, staffs, controls, schedules, assigns and coordinates all activities within the Division. Determines organizational objectives and delegates assignments to subordinate supervisors.

Coordinates the professional and operational efforts between the Division and other Company components or User organizations. Directs the activities of the various organizational components within the ES&H division and coordinates the assigned functional activities. Directs the preparation of special management reports, documents, and statistical data and maintenance of master management records pertaining to the office.

Establishes organizational policies and procedures; interprets, executes, and recommends modifications to Company policies and procedures. Supports and implements Safety and Quality Control programs in accordance with Company policies, procedures, and directions.

Implements adequate financial controls to perform assigned functions within funding limits and established employee levels. Assures that budget schedules and performance standards are realistically set and attained.

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

**Qualification Requirements**

Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with ten years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue |
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| | Date: March 15, 1993 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, EXTERNAL AFFAIRS | 5030 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Manages implementation and development of community outreach programs and internal and external communications agenda to promote a positive community image of RSN and DOE.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans and directs overall fiscal activities to ensure that all community outreach and internal and external communications programs and functions are carried out in an effective and economical manner.

Acts as point-of-contact for internal and external issues of public information. Coordinates with the President/General Manager, RSN; and the Director, DOE/OEA, in all matters relating to release of media oriented public infirmation.

Establishes and maintains administrative and functional direction of the activities of the office of External Affairs. Assigns duties and responsibilities to subordinates. Recommends requests for transactions such as merit increases, reclassifications, disciplinary and rehire recommendations, and related personnei actions.

Establishes operating procedures for activities under functional control and ensures compliance with such procedures. Assists in establishing and maintaining sound policies relating to assigned areas of responsibility. Coordinates the activities of assigned responsibilities with various components of the Company and customer organizations and outside agencies.

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

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree (Journalism or Public Relations preferred) and 13 to 15 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, FIELD OPERATIONS | 0540 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the management and direction of the operational functions at several field locations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, controls, schedules, assigns, and coordinates field operations. Coordinates the professional and operational efforts between field sites and other Company components or User organizations. Supports and implements Safety and Environmental Health 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 reports.

Recommends policies and procedures for assigned field activities and 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 17 plus years experience in a related field, with three years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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| Effective: March 15, 1993 | Cancel: Manager, Field Operations, YMP<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, FINANCE | 0590 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for all financial accounting and reporting, payroll, bank relations, cash and travel services, accounts payable, tax reporting, cost accumulation and consolidation of total Company accounting results.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans and directs overall fiscal activities to ensure that all assigned programs and functions are carried out in an effective and economical manner.

Appoints qualified personnel to key positions and establishes and maintains administrative and functional direction of the activities of all subordinate organization components. Assigns duties and responsibilities to subordinates. Recommends requests for transactions such as merit increases, reclassifications, disciplinary and rehire recommendations, training and related personnel actions.

Establishes operating procedures for activities under functional control to ensure continuity of operations, accuracy of financial information, accountability for tasks performed, proper application of Client and Company funds, and correct charging of costs incurred and ensures compliance throughout the RSN operations. Develops and implements automated systems within the Finance Department providing controls and procedures to ensure the integrity of information is not compromised.

Coordinates the activities of assigned responsibilities with the various major components of the Company and corresponding Client/User organizations.

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

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and 18 plus years experience in a related field with knowledge of on-line financial systems and personal computers and three years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, FINANCIAL CONTROLS | 7220 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Provides direct support to the Manager, Administrative Services/Controller, for directing the activities and conducting evaluations of the financial operations of the Company.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

The responsibilities of this position include:

1. Reviewing the Company's financial and statistical data and operations to verify accuracy of reports.

2. Ensuring that adequate internal controls are in place.

3. Examining individual departments or projects for financial accuracy and efficiencies.

4. Preparing reports, presentations, and investigations in response to management or governmental requests.

5. Ensuring that the financial operations performs in accordance with Generally Accepted Accounting Principles and DOE Orders.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in accounting, business or related field and 15 plus years experience in accounting and/or budgeting with five years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

Requires a working knowledge of word processing and spreadsheet software, excellent verbal and written communication skills, and extensive familiarization with General Accepted Accounting Principles and DOE Policies and Orders.

| Effective: March 15, 1993 | Cancel: New<br>Date: |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, HUMAN RESOURCES | 3343 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Under the direction of the President and General Manager develops, implements, and coordinates the Human Resources function encompassing Employment, Compensation, Benefits, Training, Personnel Administration, and Security for all RSN operations. Originates Human Resources policies and practices to provide a balanced program.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Directs the interpretation and application of established human resources policies throughout the Company. Ensures compliance with such to add consistency throughout the organization. Collective bargaining, contract negotiations, administration, and grievances.

Formulates and recommends personnel policies and objectives of the Company in accordance with the government rules and regulations, such as ERISA, Title III, etc. Maintains overall supervision of the Company recruitment, placement, training, and security programs and assures compliance with Equal Employment Opportunity regulations.

Ensures Company compensation program is competitive and equitable and in keeping with the Company compensation philosophy.

Directs the Company's Benefit Program and Service such as Medical, Dental, and Pension.

Conducts a continuing study of personnel policies, programs, and practices and keeps abreast of current practices and informed of developments.

Directs the preparation and maintenance of reports necessary to carry out functions of the department. Prepares periodic reports as required. Directs and maintains various activities designed to promote and maintain a high level of employee morale.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with a minimum of seven years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Manager, Human Resources<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| MANAGER, INDEPENDENT ASSESSMENT | 8024 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Manages the Independent Assessment Office having responsibility for the conduct of assessment activities covering both performance assessment and compliance with the RSN Management Quality Assurance Program (MQAP); all applicable governmental environmental safety and health regulations; and DOE Orders applicable to Quality Management and ES&H compliance. Assessment activities include audits, appraisals, and surveillances of RSN Operations at the Nevada Test Site, Las Vegas, and Pacific Operations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Directs all assessment activities for RSN related to quality management and ES&H compliance. Implements adequate financial control to perform activities within funding and staffing limits.

Evaluates laws, regulations, and DOE Orders with respect to RSN Operations.

Provides Management updates of impending changes to regulatory standards and advises on their impact on the Company's operations. Coordinates training of the assessment staff to assure that professional levels of expertise are maintained.

Develops and maintains a tracking and trending system incorporating all findings generated by external and internal assessment activities from all sources within RSN. Directs the analysis of this data base for performance indicators; common deficiency trends; and costs of failure, prevention, and other quality-related information.

Manages the RSN "Order Compliance" and "Requirements Identification Documents" programs, as required by DOE.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years related experience with ten years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. An extensive knowledge of applicable codes and DOE Orders.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, INFORMATION SERVICES | 7932 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the management and direction of the Information Services Department. Establishes standards and procedures for all departmental activities.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Reviews and monitors Information Services operations to ensure standards are maintained.

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.

Recommends policies and procedures for assigned activities.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field (Computer Science preferred) with five years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. An advanced degree in computer science or engineering is preferred.

| Effective: March 15, 1993 | Cancel: Manager, Information Systems<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, INTERNAL AUDIT | 0593 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the development, installation, and administration of the Company's overall audit program. Provides management with a review of the accounting, financial, and other operations by measuring and evaluating the effectiveness of company controls.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Establishes auditing policies, programs and procedures which enable Internal Auditors to efficiently accomplish complete and factual reviews in minimum time. Furnishes management with objective analysis, recommendations, and potential comments concerning all activities reviewed.

Ascertains that Company assets are properly accounted for and are adequately safeguarded from loss. Determines that accounting records are adequate, reliable, and properly reflect the transactions of the organization.

Develops an internal audit schedule and verifies that all phases of company operations are receiving periodic examinations to determine adherence to policies and protection of assets. Advises management when current practices are not consistent with Company policies, or fail to provide necessary controls of factual records. Recommends the appropriate corrective action required to ensure that the operation will meet the standards of control, records, and reports satisfactorily to the Company.

Conducts special studies of specific operations requiring the development of data, interpretations of intangible or unusual factors, summarization of findings and presentation of recommendations and suggestions.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in accounting, plus 13 to 15 years experience in auditing or accounting operations with supervisory experience. CPA or certified auditor desirable.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, LOGISTICS PLANNING GROUP | 0612 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

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

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, controls, staffs, 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 accordance with Company 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 Company 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 actions of personnel, 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, LLNL/LANL | 7937 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the management and direction of all engineering and administrative activities of LLNL and LANL programs at NTS.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, controls, staffs, 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 of assigned functions. Implement 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 responsibilities.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with five years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Registration as a Professional Engineer is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, LVSO/DET-1 | 0846 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the management and direction of all engineering and administrative activities of DASEO Las Vegas Support Office and DET-1/AFEREG and TTR programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, controls, staffs, 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.

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 responsibilities.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with five years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue |
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| | Date: March 15, 1993 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, NEVADA TEST SITE OPERATIONS | 0616 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Manages and directs the engineering and administrative activities at the Nevada Test Site. Determines and establishes organizational structure and plans; staffs, controls, schedules, assigns, and coordinates all activities of the NTS Division. Determines organizational objectives and delegates assignments to subordinate managers and supervisors.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Coordinates the professional and operational efforts between the Division and other Company components or User organizations.

Directs the activities of the various organizational components within the NTS division and coordinates the assigned functional activities. Conducts briefings and technical meetings for Management and Client representatives.

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

Establishes organizational policies and procedures and interprets, executes and recommends modifications to Company policies and procedures.

Recommends employee and budget levels for project activities based on known or anticipated program requirements. Implements adequate financial controls to perform assigned functions within funding limits and established employee levels. Assures that budget schedules and performance standards are realistically set and attained.

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

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with ten years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: MANAGER, NTS PROGRAM DEVELOPMENT | Position code: 7410 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Management responsibility for coordinating the activities and planning of the Company to more effectively employ the Company's resources and capabilities at the NTS, and for identifying and developing programs and projects at the NTS that will help the Company accomplish its primary missions in the most cost-effective and efficient manner possible.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Support the President and General Manager of the Company with the collection and analysis of data and information related to the performance of the Company and the effective utilization of resources in support of NTS missions.

Identify and develop programs and projects for the NTS that are mutually supportive, increase the utilization of NTS resources and capabilities, help support core NTS missions, and improve the overall efficiency and cost-effectiveness of NTS operations.

Serve as the Company's liaison and representative to DOE/NV working groups and organizations concerned with the identification, development, and establishment of revised or new missions and programs for DOE/NV and the NTS.

Provides administrative and technical assistance, as requested, to the DOE/NV Assistant Manager for Technical Services, and Special Assistant to the Manager, DOE/NV, for NTS Program Development to help coordinate and plan activities associated with increasing the utilization and improving the operational effectiveness and efficiency of the NTS.

Collect data and perform analysis to support planning, coordination, and realignment of Company, DOE/NV, and NTS resources and capabilities to accommodate the expected halt in underground nuclear testing and negotiation of a comprehensive nuclear test ban treaty.

Serve as the Company's representative to outside organizations concerned with future uses and missions for the NTS.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 17 plus years experience in the planning and management technical programs involving research and development, with a minimum of 5 years experience directly in support of DOE programs and operations, and a broad-based understanding of nuclear weapons, nuclear testing requirements, and national defense strategies and policies associated with nuclear weapons.

| Effective: March 15, 1993 | Cancel: New |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, OPERATIONS | 8023 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs direction, planning, and coordination of broad corporate operations and objectives in accordance with policies established by the President/General Manager.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Manages the planning, work authorization, execution, control, and reporting of technical operations, maintenance, logistics, and administrative functions. Responsible for overall budget, schedule, and technical milestones.

Reviews performance of operating divisions on a regular basis to assure Client's needs, cost, and scheduled objectives are met. Promotes and supports implementation of Commitment To Excellence program. Participates in bimonthly Quality Council meetings. Analyzes and appraises regularly and systematically the effectiveness of all operations and divisions. Formulates and recommends operating policies and objectives or changes in existing policies.

Implements procedures to ensure technical and support services and operations are conducted in a manner consistent with DOE Orders, other federal, state or local laws, codes, standards, or requirements for environmental, safety, health, and quality assurance.

Prepares long-range projections and forecasts for manpower, cost, and resource planning.

Directs the preparation of recurring and special management reports, as well as statistical data for submittal to management and Client.

Represents RSN with senior Client management and the Contracting Officer. Renders decisions on administrative and operational matters.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, including ten years of management experience, with extensive experience with DOE contracts and budget management, or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Experience as a division manager of a complex operation is preferred. Professional engineering registration is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| MANAGER, PROCUREMENT | 5070 0001 |

**Position Summary**

Plan, establish, and manage all subcontract and procurement activities for Raytheon Services Nevada/Nevada Operations and coordinate with Pacific Operations to provide for consolidated reporting, mainland procurement support and customer interface at Department of Energy Nevada (DOE/NV).

**Duties and Responsibilities**

Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepare and recommend departmental operating budgets and establish controls to ensure the proper administration of the department within those budgets.

Direct the preparation of subcontracts and purchase orders to assure efficient, timely and accurate issuance of documents which meet the requirements of RSN procedures, DOE Orders and other requirement documents issued by the federal customer.

Issue and/or revise as necessary, procedures to facilitate consistent managerial control of the procurement function.

Maintain close communication with operational support personnel to provide for close cooperation in the requisitioning and procurement of goods and services.

Assure current, timely and pertinent training for procurement and requisitioning personnel.

Conduct periodic self-assessment within the department to meet contractual requirements and assure efficient and consistent operation of the procurement function.

Operate and maintain a clear and efficient tracking system to determine the status of all procurement actions beginning with the original receipt of the requisition.

Issue accurate and timely reports as required, to the internal and external customers, including the DOE, operating managers, executive management and the division management.

Perform related work as required to assure quality performance consistent with the MQAP, federal requirements and the highest ethical standards for procurement personnel.

**Qualification Requirements**

Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 18 plus years experience in a related field, including five years management experience, or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 21, 1994 | Cancel: Manager, Contracts & Procurement<br>Date: March 15, 1994 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: MANAGER, SUPPORT SERVICES | Position code: 1270 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Responsible for ensuring and maintaining the capability to provide quality rapid response support services in the areas of mail services, facilities management for the Las Vegas area, centralized copy/document preparation, centralized word processing, REECo requisitioning support, and graphics support to RSN Management.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Reviews procedures for Support Services activities to ensure effectiveness of operations; satisfactory placement of internal controls; compliance with laws and government orders; and compliance with Company plans, policies, procedures, and contractual agreements with the Client.

Develops recommendations for the improvement of Support Services operations.

Directs the preparation of regular and special reports for managernent and Client use and makes oral presentations to management, Client/User, or other officials, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in business management and 13-15 years experience in a related field with three years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Must be familiar with DOE policies and orders and a general knowledge of business and government contracts. Must have working knowledge of personal computers and be able to effectively use spreadsheet and word processing software to prepare work papers, reports, and presentations.

| Effective: March 15, 1993 | Cancel: New<br>Date: |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| MANAGER, TECHNICAL SUPPORT, NTS | 0630 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Manages the Technical Support Department providing services to the DOE, User laboratories, and RSN divisions.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Directs the supervisors of several RSN Sections, including Support Services & Estimating groups. Providing subcontractor field administration and cost distribution, estimating, and other services; Reports & CEP preparing statistical and historical reports, and CEP input; and the Logging Section providing geophysical logging and seismic survey support.

Initiates and/or approves merit increases, reclassifications, disciplinary, and rehire recommendations and other related personnel actions, including personnel appraisals and evaluations.

Plans and schedules installation and utilization of RSN/NTS computer capability.

Represents RSN as an advisor to the Containment Evaluation Panel (CEP).

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with five years supervisory experience relating to drilling and/or mining or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| MANAGER, QUALITY ASSURANCE | 7950 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops, implements, and coordinates all matters related to the RSN Quality Assurance Program.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Ensures implementation and verification of Quality Assurance Program for all aspects of the RSN maintenance and operations and any special projects in accordance with the requirements of DNA/DOE, applicable codes and standards and regulatory and contractual requirements.

Implements Quality Assurance policies and procedures.

Conducts inspections, surveillances, and audits of all related functions within the RSN Contract, implementing corrective actions, if warranted. Maintains records as required to verify Quality Assurance activities. Reviews quality assurance requirements for purchase requisitions, purchase orders, and subcontracts, when required.

Performs engineering and construction verification of special project requirements. Maintains liaison with representatives of DNA/DOE and other contractors.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 17 plus years experience in a related field, including three years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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| Effective: March 15, 1993 | Cancel: Manager, Quality Assurance Department<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| MANAGER, YMP | 7967 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Manages and directs the engineering and administrative activities of the YMP Division. Determines and establishes organizational structure and plans, organizes, staffs, controls, schedules, assigns, and coordinates the engineering and administrative activities within the Division. Determines organizational objectives and delegates assignments to subordinate supervisors.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Coordinates the professional and operational efforts between the Division and other Company components or User organizations.

Directs the activities of the various organizational components with the YMP Division and coordinates the assigned functional activities. Directs the preparation of special management reports, documents, and statistical data and maintenance of master management records pertaining to the office.

Establishes organizational policies and procedures; and interprets, executes, and recommends modifications to Company policies and procedures. Supports and implements Safety and Quality Control programs in accordance with Company policies, procedures, and directions.

Recommends employee and budget levels for project activities based on known or anticipated program requirements. Implements adequate controls to perform assigned functions within funding limits and established employee levels. Assures that budget schedules and performance standards are realistically set and attained.

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

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, with ten years of management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| OFFICE SERVICES COORDINATOR | 0672 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Assists in the completion of a variety of administrative/clerical tasks that provides the department with a centralized support for regular or special administrative assignments.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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 files and prepares related correspondence for equipment, services, and supplies.

Assists in the preparation of special or recurring reports.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus seven to ten years experience in a related field or an equivalent combination of education and experience demonstrating the demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PLANNING COORDINATOR I | Position code: 0740 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Performs routine assignments within established procedures and policies. Assists more experienced Planning Coordinators on complex projects or may perform all the planning/coordinating functions on smaller projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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.

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.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in a related field, plus zero to two years related experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PLANNING COORDINATOR II | 7855 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs moderately difficult assignments within established practices and procedures. Works with more experienced Planning Coordinators on complex projects or may perform all the planning/coordinating functions on smaller projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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.

Provides technical and operational input 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.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PROJECT ARCHITECT | Position code: 8015 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Directs the efforts of supporting departments for one or more projects or programs, requiring the application of standard techniques, procedures, and calculations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares proposals, cost estimates, and schedules and monitors the financial aspects, including the monitoring of procurement items for assigned projects. Evaluates progress, costs, and performance of projects and programs. Recommends changes in the Project Management procedures.

Represents the Company in all meetings relating to assigned projects. Provides liaison services to Clients and end Users.

Reviews all aspects of the projects or programs. This includes, but is not limited to, design, design specifications, proposals, estimates, schedules, budgets, modifications, and changes to the scope of work.

Prepares special reports and recurring project reports. Initiates reports covering existing or anticipated problems. Reviews and maintains all project or program-related documentation and files for compliance to procedures and for proper disposal of documents at the end of the project or program.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and five to seven years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional architectural registration is preferred.

| Effective: March 15, 1993 | Cancel: New<br>Date: |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PROJECT COORDINATOR I | 7767 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs project engineering activities and supports Project Engineers by preparing schedules, reviewing manpower and equipment needs, reviewing costs, and monitoring progress of projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists Project Engineers in the preparation of proposals and cost estimates. Applies standard practices and techniques following a series of related steps.

Prepares special and recurring reports and documentation. Reviews plans and specifications for compliance with criteria.

Keeps Project Engineers informed of progress and problems. Performs special activities including jobsite support, as required

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus zero to two years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PROJECT COORDINATOR II | 0840 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Coordinates project engineering activities, and supports Project Engineers by preparing schedules, reviewing manpower and equipment needs, reviewing costs, and monitoring progress of projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists Project Engineers 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. Performs special activities, including jobsite support, as required.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum plus three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PROJECT ENGINEER | Position code: 0850 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Directs the efforts of supporting departments for one or more project or program, requiring the application of standard techniques, procedures, and calculations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares proposals, cost estimates, and schedules and monitors the financial aspects, including the monitoring of procurement of items for assigned projects. Evaluates progress, costs, and performance of projects and programs. Recommends changes in Project Engineering procedures.

Represents the Company in all meetings relating to assigned projects. Provides liaison services to Clients and end Users.

Reviews all aspects of the projects or programs. This includes, but is not limited to, design, design specifications, proposals, estimates, schedules, budgets, modifications, and changes to the scope of work.

Prepares special reports and recurring project reports. Initiates reports covering existing or anticipated problems. Reviews and maintains all project or program-related documentation and files for compliance to procedures and for proper disposal of documents at the end of the project or program.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and five to seven years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineering or architectural registration is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PROJECT MANAGER I | 0865 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Provides planning, direction, and guidance for assigned Project Engineering personnel that encompasses three to five work teams, or sections, in a related activity and/or providing close supportive assistance to a department manager.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, schedules, assigns, coordinates, monitors, and controls the activities of assigned engineering and administration personnel to ensure a quality product is rendered in compliance with contractual requirements including ES&H, federal, state, and local requirements, quality assurance requirements, and all applicable codes.

Directs the development and implementation of procedures to ensure all requirements are addressed in a detailed and comprehensive manner. Participates in site reconnaissance and makes recommendations related to engineering evaluations, ensures that materials and equipment for construction of designs meet applicable project requirements, devises methods for producing high caliber projects within budget, schedule and technical parameters, and monitors departmental efforts daily to ensure that all needs are properly satisfied. Enforces discipline and adherence to security requirements and Company policies, and exercises disciplinary action according to Company policies. Confers with his supervisors concerning project progress problems or potential problems. Represents the Company when in contact with the Client, outside businesses, and governmental or military agencies on matters pertaining to assigned activities.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineering or architectural registration is required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PROJECT MANAGER II | 7772 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Provides planning, direction, and guidance for assigned Project Engineering personnel that encompasses several teams, or sections, of unrelated activities or varying assignments.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, schedules, assigns, coordinates, monitors, and controls the activities of assigned engineering and administration personnel to ensure a quality product is rendered in compliance with contractual requirements including ES&H, federal, state, and local requirements, quality assurance requirements, and all applicable codes.

Directs the development and implementation of procedures to ensure all requirements are addressed in a detailed and comprehensive manner. Participates in site reconnaissance and makes recommendations related to engineering evaluations, ensures that materials and equipment for construction of designs meet applicable project requirements, devises methods for producing high caliber projects within budget, schedule and technical parameters, and monitors departmental efforts daily to ensure that all needs are properly satisfied. Enforces discipline and adherence to security requirements and company policies, and exercises disciplinary action according to company policies. Confers with his/her supervisors concerning project progress problems or potential problems. Represents the Company when in contact with the Client, outside businesses, and governmental or military agencies on matters pertaining to assigned activities.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 17 plus years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineering registration is required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PROJECT MANAGER III | 7775 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for management of the RSN Project Engineering and Field Engineering groups including Project Engineers, Inspectors, Estimating personnel, Procedures Support personnel, and Project Coordinators.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, schedules, assigns, coordinates, monitors, and controls the activities of assigned engineering and administration personnel to ensure a quality product is rendered in compliance with contractual requirements including ES&H, federal, state, and local requirements, quality assurance requirements, and all applicable codes.

Directs the development and implementation of procedures to ensure all requirements are addressed in a detailed and comprehensive manner. Participates in site reconnaissance and makes recommendations related to engineering evaluations, ensures that materials and equipment for construction of designs meet applicable project requirements, devises methods for producing high caliber projects within budget, schedule and technical parameters, and monitors departmental efforts daily to ensure that all needs are properly satisfied. Enforces discipline and adherence to security requirements and company policies, and exercises disciplinary action according to Company policies. Confers with his supervisors concerning project progress problems or potential problems. Represents the Company when in contact with the Client, outside businesses, and governmental or military agencies on matters pertaining to assigned activities.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, plus five years project management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineering registration is required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL ACCOUNTANT | Position code: 7735 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Responsible for accounting assignments and functions of the Finance Department. Performs complex accounting assignments, systems, and procedures.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Verifies accounting documents for accuracy of computation and contents. Ensures transactions are properly supported, are in accordance with pertinent policies and procedures, and are classified and recorded to acceptable accounting standards.

Responsible for the preparation of reports, schedules, and statements, summarization and analysis of financial data and reports and maintenance of accounting records.

Directs the activities of assigned accounting personnel or an accounting section.

Analyzes accounting reports, records, systems or procedures and makes recommendations on accounting methods and procedures. Conducts special studies of a complex nature.

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

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and 10 to 13 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL ANALYST | Position code: 7840 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

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

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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.

Provides direction to lesser experienced personnel.

Analyzes and evaluates existing and proposed systems and devises computer programs, systems, and related procedures to process data.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in computer science or similar curriculum, plus 9 to 12 years of diversified training and programming experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. A working knowledge of BASIC, COBOL, or FORTRAN computer language is required. Some supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL ARCHITECT | Position code: 7762 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Performs complex and independent architectural design applying diversified knowledge of architectural principles and practices to broad areas of assignments.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs a supervisory role within the architectural discipline including planning, organizing, and directing several projects or a major project. Develops and evaluates plans and criteria for a variety of activities to be carried out by other personnel in the discipline. Performs as a staff advisor in regard to a technical specialty, type of facility or type of equipment. Performs a peer architectural role relative to review of work generated by staff of lesser classification. Estimates manpower requirements and schedules and assigns work to meet completion date.

Work is reviewed for soundness of technique and correctness of results.

Maintains liaison with various departments.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in architecture or a similar degree and 9 to 12 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Registration as a professional architect or the ability to obtain registration within a period of one year is preferred. Three years supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPLE BENEFITS SPECIALIST | Position code: 7765 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Develops, implements, and supervises a comprehensive benefit program which encompasses life, health, disability, pension, savings and investment, stock ownership, and wellness programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Oversees the welfare programs which include developing new programs, reviewing and revising current programs in regard to market trends and compliance issues, and administering programs in a cost-effective manner. Disseminates information to employees on a timely basis.

Conducts briefings to promote a better understanding and give instruction on the RSN Benefit Program. Counsels employees on complex or unusual cases to clarify aspects of the benefits program. Responds to comments, suggestions, and/or complaints regarding benefits administration.

Communicates the various benefit programs to management and employees through individual meetings, staff meetings, and through printed materials.

Interfaces with RSN EAP Coordinator as need arises.

Coordinates special projects/assignments within Human Resources as directed by management.

Supervises professional staff and motivates employees to achieve preestablished goals and objectives. Trains and counsels staff necessary to administering a comprehensive benefit program. Ensures highest standard of conduct and ethical practices in compliance with Company standards.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and a minimum of 10 to 13 years experience in a related field, with a minimum of three years in supervision or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Manager, Benefits<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PRINCIPAL BUDGET CONTROL SPECIALIST | 7750 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs cost engineering as required for the project or specifically assigned tasks.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares order-of-magnitude estimates of costs based on information available for evaluation and funding purposes. Prepares detailed budgets.

Prepares cost status of assigned projects, including summary of cost and budget revisions. Develops cash flow requirements.

Provides administrative and technical liaison with other Cost Engineers. Coordinates with Planning Scheduling to establish manpower forecasts. Prepares studies and reports as required. As required, participates in preparation of performance evaluations and training and development of subordinate Cost Engineers.

As assigned, 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree, plus 10 to 13 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue |
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| | Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL COMPENSATION SPECIALIST | Position code: 7705 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Provides recommendations and programs for the development and maintenance of a total compensation program designed to meet the needs and goals of Management in establishing and maintaining a viable work force. Assists in the implementation and management of the compensation program.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans and conducts special compensation studies and projects making recommendations for changes and enhancements to the overall compensation program. Investigates and makes recommendations on compensation issues and programs as requested by Management.

Provides advice, assistance, and recommendations to Management regarding compensation issues.

Participates in market surveys providing analysis and recommendations to Management to ensure the maintenance of the compensation program objectives.

Administers the job evaluation program and makes recommendations for job levels and titles throughout the organization.

Assists in the planning, development, and preparation of the annual Salary Increase Fund and in the development and implementation of the salary planning program.

Researches and recommends changes to compensation and related policy and procedures to meet the needs of the compensation program objectives. Assists in the review and approval of position staffing requisitions, classification and promotion transactions, and hiring rate recommendations to Management. Assists with other special studies and projects as directed by Management.

Performs other related duties, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree, plus 10 to 13 years progressively responsible experience in all aspects of compensation or equivalent.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PRINCIPAL COST ACCOUNTANT | 7800 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the cost accounting functions of the Finance Department, supervises the operation of the cost accounting system, plans and carries out broad assignments with responsibility for recommending and installing changes in cost accounting methods and procedures.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under general supervision, ensures all transactions are properly supported, classified, and recorded in accordance with government cost accounting standards.

Responsible for the preparation of cost reports, schedules, statements, job cost numbering system, and work authorizations.

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

Provides guidance and direction to subordinate accounting personnel.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree in business, plus 10 to 13 years experience in a related field with on-line system and personal computer experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Three years supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PRINCIPAL COST & SCHEDULE ENGINEER | 0755 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the development, implementation, and maintenance of an overall project controls system.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Develops and implements program controls in accordance with established standards and procedures. Works with the project team to implement and perform timely reviews and establish monitoring procedures and systems for project management.

Analyzes and reviews data and makes recommendations for effective project control and management. Responsible for preparation and implementation of project schedules; manpower planning and analysis; performance analysis and reporting; cost analysis and control through cost report preparation, analysis, and reporting; job progress monitoring and update; automated and computerized program control applications; and job status reporting and analysis.

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

Supervises Program Controls personnel.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus 9 to 12 years in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Three years of supervisory experience is preferred.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PRINCIPAL DESIGNER | 0780 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops to completion, engineering drawings. Works to specifications, written, and verbal instructions in accordance with established design practices and procedures.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares or directs the preparation of complete engineering drawings for a complex area of the project in conformance with the requirements of applicable codes and design criteria. Selects and utilizes standard design procedures.

Maintains necessary internal and external liaison and acts independently on technical matters pertaining to assigned projects. As delegated, represents the Company with the Client, outside businesses, and governmental and military agencies on matters relating to areas of specialization.

Checks discipline drawings and reviews drawings supplied by the Client, vendors, and other discipline groups.

Performs related work, as required, including supervision of designers, drafting technicians, and other engineers.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus 9 to 12 years applicable design experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PRINCIPAL ENGINEER | 0790 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs independent engineering assignments and projects within a specific discipline. Applies diversified knowledge of engineering principles and practices to broad areas of assignments.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs a supervisory role within a specific discipline including planning, organizing, and directing several projects or a major project. Develops and evaluates plans and criteria for a variety of activities to be carried out by other personnel in the discipline. Performs as a staff advisor in regard to a technical specialty, type of facility or type of equipment. Performs a peer engineering role relative to review of work generated by engineers of lesser classification in the discipline. Estimates manpower requirements and schedules and assigns work to meet completion date.

Maintains liaison with various departments.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 9 to 12 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred. Supervisory experience is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PRINCIPAL ESTIMATOR | 7960 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the direction, coordination, and administration of estimating activities at a major office or assumes all estimating functions at a jobsite or field office.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for the performance, adequacy, and correctness of estimates, analysis (Contingency Analysis, Trending, etc.), or special studies (i.e., Life-Cycle Costing, etc.) that require the utilization of specialized knowledge of architectural/engineering drawings and construction activities, including quantity takeoff, labor and equipment productivity, and materials pricing.

Develops and/or revises methods of approach for the analysis and solution of specific estimating problems. Audits estimates and related activities for compliance with departmental policies and procedures.

Has considerable latitude for unreviewed action and decisions; however, work is generally reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency.

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

Provides guidance and direction to estimators.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus 9 to 12 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL GEOLOGIST | Position code: 0791 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Analyzes and interprets or directs the analysis and interpretation of subsurface data obtained from drilled holes and other sources. Plans, conducts, and directs studies of major importance, frequently requiring advanced knowledge.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Studies geologic/hydrologic relationships in a specified area and applies findings and geological knowledge to anticipate or solve problems. Studies dynamic processes of internal pressures, heat, water erosion, and other natural elements.

Directs geologists or technical personnel in field study, analyses, and interpretation of geotechnical data for major geological studies. Prepares or directs the preparation of geologic reports and maps, and makes recommendations for further study or action.

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

Provides guidance and direction to lesser experienced geologists.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in Geology and 9 to 12 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL OFFICE SERVICES COORDINATOR | Position code: 7655 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the coordination and administration activities of the Office Services section. Functions as the Facility Control Agent. Supports Records Management.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Establishes and maintains the mail and messenger service, facility control of classified material, and standard forms and office supplies. Responsible for the transmittal, receipt, and control of all classified Company documents.

Monitors use of Company GSA vehicles, directs and participates in preparation of recurring and special reports and maintains master files and records.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and four to six years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Supervisor, Office Services<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL PLANNING COORDINATOR | Position code: 7857 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

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

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Initiates and directs preparation of 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.

Provides technical and operational input 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. Work is reviewed upon completion for adequacy in meeting objectives and overall quality and efficiency.

Provides guidance and direction to other planning coordinators.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 9 to 12 years of experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Three years supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL PROJECT ARCHITECT | Position code: 7725 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Directs the efforts of the Project Architects and or Engineers providing project support on various complex architectural/engineering projects and programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assigns tasks and responsibilities, gives direction to the Project Architects or Engineers. Provides a logical organized approach for structuring projects and controlling their execution.

Establishes effective operating procedures and implements procedures to ensure all requirements are addressed in a detailed and comprehensive manner. Ensures materials and equipment for construction of designs meet applicable project requirements.

Responsible for daily transactions such as disciplinary actions, review of work by subordinates, and related personnel actions.

Monitors technical aspects, schedules, and cost information of projects. Establishes technical milestones and schedules design reviews. Negotiates resource requirements (labor, material, facilities) and general cost estimates, allocates funding, and prepares subcontracts as required by the User.

Maintains project master files for all assigned projects or programs. Oversees the preparation of special A/E and management reports, documents, and provides statistical data as described in the Project Management procedures.

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

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and 14 to 17 years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional architectural registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL PROJECT COORDINATOR | Position code: 7770 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Coordinates project engineering activities and supports Project Engineers by preparing schedules, reviewing manpower and equipment needs, reviewing costs, and monitoring progress of projects. Involved in complex projects that are broad in nature and scope.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists the Project Engineer in the preparation of proposals and cost estimates. Evaluates progress and results and recommends changes in procedures.

Assists the Client on special programs or projects and ensures requirements are fulfilled. Provides necessary liaison on matters relating to assigned projects.

Prepares special and recurring reports and documentation. Reviews plans and specifications for compliance with criteria. Reviews proposals and criteria for assigned projects and programs. Assists in the preparation of forecasts, schedules, and estimates, as required.

Keeps the Project Engineer informed of progress and problems. Performs special activities, including jobsite support, as required.

Provides guidance and direction to lesser experienced project coordinators.

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

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus 9 to 12 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Three years supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PRINCIPAL PROJECT ENGINEER | 7400 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Directs the efforts of the Project Engineers providing project support on various complex engineering projects and programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assigns tasks and responsibilities, and gives direction to the Project Engineers. Provides a logical and organized approach for structuring projects and controlling their execution.

Establishes effective operating procedures and implements procedures to ensure all requirements are addressed in a detailed and comprehensive manner. Ensures materials and equipment for construction of designs meet applicable project requirements.

Responsible for daily transactions such as disciplinary actions, review of work by subordinates, and related personnel actions.

Monitors technical aspects, schedules, and cost information of projects. Establishes technical milestones and schedules design reviews. Negotiates resource requirements (labor, material, facilities), and general cost estimates, allocates funding, and prepares subcontracts as required by the User.

Maintains project master files for all assigned projects or programs. Oversees the preparation of special engineering and management reports, documents and provides statistical data as described in the project engineering procedures.

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

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue |
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| | Date: March 15, 1993 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL SPECIALIST | Position code: 7947 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Analyzes and interprets or directs all analysis and interpretation of drilling, mining, quality assurance, and other field project data obtained from various sources.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Studies several relationships in a specific area and applies findings and knowledge to anticipate or solve problems.

Directs specific or technical personnel in field study, analyses, and interpretation of data for major studies. Prepares or directs the preparation of special reports and maps, and makes recommendations for further study or action.

Provides guidance and direction to lesser experienced specialists.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 9 to 12 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPAL TECHNICAL WRITER | Position code: 7812 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Initiates, coordinates, and supervises preparation and compilation of technical documents, procedures, manuals, special duties, and reports to publication completion, and manages special projects without management supervision.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Coordinates with other groups for identifying and evaluating requirements for new or revised procedures, and for development or revision of procedures in accordance with applicable DOE Orders, procedures and plans, and RSN internal policies, procedures, and plans.

Supervises efforts of technical writers in the development, writing, and publishing of proposals as requested by the Client/Users, and prepares Statement of Work, CPAF summations, and other documentation required by management.

Coordinates special projects or studies requiring extensive research, reports, and internal or external interfaces.

Assists in addressing and responding to audit findings or deficiency reports in the areas of technical and administrative documentation.

Produces documentation in the areas of public information with the assurance all government classification constraints are implemented.

Renders technical writing assistance to the Client/Users upon request.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and seven to nine years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Must be proficient in the use of word processing systems. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PRINCIPAL TECHNICIAN | 0817 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Independently performs nonroutine and complex technical assignments involving responsibility for planning and conducting tests to ensure conformance with established requirements.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Reviews and analyzes a variety of technical information to determine the best procedures to meet the test objectives. Formulates procedures and test techniques to comply with policies, specifications, and standards, as well as specialized applications. Conducts tests or experiments requiring selection and adaptation of modification of equipment.

Coordinates with engineering and supervisory personnel regarding testing problems. Compiles and computes technical data and develops applicable documentation. Assures maintenance of appropriate files. May direct or supervise other technicians in assignments requiring advanced or specialized knowledge. May prepare training programs.

Plans and directs job assignments to technicians. Checks the results of tests performed by others and gives direction for corrective action as necessary. Uses unique and innovative techniques to increase test quality.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an applicable discipline, plus three to five years related experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PRINCIPLE TRAINING SPECIALIST | Position code: 7797 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Independently creates and designs innovative, complex, and diverse projects to support the RSN training program to meet contract and customer requirements.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Guides the design, development, implementation, and evaluation of curricula, text, tests, and related instructional materials.

Analyzes, evaluates, and interprets apparent inconsistent data and incongruent information to synthesize appropriate processes and products.

Provides direction and advice to division (area) training coordinators regarding the implementation of training scheduling facilities, and courses.

Negotiates solutions for disputes, complaints, and concerns relative to the training program.

Represents RSN on training issues with DOE, DOE contractors, and internal and external audit groups.

Ensures that RSN management is apprised and counseled regarding training initiatives and industry standards related to training.

Observes and monitors classroom instruction, isolates areas of difficulties in comprehension skills.

Analyzes and recommends appropriate changes to course materials and concepts to ensure the appropriate level of comprehension by students is achieved and objectives are met.

Monitors the administration and tracking of training events.

Provides confidential support to the Manager, Human Resources.

Performs other duties, as necessary, or directed by management.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in a technical, liberal arts, or related field (should include completion of general core and educational curricula) plus 10 to 13 years related work experience with full-time active classroom teaching or performance-based training. Experience in a highly regulated environment with strict compliance to procedures and auditing standards, preferably associated with DOE, DoD, or NRC; or any combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Principal CTE Coordinator<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PROJECT ARCHITECT | Position code: 8015 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Directs the efforts of supporting departments for one or more projects or programs, requiring the application of standard techniques, procedures, and calculations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares proposals, cost estimates, and schedules and monitors the financial aspects, including the monitoring of procurement items for assigned projects. Evaluates progress, costs, and performance of projects and programs. Recommends changes in the Project Management procedures.

Represents the Company in all meetings relating to assigned projects. Provides liaison services to Clients and end Users.

Reviews all aspects of the projects or programs. This includes, but is not limited to, design, design specifications, proposals, estimates, schedules, budgets, modifications, and changes to the scope of work.

Prepares special reports and recurring project reports. Initiates reports covering existing or anticipated problems. Reviews and maintains all project or program-related documentation and files for compliance to procedures and for proper disposal of documents at the end of the project or program.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and five to seven years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: PROJECT ENGINEER | Position code: 0850 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Directs the efforts of supporting departments for one or more project or program, requiring the application of standard techniques, procedures, and calculations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares proposals, cost estimates, and schedules and monitors the financial aspects, including the monitoring of procurement of items for assigned projects. Evaluates progress, costs, and performance of projects and programs. Recommends changes in Project Engineering procedures.

Represents the Company in all meetings relating to assigned projects. Provides liaison services to Clients and end Users.

Reviews all aspects of the projects or programs. This includes, but is not limited to, design, design specifications, proposals, estimates, schedules, budgets, modifications, and changes to the scope of work.

Prepares special reports and recurring project reports. Initiates reports covering existing or anticipated problems. Reviews and maintains all project or program-related documentation and files for compliance to procedures and for proper disposal of documents at the end of the project or program.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and five to seven years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PROJECT MANAGER I | 0865 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Provides planning, direction, and guidance for assigned Project Engineering personnel that encompasses three to five work teams, or sections, in a related activity and/or providing close supportive assistance to a department manager.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, schedules, assigns, coordinates, monitors, and controls the activities of assigned engineering and administration personnel to ensure a quality product is rendered in compliance with contractual requirements including ES&H, federal, state, and local requirements, quality assurance requirements, and all applicable codes.

Directs the development and implementation of procedures to ensure all requirements are addressed in a detailed and comprehensive manner. Participates in site reconnaissance and makes recommendations related to engineering evaluations, ensures that materials and equipment for construction of designs meet applicable project requirements, devises methods for producing high caliber projects within budget, schedule and technical parameters, and monitors departmental efforts daily to ensure that all needs are properly satisfied. Enforces discipline and adherence to security requirements and Company policies, and exercises disciplinary action according to Company policies. Confers with his supervisors concerning project progress problems or potential problems. Represents the Company when in contact with the Client, outside businesses, and governmental or military agencies on matters pertaining to assigned activities.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue |
|---|---|
| | Date: March 15, 1993 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PROJECT MANAGER II | 7772 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Provides planning, direction, and guidance for assigned Project Engineering personnel that encompasses several teams, or sections, of unrelated activities or varying assignments.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, schedules, assigns, coordinates, monitors, and controls the activities of assigned engineering and administration personnel to ensure a quality product is rendered in compliance with contractual requirements including ES&H, federal, state, and local requirements, quality assurance requirements, and all applicable codes.

Directs the development and implementation of procedures to ensure all requirements are addressed in a detailed and comprehensive manner. Participates in site reconnaissance and makes recommendations related to engineering evaluations, ensures that materials and equipment for construction of designs meet applicable project requirements, devises methods for producing high caliber projects within budget, schedule and technical parameters, and monitors departmental efforts daily to ensure that all needs are properly satisfied. Enforces discipline and adherence to security requirements and company policies, and exercises disciplinary action according to company policies. Confers with his/her supervisors concerning project progress problems or potential problems. Represents the Company when in contact with the Client, outside businesses, and governmental or military agencies on matters pertaining to assigned activities.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 17 plus years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue |
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| | Date: March 15, 1993 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| PROJECT MANAGER III | 7775 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for management of the RSN Project Engineering and Field Engineering groups including Project Engineers, Inspectors, Estimating personnel, Procedures Support personnel, and Project Coordinators.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, schedules, assigns, coordinates, monitors, and controls the activities of assigned engineering and administration personnel to ensure a quality product is rendered in compliance with contractual requirements including ES&H, federal, state, and local requirements, quality assurance requirements, and all applicable codes.

Directs the development and implementation of procedures to ensure all requirements are addressed in a detailed and comprehensive manner. Participates in site reconnaissance and makes recommendations related to engineering evaluations, ensures that materials and equipment for construction of designs meet applicable project requirements, devises methods for producing high caliber projects within budget, schedule and technical parameters, and monitors departmental efforts daily to ensure that all needs are properly satisfied. Enforces discipline and adherence to security requirements and company policies, and exercises disciplinary action according to Company policies. Confers with his supervisors concerning project progress problems or potential problems. Represents the Company when in contact with the Client, outside businesses, and governmental or military agencies on matters pertaining to assigned activities.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 20 plus years experience in a related field, plus five years project management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| RECORDS SPECIALIST | 7817 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Directs and monitors the maintenance of central files for all Company correspondence, technical records and documents.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans and directs the records management activities to ensure all assigned programs and functions are carried out in an effective and economical manner.

Performs or directs analytical studies and surveys to maximize use of space, personnel, and records equipment and systems.

Coordinates records management activities with the Client, Records Manager, and Federal Records Center.

Reviews records management activities to ensure conformance with applicable laws, regulations, contract provisions, and Client directives.

Performs related work, as required

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and four to six years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Records Officer<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| REPRODUCTION MACHINE OPERATOR | 0871 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs routine tasks to operate reproduction equipment in accordance with guidelines.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for setup, maintenance, and minor repair of equipment.

Maintains quality of work in accordance with established procedures.

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

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus three to six years of applicable training and experience in the use of reproduction equipment or an equivalent combination of education and experience demonstrating the demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SECRETARY I | 0889 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs standard secretarial and routine administrative duties; types letters, memorandums and reports, screens phone calls. May work for one or more individuals.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares and assures correctness of all correspondence prepared as directed. Answers telephones and maintains departmental files as required. Performs a variety of clerical functions requiring clerical, stenographic, word processing, and typing skills. Take minutes and prepares conference reports.

Answers routine or repetitive inquiries.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus two to four years of clerical/secretarial/word processing experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SECRETARY II | 0892 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs standard and moderately difficult secretarial duties and administrative support functions for a unit of the Company.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for maintenance of various departmental records systems, data entry into files and computerized data bases, and compilation and summarization of information from standardized reports and work requests. Takes minutes and prepares conference reports.

Position requires knowledge of practices and procedures of the function.

Position requires word processing, grammatical, editorial, communicative, and interpersonal skills.

Prepares and maintains special and recurring reports and documents.

Screens and routes incoming mail: may respond to routine inquiries using standardized formats.

Schedules appointments for superior.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus five to eight years of administrative, secretarial, and clerical training and experience, and ability to use applicable office equipment. Knowledge of Company policies and procedures is required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SECRETARY III | 0893 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs a variety of complex secretarial and administrative support functions for a major unit of the Company. Position requires a thorough knowledge of practices and procedures of the function and Company policies.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for maintenance of various departmental records systems, data entry into files and computerized data bases, and compilation and summarization of information from standardized reports and work requests. Takes minutes and prepares conference reports.

Position requires excellent word processing, grammatical, editorial, communicative, and interpersonal skills. Works independently with minimum supervision, exercises initiative, and adapts to changing priorities and job complexities.

Prepares and maintains special and recurring reports and documents.

Exercises initiative in such tasks as receiving visitors and telephone calls, maintaining files and record systems, opening and distributing mail, and preparation of forms and reports. Maintains appointment/meeting/travel/report schedules. Composes routine correspondence within established guidelines. Assures correctness of outgoing correspondence to include proper documentation, packaging, and labeling of classified material.

Provides guidance and direction to lesser experienced clerks and secretaries.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 9 to 12 years of administrative, secretarial, and clerical experience, and ability to use applicable office equipment or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Shorthand is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SECTION CHIEF I | 7975 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the supervision and coordination of specialized technical functions. Directs and coordinates assigned personnel to ensure that responsibilities and projects are completed in a competent manner, within budget and schedule constraints.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Applies extensive and diversified knowledge of professional principles and practices within broad areas of functional responsibility and related fields. Directs the performance of assigned personnel on all projects and tasks assigned to the Section and checks for accuracy and technical competence.

Directs the development and preparation of technical procedures to ensure conformance with project definition and compliance with regulatory requirements.

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

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 12 to 14 years experience in a related field, with three years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SECTION CHIEF II | 0290 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the supervision and coordination of specialized technical functions. Directs and coordinates assigned personnel to ensure that responsibilities and projects are completed in a competent manner, within budget and schedule constraints.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Applies extensive and diversified knowledge of professional principles and practices within broad areas of functional responsibility and related fields. Directs the performance of assigned personnel on all projects and tasks assigned to the Section and checks for accuracy and technical competence.

Directs the development and preparation of technical procedures to ensure conformance with project definition and compliance with regulatory requirements.

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

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with three years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SECURITY COORDINATOR | 0910 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Assists Senior Security personnel in the planning, development, execution, and coordination of security functions.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Interviews employees for Questionnaire for Sensitive Positions (QSP). Screens QSPs (initial and reinvestigations) for submittal to Client. Conducts initial clearance grant and termination briefings, and requests L and Q access authorizations from DOE.

Ensures accuracy and completeness of Departmental correspondence. Maintains personnel status records and card files with personal and security information for badging and access information purposes.

Facilitates complete processing of summer hires, including appropriate badging, briefings, etc.

Maintains files relating to security program.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus seven to ten years of training and experience in a related field or an equivalent combination of education and experience demonstrating the demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SECURITY SPECIALIST | Position code: 7445 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Assists the Manager in researching, preparing, and updating security plans, security briefings, and security correspondence.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Conducts security briefings, and maintains records, as required.

Performs a variety of regular or special administrative assignments within the Security Department.

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.

Coordinates with Client and Company personnel in resolution of problems or interpretation of regulations.

Directs the work of assigned security personnel.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree with three to five years of training and experience in a related field, plus two years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SERVICE COORDINATOR | 3710 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs varied and moderately difficult assignments involving technical coordination of RSN subcontracts in such areas as drilling, logging, and other construction services.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Directs technical coordination of RSN subcontracts as assigned. Oversees Dyna-Drill repair activities at the site.

Monitors Dyna-Drill inventory and orders supplies, as required.

Monitors project costs to prevent overruns, prepares technical reports and construction cost reports.

Maintains liaison with Management, Client, User, and contractors, as required.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SPECIALIST I | Position code: 2430 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Performs routine assignments involving drilling, mining, quality assurance, and other field assignments requiring application of standard techniques, procedures, and calculations. Works on smaller projects or as a team member on larger projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision, performs field support at a basic level using prescribed methods to achieve specific tasks and limited portions of broader assignments involving experienced senior specialists.

Gathers and correlates basic data.

Prepares specialized reports or maps, interprets research data, and recommends further study or action.

Analyzes field reports and maps, interprets data obtained by specific surveys to define certain characteristics.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in a related field with zero to two years experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SPECIALIST II | 7955 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs varied and moderately difficult assignments involving drilling, mining, quality assurance, and other field assignments requiring application of standard techniques, procedures, and calculations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Observes related field operations to ensure timely and correct samplings or observations are made at regular and predetermined intervals. Prepares special reports, interprets research data, and recommends further study or action.

Conducts proof or certification tests and performs field data analysis.

Prepares field reports on work progress.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| STAFF ENGINEER | 2600 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs independent engineering design within a specific discipline spanning a range of support from routine to complex, requiring specialized skills within an area of advanced design or analysis techniques.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs a supervisory role within a specific discipline which encompasses all administrative work associated with the management of discipline specific personnel. Provides engineering sketches and guidance to drafting personnel during design development. Prepares technical reports and construction specifications. Prepares engineering estimates within a specific discipline. Maintains responsiveness to the schedule demands of a multiple projects work load and schedules drafting support accordingly. Performs a peer engineering role relative to the review of work generated by staff engineering under his/her supervision. Must be familiar with all applicable design codes and standards.

Operates with considerable latitude for unreviewed action.

May be required to perform the role of the Engineering Section Chief or Senior Principal Engineer in their absence.

When delegated, represents the Company in engineering matters when in contact with Clients, outside businesses, and User of other governmental agencies.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 17 plus years experience in a related field, with five years advanced engineering or scientific experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Registration as a professional engineer is required, and advanced technical degree preferred. Five years of management experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUBCONTRACT SPECIALIST | 7465 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Administers and coordinates activities involving the selection, award, and administration of subcontracts.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs 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.

Prepares completion notices, final cost reports, special and recurring studies, documents, reports, and related contract and subcontract information.

Maintains necessary contract and subcontract records.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and four to six years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some supervisory experience is preferred.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| SR ACCOUNTANT | 3690 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for a specific function within the Accounting Department. Verifies accuracy of accounting documents.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Ensures 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, summarization and analysis of financial data and reports, and the maintenance of accounting records and systems.

Responsible for overhead department statements.

As assigned, represents the Department when in contact with the Client, outside businesses, and governmental and military agencies, and in interdepartmental meetings on matters pertaining to Accounting activities.

May instruct or assign work to other employees.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree in accounting and six to eight years experience in a related field, including on-line computer systems and personal computer experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR ANALYST | Position code: 7842 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Develops, modifies, implements, and maintains new or existing systems and programs of a difficult nature; assignments are broad in scope and may require the integration of varying programs and systems.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under minimum supervision, analyzes systems problems and develops solutions, and schedules, work flow, cost reports, administrative and technical requirements for conversion to programming techniques and control.

Responsible for transformation of information into data processing language. Coordinates supervisory, user, and field requirements.

Analyzes existing system logic difficulties and revises the logic and procedures as necessary.

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

Directs the activities of assigned personnel.

Provides direction to lesser experienced personnel.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in computer science or similar curriculum, plus seven to nine years of training and applicable programming experience, and extensive knowledge of COBOL computer language, and a working knowledge of FORTRAN and BASIC computer languages or an equivalent combination of education and experience demonstrating the capability to assure the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR ARCHITECT | Position code: 7760 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Performs complex and independent assignments within the architectural discipline. Uses advanced techniques and the modification and extension of theories, precepts, and practices to make independent decisions on technical problems and methods.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, schedules, conducts, and coordinates work requiring judgment in independent evaluation, selection, and adaptation of standard techniques, procedures, and criteria. Performs relatively complex architectural or scientific design work requiring considerable technical training in a specialized discipline, a broad knowledge of precedent architectural work, and familiarity with applicable codes and standards, and architectural economy.

Architectural assignments are broad in nature, usually requiring appreciable originality and ingenuity.

Provides guidance and direction to designers, drafting technicians, and other architects.

Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in architecture or a similar degree and seven to nine years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR AUDITOR | Position code: 7665.0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for complex internal audit assignments of financial operations and legal compliance, efficiency and economy of operations, and program results of functions, departments, divisions, independent projects, and subcontractors encompassing multiple site locations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Audits the accounting, financial, and statistical data of the Company to verify accuracy, placement of internal controls, legal compliance, and compliance with plans, policies and procedures, government regulations, and contractual agreements. Determines efficiency and economy of operations, and the program results achieved.

Prepares reports and makes presentations, as required, to management and Client/User.

Plans, develops, and prepares audit programs of broad internal audit assignments including reviews, evaluations, assessments, appraisals or examinations, depending on the intensity and scope of the audit.

Develops recommendations for improvement of operations and correction of deficiencies. Prepares regular and special reports of audits and investigations for management use.

As delegated, represents the Company when in contact with the client, outside businesses, and governmental and military agencies on matters pertaining to assigned activities.

Provides guidance and direction to lesser experienced auditors.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree in business or related field, plus eight to ten years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Ability to provide guidance and direction to others is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR BENEFITS SPECIALIST | Position code: 7455 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Provides administration of benefit programs to include record keeping, interpretation of plan documents, compliance to government regulations, routine to complex problem solving, program research and development, premium reports, claims analysis, and report preparation. Generally functions with considerable latitude for unreviewed actions and decisions.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Interfaces with all levels of management and employment on a regular basis.

Oversees record keeping including, but not limited to, enrollments and changes for each program.

Interprets plan documents and solves routine to complex problems. Provides training, as required.

Assures compliance to government regulations.

Administers disability and/or pension benefit programs.

Prepares premium reports and/or other reports, as required.

Researches and develops new benefit programs.

Other projects as assigned.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS, plus minimum of three to five years experience in the benefits field or equivalent. Thorough knowledge and understanding of government regulations relating to benefits administration. Accounting, insurance, and/or background desirable.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR BUDGET CONTROL SPECIALIST | 7615 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs independent cost engineering functions; uses advanced techniques and the modification and extension of theories, precepts, and practices to make independent decisions on technical problems and methods.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, schedules, conducts, and coordinates work requiring judgment in independent evaluation, selection, and adaptation of standard techniques, procedures and criteria. Performs relatively complex work requiring considerable technical knowledge of precedent cost engineering work, and familiarity with applicable codes and standards.

Assignments are broad in nature, usually requiring appreciable originality and ingenuity.

Provides guidance and direction to lesser experienced specialists.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and six to eight years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Accounting and computer background is required. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR BUYER | 0970.0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops, implements, and coordinates all matters pertaining to the selection, award, and administration of all types of purchase orders.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Purchases 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 or 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and six to eight years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR CAD OPERATOR | 0960 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Prepares complex engineering drawings in support of a specific discipline or multiple disciplines.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares engineering/scientific drawings utilizing input in the form of sketches, previous drawings, marked-up drawings, layouts and verbal instruction from engineering staff. Assignments are performed using a CAD workstation in accordance with established methods and standard drafting techniques. Uses digitizers, console units, disk storage, and preprogrammed material to develop the finished drawings. Will operate plotter to transfer developed drawings from mag tape and/or disks. Performs routine mathematical calculations as required to support the cad drafting efforts.

Provides guidance and direction to lesser experienced CAD operators.

Works independently under the general supervision of engineering and design personnel. All work is fully reviewed and checked.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 11 to 14 years of applicable CAD training and experience. A knowledge of algebra, geometry, and trigonometry is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR COMPENSATION SPECIALIST | 7700 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Provides advice and assistance to Management regarding compensation issues, policies, and procedures affecting their departments, employees, and RSN operations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Provides assistance and makes recommendations to Management regarding compensation and job-related matters.

Evaluates position descriptions for determination of equitable grade levels.

Conducts, participates in, and provides analyses of salary surveys.

Reviews and recommends approval of position staffing requisitions, and classification and promotion transactions.

Reviews job candidate qualifications and makes recommendations for equitable hiring rates to management.

Conducts salary and job studies within the organization.

Researches, collects, and processes data for routine and special reports or projects as required by Management and/or DOE.

Assists in recommending changes to policies and procedures relating to compensation. Assists with special compensation projects and studies as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree plus six to eight years progressively responsible experience in compensation or equivalent.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR COMPUTER SPECIALIST | 7250 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops, modifies, and implements new and existing business and scientific programs and systems. Revises and updates programs, as required, and provides necessary documentation for the computer operations department.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under general supervision, performs the maintenance and upgrading of moderately difficult systems and programs in accordance with accepted procedures, standards, and policies.

Provides timely, accurate, and documented flow of computer software and hardware use and maintenance data to administrative and field personnel 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.

May provide work direction and training tc specialist of lesser experience.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 11 to 14 years of applicable program and systems analysis training and experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Ability to provide guidance and direction to lesser experienced computer specialist is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR COST ACCOUNTANT | 7787 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs complex cost accounting functions involving the responsibility for specific functions within the Cost Accounting Department.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under general supervision, reviews job cost records for accuracy and ensures all transactions are properly supported.

Prepares or directs the preparation of job cost reports, schedules and statements, and summaries and analyses of cost data.

Provides guidance and direction to subordinate accounting personnel.

Ensures the system is in compliance with government cost accounting standards and procedures.

Reviews and approves journal entries.

Represents the Department when in contact with the Client, outside businesses, governmental and military agencies, and in interdepartmental meetings on matters pertaining to cost accounting activities.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree in business or a related field and six to eight years experience in a related field, including on-line computer systems and personal computers experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| SR COST AND SCHEDULE ENGINEER | 3440 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops, implements, and maintains an overall project controls system.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Develops and implements program controls in accordance with established standards and procedures. Works with the project team to implement and perform timely reviews and establish monitoring procedures and systems for project management.

Analyzes and reviews data and makes recommendations for effective project control and management. Responsible for preparation and implementation of project schedules; manpower planning and analysis; performance analysis and reporting; cost analysis and control through cost report preparation, analysis, and reporting; job progress monitoring and update; automated and computerized program controls applications; and job status reporting and analysis.

Provides guidance and direction to other less experienced program control personnel.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus seven to nine years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR DESIGNER | Position code: 0979 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Performs independent engineering design activities within a specific discipline, and design work requiring sound and diversified knowledge of technical principles and practices in broad areas of assignments and related fields.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares complete engineering drawings in conformance with the requirements of applicable codes and design criteria established by discipline engineers. Utilizes standard design procedures.

Evaluates complicated design alternatives for the most efficient options. Utilizes CAD or drafting techniques to prepare design drawings, and directs the activities of other CAD, drafting and design personnel. Prepares standard specifications. Checks all engineering documents for accuracy and adherence to standards.

Works independently to prepare design drawings and calculations, and works with other design team members to assure completion of coordinated design package. Consults with supervisor concerning unusual problems and developments.

Provides guidance and direction to lesser experienced designers and drafting technicians.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in a related field, plus seven to nine years applicable design experience, with four years computer-aided drafting and/or manual drafting experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Ability to guide and direct others is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| SR EMPLOYMENT SPECIALIST | 7675 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Recruits and interviews prospective employees for hourly and salaried jobs, refers applicants to specific job openings, administers preemployment test, and conducts exit interviews.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Discusses requirements for various job vacancies with management personnel.

Interviews, screens, and where applicable, tests applicants.

Refers qualified applicants to hiring supervisors for subsequent interview.

Interacts with search firms, employment agencies, schools, and other sources in recruiting qualified applicants.

Places advertisements in newspapers, trade journals, and other media as part of recruiting efforts.

Counsels new hires on relocation benefits.

Assigns and monitors the work of clerical personnel and ensures compliance with applicable policies and procedures.

Provides guidance and direction to newer employees.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree with six to eight years experience in Personnel Administration, recruiting and employment or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR ENGINEER | Position code: 2500 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Performs independent engineering activities within a specific discipline. Uses advanced techniques and the modification and extension of theories, precepts, and practices to make independent decisions on technical problems and methods.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, schedules, conducts, and coordinates work requiring judgment in independent evaluation, selection and adaption of standard techniques, procedures, and criteria. Performs relatively complex engineering or scientific design work requiring considerable technical training in a specialized discipline, a broad knowledge of precedent engineering work, and familiarity with applicable codes and standards, and engineering economy.

Engineering assignments are broad in nature, usually requiring appreciable originality and ingenuity.

Provides guidance and direction to designers, drafting technicians, and other engineers; guidance relate largely to overall objectives, critical issues, new concepts, and policy matters.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and seven to nine years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR ESTIMATOR | Position code: 3730 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Prepares complex cost estimates of engineering/scientific projects; assists with estimating activities at a major office or assumes all estimating functions at a jobsite or field office.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for the performance, adequacy, and correctness of estimates, analyses (e.g., Contingency Analysis, Life-Cycle Costing) recurring reports and related documents.

Assists in the preparation of special studies (e.g., Value Engineering, Life-Cycle Costing) recurring reports and related documents.

Assists in the development of new or revised methods of approach for the analysis and solution of specific estimating problems (e.g., Automated Estimating).

Performs internal audits and checks work performed by others.

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

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus seven to nine years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR EXTERNAL AFFAIRS COORDINATOR | 1055 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Administers, implements, and develops existing and proposed Community Outreach programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Works closely with Department Manager in the planning and determination of objectives and schedules.

Directs the activity of External Affairs personnel as assigned, and participates in the selection of new projects and personnel required to achieve stated goals.

Coordinates External Affairs activities with all departments and provides liaison with senior management.

As assigned, represents the Company when in contact with outside businesses and agencies on matters related to Community Outreach programs.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree (preferably in Journalism or Public Relations) and six to eight years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR GEOLOGIST | Position code: 2510 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Studies geologic/hydrologic relationships in a specified area and applies findings and geological knowledge to anticipate or solve problems. Carries-out broad exploration investigations requiring appreciable originality and ingenuity.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under minimum supervision; plans, conducts, and directs major geological studies. Directs geologists or technical personnel in field study. Prepares or directs the preparation of geologic reports and maps, interprets research data, and recommends further study or action.

Analyzes and interprets or directs the analysis and interpretation of subsurface data obtained from drilled holes and other sources.

Conducts research into the formation and dissolution of rock layers.

Provides guidance and direction to lesser experienced geologists.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS in Geology and seven to nine years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR ILLUSTRATOR | 7260 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Prepares a wide variety of difficult illustrations providing visual interpretations of engineering design, development, and construction concepts.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares difficult art work requiring creative ability in developing original concepts from fundamental data. Utilizes computer graphics and commercial art media, and techniques to produce desired visual effect 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 project. Directs the work and trains assigned personnel.

Provides guidance and direction to lesser experienced illustrators.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 11 to 14 years of diversified training and illustration or graphic arts experience, including layout and design of publications and reports or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| SR ILLUSTRATOR/GRAPHICS SPECIALIST | 7620 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Prepares information graphics products from simple viewgraphs to complex technical engineering graphics using advanced form and color values using graphic tools from conventional to state-of-the-art-computers.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Initiates and maintains Client/User contacts and develops plans to expand types of graphic services available.

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 knowledge of new equipment, materials, and methods.

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

Supports the Supervisor in the direction of the Presentation and Engineering Graphics Department.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in a related curriculum with five to seven years experience of high school diploma or equivalent, with 14 years of diversified training and experience in graphic arts or a related field, with three years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR MICROGRAPHICS OPERATOR | 7200 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the quality of micrographics products and systems. Provides supervision of micrographics personnel, as required.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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.

Provides guidance and direction to lesser experienced micrographics operators.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 9 to 12 years training and applicable experience, including five years of micrographic experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue |
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| | Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| SR OFFICE SERVICES COORDINATOR | 1196 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs a variety of administrative/clerical tasks that provides the department with a centralized support for regular or special administrative assignments.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists in the maintenance of the records management program; assists in the acquisition and control of equipment, services, office supplies, vehicle service, and custodial services.

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

Maintains the facility control of classified material.

Maintains the time schedules for periodic reports which are due by the department.

Compiles data for reports.

Provides guidance and direction to lesser experienced clerical office staff.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and one to three years of experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some training and experience in office administration services is preferred.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| SR PLANNING COORDINATOR | 7625 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

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

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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, DOE 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 decisions. Work is reviewed, upon completion, for adequacy in meeting objectives and overall quality and efficiency.

May provide guidance and direction to lesser experienced planning coordinators.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and seven to nine years of experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| SR PRINCIPAL ARCHITECT | 7837 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs independent architectural activities within the architectural discipline, with full technical responsibility for interpreting, organizing, executing, and coordinating assignments.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs a supervisory role within the architectural discipline, including the administrative functions. Plans, organizes, and directs a number of project or a project of major scope including supervision of a staff of architects and technicians.

Serves as technical specialist for the assigned area of responsibility in the application of advanced theories, concepts, principles, and processes.

Must be completely familiar with all applicable design codes and standards. Maintains responsiveness to the schedule demands.

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

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in architecture or a similar degree and 14 to 17 years experience in a related field, with three years advanced architectural design experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional architectural registration is preferred. An advanced architectural degree, and five years of supervisory experience is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR. PRINCIPAL COMPENSATION SPECIALIST | Position code: 5130 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the supervision and the oversight of the Compensation function. Ensures that the program and its development has RSN Compensation Committee approval and the program is communicated to all personnel.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, schedules, assigns, and coordinates the activities of the Compensation function.

Develops and administers the salary planning program in cooperation with members of the Compensation Committee, formulating guidelines, approving salary changes as authorized, administering job evaluation activities, and approving job levels of individual salaried jobs. Directs special projects, including internal and external salary surveys, group and individual studies as requested by management.

Advises and guides management in applying any and all compensation programs available to employees. Councils employees on complex or unusual cases involving salary or the compensation program. Ensures compliance with Company, Client, and User requirements.

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

Assists in special Human Resource projects, as required.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 15 plus years experience in a related field, plus a minimum of five years management/supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Manager, Compensation<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR PRINCIPAL COST & SCHEDULE ENGINEER | 7957 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the establishment and implementation of the overall Program Controls systems. Ensures the development, update, maintenance, and reporting of project cost and schedule data.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Maintains a close working relationship with the Managers and program representatives to ensure procedures are developed, implemented, and maintained in a cost-effective manner.

Oversees the development and maintenance of an integrated program schedule, including scope of work and identifying activity sequence and interdependencies; the generation and maintenance of detailed working schedules required to control engineering, procurement, and related activities; the development of a program cost baseline to reflect the effects of project changes; and the creation of an integrated cost/schedule network including coding structure, man-hours, quantities, and resource leveling.

Establishes and maintains Program Controls files and ensures that Program Controls Service personnel activities are carried out in accordance with project Cost and Schedule goals and objectives.

Provides Project Management with recommendations for improved cost/schedule performance and recommends corrective action alternatives, and participates in salary review process and makes recommendations.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in an appropriate curriculum plus 14 to 17 years experience in a related field, plus three years of complex/advanced cost and scheduling experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Five years of supervisory experience is required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR PRINCIPAL DESIGNER | 7835 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Within a specific discipline, performs independent engineering design requiring specialized skills in an area of advanced design or analysis techniques.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs difficult and diversified engineering design duties requiring advanced knowledge of technical principles and practices in specified field of design. Provides engineering sketches and guidance to drafting personnel and may be required to supervise additional engineering personnel of a lesser classification. Must be completely familiar with all applicable design codes and standards. Work is reviewed for soundness of techniques and correctness of results by engineering staff.

Investigates and analyzes technical problems requiring the use of ingenuity and creativity by applying advanced principles, theories, and concepts.

As delegated, represents the Company with the Client, outside businesses, and governmental and military agencies on matter relating to areas of specialization.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in an appropriate curriculum plus 14 to 17 years applicable design experience, with three years of complex or advanced design experience and five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR PRINCIPAL ENGINEER | 6200 0001 |

**Position Summary**

Short statement outlining the purpose of the position.

Performs independent engineering activities within a specific discipline, with full technical responsibility for interpreting, organizing, executing, and coordinating assignments.

**Duties and Responsibilities**

Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs a supervisory role within a specific discipline, including the administrative functions of the discipline. Plans, organizes, and directs a number of projects or a project of major scope, including supervision of a staff of engineers and technicians.

Serves as technical specialist for the assigned area of responsibility in the application of advanced theories, concepts, principles, and processes.

Must be completely familiar with all applicable design codes and standards. Maintains responsiveness to the schedule demands.

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

Performs related work, as required.

**Qualification Requirements**

Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with three years advanced technical experience and five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred. An advanced engineering degree is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue |
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| | Date: March 15, 1993 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SENIOR PRINCIPAL FINANCIAL SPECIALIST | 7905 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Maintains corporate accounting records, designing and implementing financial systems, controls and accounts for noncontract effort, and monitors the financial aspects of all RSN insurances, including Workers' Compensation.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for maintaining the RSN Corporate accounting records, issuing periodic financial statements, financial status reports, and trial balance review materials as required.

Ensures that financial and control aspects of all noncontract work performed by RSN conform to DOE requirements and RSN procedures. Responsible for billing and collecting amounts due from other Raytheon entities request noncontract work from RSN. Issues routine reports to RSN management and DOE, and other analyses as required.

Responsible for maintaining proper control over cost transfers to and from other Raytheon entities, and ensuring that allowable costs billed to the contract are properly supported, and that unallowable costs are not passed on to DOE.

Designs and implements new financial systems or corrects existing systems as assigned, or independently as needs are identified.

Responsible for coordinating cross-functional inputs and submittals in satisfaction of DOE RMD requirements, and other agencies as appropriate.

Responsible for monitoring the financial status of RSN insurances, including Workers' Compensation. Generates analyses and projections of insurance activity and costs as requested.

Responsible for monitoring the costs and direct funding of radiation exposure claims, and for providing DOE with the information necessary to continue to provide the proper level of direct funding for those claims.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 13 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. CPA certification preferred. Supervisory experience preferred.

| Effective: March 15, 1993 | Cancel: Manager, Financial Controls<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR PRINCIPAL GEOLOGIST | 7942 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Directs the analysis and interpretation of subsurface data obtained from drilled holes and other sources. Develops concepts and advanced technical research. Programs, directs and conducts work on highly complex projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Determines and pursues geotechnical investigations and research necessary to achieve desired results.

Directs the study of geologic/hydrologic relationships in a specified area and applies findings and geological knowledge to anticipate or solve problems.

Directs geologists or technical personnel in field study, analyses, and interpretation of geotechnical data for major geological studies. Prepares or directs the preparation of geologic reports and maps, and makes recommendations for further study or action.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR PRINCIPAL SPECIALIST | 7945 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Directs the analysis and interpretation of data in the field of mining, drilling, quality assurance, and other field projects obtained from various sources. Develops concepts and advanced technical research.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Determines and pursues specific investigations and research necessary to achieve desired results. Directs the study of several relationships in a specified area and applies findings and knowledge to anticipate or solve problems.

Directs specific or technical personnel in field study, analyses, and interpretation of data for major studies. Prepares or directs the preparation of reports and maps, and makes recommendations for further study or action.

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

Provides guidance and direction to lesser experienced specialists.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR PROJECT ARCHITECT | 7970 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops criteria for and coordinates the architectural/engineering efforts of one or more technical projects or programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs architectural/engineering work requiring sound judgment and diversified knowledge of technical principles and practices on projects with unique or controversial problems. Assignments require judgment in the independent evaluation, selection, and substantial adaptation and modifications of standard techniques, procedures, and criteria.

Prepares proposals and cost estimates and monitors the financial aspects of assigned projects. Evaluates progress and the 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 questions and to plan and coordinate work. Coordinates Client requirements with appropriate engineering, management, and other organizations.

Reviews 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.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and 9 to 12 years experience in a related field, with five years of supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional architectural registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue |
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| | Date: March 15, 1993 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR PROJECT COORDINATOR | Position code: 1144 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Coordinates project engineering activities and supports project engineers by preparing schedules, reviewing manpower and equipment needs, reviewing costs, and monitoring progress of projects.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists the project engineer in the preparation of proposals and cost estimates. Evaluates progress and results and recommends changes in procedures.

Assists the Client on special programs or projects and ensures requirements are fulfilled. Provides necessary liaison on matters relating to assigned projects.

Prepares special and recurring reports and documentation. Reviews plans and specifications for compliance with criteria. Reviews proposals and criteria for assigned projects and programs. Assists in the preparation of forecasts, schedules, and estimates, as required.

Keeps the project engineer informed of progress and problems. Performs special activities, including jobsite support, as required.

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

May provide guidance and direction to lesser experienced project coordinators.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an appropriate curriculum, plus seven to nine years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR PROJECT ENGINEER | Position code: 3010 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Develops criteria for and coordinates the engineering/scientific efforts of one or more technical projects or programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs engineering or scientific work requiring sound judgment and diversified knowledge of technical principles and practices on projects with unique or controversial problems. Assignments require judgment 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 questions and to plan and coordinate work. Coordinates Client requirements with appropriate engineering management and other organizations.

Reviews 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.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 9 to 12 years experience in a related field, with five years of supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR REPRODUCTION MACHINE OPERATOR | 3512 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Operates a variety of reproduction equipment and the more difficult reproduction assignments in accordance with standard procedures.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Operates all reproduction equipment.

Maintains surveillance of work load and quality of work, performs minor maintenance and repairs, and maintains appropriate supplies and records.

Directs the work and training of other reproduction personnel.

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

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus five to eight years of applicable training and experience in the use of reproduction equipment or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR SECURITY COORDINATOR | Position code: 7805 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Performs a variety of regular and special administrative assignments. Assists supervisory personnel in planning, development, execution, and coordination of security functions.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists in Security Program liaison and coordination with the Client, RSN employees, and subcontractors in resolution of problems, interpretation of regulations, and assurance of regulations and procedures.

Researches and assists in preparation of special reports required by DOE/NV.

Maintains various security-related records.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree with zero to three years related experience or a combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR SECURITY SPECIALIST | 7710 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Assists the Manager, Security, in directing the functions of the Security Department.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists the Manager in researching, preparing, and updating security plans, briefings, and correspondence. Conducts security briefings and maintains records, as required.

Certifies clearances and DOE requirements for RSN and subcontractor employees requiring access to classified facilities. Directs and assists in the preparation of Badge Request Cards for RSN and subcontractor personnel requiring access to DOE/NTS and LVO facilities.

Assists in the planning, development, execution, and coordination of security functions.

Researches, collects, and processes information for routine and special reports 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 responsibilities of the Manager during absences.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and six to eight years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR SERVICE COORDINATOR | Position code: 7860 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Performs independent assignments involving technical coordination of RSN subcontracts in such areas as drilling, logging, and other construction services.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Directs technical coordination for assigned RSN subcontracts.

Oversees Dyna-Drill repair activities at the site.

Monitors Dyna-Drill inventory and orders supplies, as required.

Monitors project costs to prevent overruns, prepares technical reports and construction costs reports.

Maintains liaison with management, Client, User, and contractors, as required.

Provides guidance and direction to lesser experienced service coordinators.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and seven to nine years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR SPECIALIST | Position code: 2520 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Performs independent assignments involving drilling, mining, quality assurance, and other field assignments using advanced techniques, theories, practices to make independent decisions on technical problems and methods.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, conducts, and directs major studies within a related field. Directs specific or technical personnel in field study. Prepares or directs the preparation of reports and maps, interprets research data, and recommends further study or action.

Analyzes and interprets or directs the analysis and interpretation of subsurface data obtained from various sources.

Provides guidance and direction to lessor experienced specialists.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and seven to nine years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SR SUBCONTRACT SPECIALIST | Position code: 7715 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Develops, implements, and coordinates all matters relating to the selection, award, and administration of subcontracts.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Monitors the selection, award, and administration of subcontracts and lump-sum prime contracts.

Takes an active role as facilitator for prebid and preconstruction conferences and provides input in the preparation and review of contract change orders, claims, payrolls, and pay estimates.

Oversees the preparation of completion notices, final cost reports, special and recurring studies, documents, reports, and related contract and subcontract information.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and eight to ten years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR TECHNICIAN | 1219 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for setting up, operating, cleaning, and maintaining assigned testing equipment. Troubleshoots malfunctions and makes necessary modifications or repairs. Coordinates with engineering personnel on material and testing problems and analysis of test data.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs complex technical assignments independently, at various jobsites, within a technical specialty. Performs tests in accordance with applicable procedures ensuring quality control standards are met and adhered to in all testing procedures.

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

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

Researches repeated failures and persistent problems and recommends solutions.

Responsible for the interpretation of all test results and applicable report writing.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 11 to 14 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
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| SR TECHNICAL WRITER | 1210 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

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

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Prepares technical manuals, reports, proposals, specifications, correspondence, and other documentation.

Originates documentation. Compiles and edits technical and scientific documents, and prepares and publishes projects, as required.

Assists in the review of work of assigned personnel.

Ensures compliance with applicable standards and procedures.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an applicable discipline with three to five years of related experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Must be proficient in the use of word processing systems.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SENIOR TRAINING SPECIALIST | Position code: 7795 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Under general supervision, creates and designs portions of innovative, complex, and diverse projects to support RSN training program to meet contract and customer requirements.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Designs, develops, implements, and evaluates curricula, text, tests, and related instructional materials. Analyzes apparent inconsistent data and incongruent information, makes suggestions for solutions, and as directed, takes appropriate action.

Works closely with division (area) training coordinators regarding the implementation of training, scheduling facilities, and courses.

Provides input for consideration in settling disputes, complaints, and concerns relative to the training program.

On assigned training projects, represents RSN with DOE, DOE contractors, internal and external audit groups.

Participates in systematic classroom observations and suggests appropriate improvements.

Coordinates with Graphic Arts Department by reviewing and recommending pictorial and layout scenes for instructional materiais.

Administers and tracks individual employee training events through training requests, educational assistance applications, classroom rosters, etc., utilizing personal and on-line computers.

Performs other duties, as necessary, or directed by management.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in a technical, liberal arts, or related field (should include completion of general core and educational curricula) plus six to eight years related work experience with full-time active classroom teaching or performance-based training. Experience in a highly regulated environment with strict compliance to procedures and auditing standards, preferably associated with DOE, DoD, or NRC or any combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: SR CTE Coordinator<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR WORD PROCESSOR | 7210 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs advanced magnetic media functions in accordance with word processing operating guidelines.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Possesses a comprehensive knowledge and high degree of skill in computerized word processing equipment. Exercises independent judgment in interpreting instructions to prepare complex and detailed documents.

Assists in the preparation of schedules, budgets, policies, and procedures.

Assumes the responsibilities of the supervisor during absences.

Develops coded instructions for use in word processing section.

May make recommendations on purchase of various word processing and graphics software packages.

May determine work priority schedules.

Assists in the maintenance of records and files necessary to the operation of the center.

Provides guidance and direction to lesser experienced word processors.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 9 to 12 years of applicable word processing and magnetic media equipment training experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SR WRITER/PROOFREADER | 1250 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs proofreading, editing, writing, rewriting, and revision of complex material as assigned.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Proofreads a variety of complex 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.

Provides guidance to lesser experienced proofreaders.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 9 to 12 years of applicable writing/editing training and experience, including a good English language background or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SENIOR VERBATIM REPORTER | 1293 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Serves as lead person and coordinates the activities of the Verbatim Reporting Section.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Organizes and controls the Verbatim Reporting functions and ensures output is accurate and is accomplished in an efficient and a productive manner. Provides necessary liaison with Users 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.

Implements and enforces Company policies and procedures. May be assigned the responsibility for the personnel actions, review of work and discipline of assigned personnel.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.
BA degree in a related curriculum, plus one to three years related experience and certification as a Verbatim Reporter or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties outlined above. Supervisory experience is preferred.

Must be able to record at 225 words per minute on stenographic machine and transcribe at 70 words per minute.

| Effective: March 15, 1993 | Cancel: Supervisor, Verbatim Reporting<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| STAFF ENGINEER | 2600 0001 |

**Position Summary**

Short statement outlining the purpose of the position.

Performs independent engineering design within a specific discipline spanning a range of support from routine to complex, requiring specialized skills within an area of advanced design or analysis techniques.

**Duties and Responsibilities**

Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs a supervisory role within a specific discipline which encompasses all administrative work associated with the management of discipline specific personnel. Provides engineering sketches and guidance to drafting personnel during design development. Prepares technical reports and construction specifications. Prepares engineering estimates within a specific discipline. Maintains responsiveness to the schedule demands of a multiple projects work load and schedules drafting support accordingly. Performs a peer engineering role relative to the review of work generated by staff engineering under his/her supervision. Must be familiar with all applicable design codes and standards.

Operates with considerable latitude for unreviewed action.

May be required to perform the role of the Engineering Section Chief or Senior Principal Engineer in their absence.

When delegated, represents the Company in engineering matters when in contact with Clients, outside businesses, and User of other governmental agencies.

Performs related work, as required.

**Qualification Requirements**

Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 17 plus years experience in a related field, with five years advanced engineering or scientific experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Professional engineer registration is preferred, and advanced engineering degree preferred. Five years of management experience is preferred.

| Effective: November 15, 1993 | Cancel: Previous Issue<br>Date: March 15, 1993 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, BUSINESS SYSTEMS SERVICES | 7875 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Supervises one section within the Information Systems Department. A section is designed to provide computer services to one functional department or activity within the Company. Supervises the analyses of systems problems and the development of solutions. Directs the development, modification, implementation, and maintenance of new or existing systems and programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Directs the development of schedules, cost reports, administrative, and technical requirements for conversion to programming techniques and controls.

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

Directs the preparation of information into data processing language. Coordinates field requirements with the User.

Assure adherence to policies, procedures, and standards.

As delegated, 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and seven to nine years experience in a related field or an equivalent combination of eduction and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

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| Effective: March 15, 1993 | Cancel: Supervisor, Information Resources I<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SUPERVISOR CADD/CAE | Position code: 7890 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Oversees all computer-aided design and drafting systems ensuring uniform installation, maintenance, and operation within all divisions of Raytheon Services Nevada.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for the accomplishment of specific goals by the Information Systems and Engineering Design Departments, and maintenance of all pertinent records.

Establishes guidelines and policies that comply with the overall strategic plan of the Information Systems Department, and ensures compliance with applicable federal and DOE regulations.

Evaluates existing and new equipment and ensures compatibility and functionality of hardware and software.

Establishes CADD system training procedures for the development of common operating characteristics throughout the Company.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 9 to 12 years experience in a related field, including five years of CADD/CAE experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SUPERVISOR, CLERICAL SUPPORT, YMP | Position code: 8005 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Supervises all administrative support functions in support of YMP.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for assigned writing duties, editing, proofreading, and assembly of administration and budget materials, reports, correspondence, records, etc.

Responsible for scheduling and coordination of activities of all administrative clerical personnel in support of the YMP.

Supports the Manager, Project Administration, in the administration of facilities requirements including key control, office equipment and supplies.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BA degree and three to five years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is required.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, COMPUTER & NETWORK SERVICES | 7872 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Supervises one section within the Information Systems Department. Oversees operation of data centers and data communications network with systems/program analysts, telecommunications technicians, and computer operators. Directs the design, development, modification, implementation, and maintenance of company-wide initiatives such as office automation software, engineering applications, and networking software. Incorporates new technology based on the Government Open Systems Interconnection Profile as part of the company-wide computing strategy.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Directly responsible for input to long- and short-range plan for computer and data communications services each fiscal year.

Develops related proposals, schedules, cost reports, operating plans, and procedures.

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

Assists in defining company-wide computing strategy in areas of office automation software, computer networking, and operations/maintenance of computing resources.

Leads team of system/program analysts and telecommunications technician(s) on intensive projects such as X.400 e-mail, X-500 directory services FTAM, etc.

Oversee and verify the accuracy of the work performed by subordinates in daily computer and network operations.

Adequately performs presentations for management and/or the Client. Periodic progress updates in the form of presentations or reports required.

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

Assures adherence to policies, procedures, and standards.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and seven to nine years experience in a related field or an equivalent combination of eduction and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Supervisor, Information Resources I<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SUPERVISOR, CONSTRUCTION SERVICES | Position code: 1290 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the supervision and coordination of Construction Services group.

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

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, controls, schedules, assigns, and directs the activities of the field engineers, inspectors, subcontract coordinators, and administrative personnel assigned to the group.

Responsible for the review of construction progress schedules. Serves as the Contracting Officer Representative (COR) liaison with other groups. Conducts on-site observations of work progress and tests. Reviews contractor suggestions for modifications. Responsible for the maintenance of contract files and recurring reports. Reviews applications for payment with the contractor. Verifies that all certificates and maintenance and operations manuals are received and delivered to the COR.

Coordinates with the other technical groups to assure implementation of Title III actions and to maintain work order visibility and control during construction. Manages Title III funds assigned to Construction Services. Directs final acceptance inspection and ensures project closeout procedures are performed. Performs budget and financial controls on established funding and employee levels.

Implements and enforces Company policies and procedures. Responsible for the administrative activities, which include disciplinary actions, review of work, and related personnel functions.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 9 to 12 years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Three years supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, DRILLING | 3380 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Provides overall direction of engineering and supervisory services of drilling and related operations at the Nevada Test Site and off site.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Supervises a staff of engineers, drilling specialists, and administrative personnel and coordinates their effort with those of related divisions to achieve effectiveness in providing the services required.

Designs and prepares drilling programs, technical specifications, and work orders to meet criteria requirements. Provides Title III inspection for drilling operations in conformance with DOE/NTS SOP Chapter 60001. Programs and supervises testing of special equipment. Conducts research and development of drilling operations and equipment. Provides assistance to field engineering and service contractor operations including logging, directional surveying, sidewall sampling, perforating, cementing, and associated services. Coordinates and schedules service contractor equipment for maximum efficiency in servicing concurrent drilling operations.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree in Engineering or one of the physical sciences or registration as a professional engineer, 14 to 17 years experience with the drilling production activities of the oil industry, combined with five years supervisory experience; or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties outlined above.

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| Effective: March 15, 1993 | Cancel: Manager, Drilling & GCP<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SUPERVISOR, EMPLOYMENT, COMPENSATION & BENEFITS | Position code: 0618 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Oversees and coordinates the activities of employment, compensation, and benefits. Develops, implements, and maintains necessary programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Ensures that all employment functions including recruiting, interviewing, preemployment physicals, drug screening, background checks, etc., are conducted in accordance with Company policies and procedures and Department of Energy regulations.

Guides the compensation and benefits functions providing coordination to the respective function heads.

Prepares, implements, and maintains Employee Relations and Communications programs. Provides career counseling as required. Counsels management in preparing and monitoring performance plans.

Directs the preparation of recurring and special reports, documents, and statistical data and the maintenance of pertinent files.

Assist in the formulation of Human Resources policies and procedures and ensures uniform application of personnel policies and procedures throughout the Company.

Operates with considerable latitude for unreviewed action and decisions. Work is reviewed for adequacy in meeting objectives and overall quality and efficiency. Represents the Company with civic, government, educational, and other organizations on matters pertaining to assigned activities.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 18 plus years of experience in a related field, with five years management experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Manager, Personnel Administration and Employment<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, FIELD OPERATIONS | 1310-0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the supervision and administration of Field Engineering and Inspection functions at a field office or other operational locations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, controls, schedules, assigns, and coordinates all activities related to field engineering and inspection functions, and ensures that assignments are carried out in an effective and economical manner and on consonance with Company policies.

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, and enforces safety codes and regulations.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and five to seven years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, FIELD SURVEYS | 1330-0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Supervises the activities of several field survey parties.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Schedules and assigns work responsibilities to survey personnel. Assists in staffing and coordinating personnel transactions. Coordinates survey activities and maintains close liaison with field operations and engineering.

Furnishes engineering survey data by preparing and submitting reports, sketches, computations, and calculations. Ensures maintenance of complete and accurate data of engineering survey fieldwork by establishing and administering methods and means of recording and illustrating the results.

Enforces safety codes and regulations, and ensures adherence to applicable policies and procedures.

Work is reviewed for adequacy and accuracy.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and five to seven years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Field or Water Rights Surveyor license, and supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, FIELD SURVEY (YMP) | 7962 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

To provide supervision to the field survey personnel and the coordination of the survey support effort to DOE YMP and the prime construction contractor.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, controls, schedules, assigns and coordinates activities, and serves as advisor to the Users on matters relating to survey.

Responsible for recommending standards and participates in developing procedures for all survey functions. Ensures that Company, Client and Users 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. 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.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 9 to 12 years experience in a related field, with three years of supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Registration as a land surveyor preferred.

| Effective: March 15, 1993 | Cancel: Supervisor, Field Survey (DASEO)<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, GEOLOGY/HYDROLOGY | 3340 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Administers and manages the operations of the Geology/Hydrology Department.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Directs and coordinates all project activities of planning and staffing for the group.

Maintains liaison with other organizations and with DOE officials to assure conformity of program missions.

Plans, conducts, and directs geotechnical investigations.

Prepares and directs preparation of geotechnical reports and illustrations as required by project objectives.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties outlined above.

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| Effective: March 15, 1993 | Cancel: Manager, Geology/Hydrology<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: SUPERVISOR, INSPECTION | Position code: 1350 0001 |
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**Position Summary**
Short statement outlining the purpose of the position.

Manages the Inspection Section of the Quality & Inspection Department. Responsible for defining and implementing the policies and procedures that govern the operations of the Inspection Section on the specific site or project assigned.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Manages a staff of inspection specialists, engineers, and administrative personnel that perform the functions of the Inspection Section as specified in the applicable inspection and quality assurance procedures.

Analyzes and prepares manpower requirements and budgets for submission to the applicable site or project manager.

Establishes training requirements as directed by procedure and the applicable Manager, Quality & inspection.

Defines and interprets quality control requirements, as stipulated by the Client, for incorporation into the applicable procedures.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and seven to nine years experience in a related field, with two years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: New<br>Date: |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, MATERIALS TESTING LABORATORY | 7912 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

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

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for the management and direction of the Materials Testing Laboratory. Plans, organizes, staffs, 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.

As delegated, 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties outlined above.

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| Effective: March 15, 1993 | Cancel: Manager, Materials Testing<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, NDT LABORATORY | 7907 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Manages a staff of Nondestructive Testing inspectors, principal technicians, and administrative personnel and directs the operations of the Nondestructive Testing Section.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for defining and implementing the policies and procedures that govern the operations of the Nondestructive Testing Section.

Analyzes and prepares manpower requirements and budgets for submission to the Manager, Quality Assurance.

Establishes the training requirements as directed by procedure and Manager, Quality Assurance.

Defines and interprets nondestructive testing requirements as stipulated by the Client for incorporation into the applicable Nondestructive Testing Procedures.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 12 to 14 years experience in a related field, with three years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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| Effective: March 15, 1993 | Cancel: Manager, Nondestructive Testing<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, NTS ADMINISTRATION | 7902 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Manages and coordinates administrative and personnel activities at a major jobsite.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, controls, schedules, assigns, and directs the work in the areas of business administration and support services. Provides necessary liaison on all matters relating to assigned functions.

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

Responsible for the 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.

Works with considerable latitude of unreviewed action and decisions.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 13 to 15 years experience in a related field, with three years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Manager, Site Support<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, PRESENTATIONS & ENGINEERING GRAPHICS | 8021 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Supervises and coordinates the activities of the Presentations and Engineering Graphics Section within the Technical Information Products and Services (TIPS) department.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Schedules, assigns, and coordinates the activities of graphic arts personnel.

Initiates and maintains Client/User contacts and develops plans to expand graphic services. 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.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and five to seven years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Some supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, PROCUREMENT | 7822 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the supervision and direction of the Purchasing Department.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, schedules, assigns, and coordinates the activities of the department. Determines and recommends purchasing policy and procedures in accordance with Company policies and procedures.

Ensures 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.

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

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

Keeps abreast of price trends in basic raw materials and supplies, makes recommendations on the timing and quantity of purchases, and the establishment of most economical purchase quantities.

Performs related work, as required

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and 13 to 15 years experience in a related field, including five years of supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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| Effective: March 15, 1993 | Cancel: Manager, Procurement<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, PROPERTY & RECORDS | 7820 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the supervision of the Property and Records Department.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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 Property and Records functions. Ensures that Company, Client, and User requirements are adhered to by applying a technical knowledge of the Company property management program and record system, standards, practices, principles, and procedures.

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

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

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

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

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and 10 to 13 years experience in a related field, with three years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR QUALITY CONTROL | 7870 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Supervises the Quality Control Section of the Quality Assurance Division. Responsible for directing the activities of the Quality Control personnel within an assigned section or group.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Assists the Manager, Quality Control, in directing the operations of the Quality Control Section. Assigns personnel to shifts and work tasks, and trains and qualifies personnel as applicable.

Performs specific functions as identified by the applicable procedures, and performs quality control activities as directed by the Manager, Quality Control.

Interfaces with line managers and operational personnel on quality-related problems and deficiencies.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and seven to nine years experience in a related field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above. Supervisory experience is preferred.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, SANDIA SUPPORT | 7885 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Supervises and coordinates administrative and personnel activities for the Sandia/TTR support section.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, recommends, staffs, controls, schedules, assigns, and directs the work in support of Sandia/TTR mission. Provides necessary liaison on all matters relating to assigned functions.

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

Responsible for the 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.

Works with considerable latitude for unreviewed action and decisions.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 10 to 13 years experience in a related field, some supervisory experience preferred or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties outlined above.

| Effective: March 15, 1993 | Cancel: New<br>Date: |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, SCIENTIFIC CABLE RD&T | 0475 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Manages and directs the Scientific Cable/Connector Design Section of the Engineering Department.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, schedules, assigns, and coordinates the activities of the section.

Assures the 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 costs 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.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 14 to 17 years experience in a related field, with five years supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties outlined above.

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|---|---|
| Effective: March 15, 1993 | Cancel: Manager, Cable & RDT<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, TTR ON-SITE OPERATIONS | 7880 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Responsible for the supervision and direction of the operational functions at the Tonopah Test Range and related locations.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Plans, organizes, staffs, controls, schedules, assigns, and coordinates field operations. Coordinates the professional and operational efforts between field sites and other Company components or User organizations. Supports and implements Safety and Environmental Health 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 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, technical, and survey computation reports.

Recommends policies and procedures for assigned field activities and 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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 12 to 14 years experience in a related field, with three years of supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties outlined above.

| Effective: March 15, 1993 | Cancel: New<br>Date: |
|---|---|

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| SUPERVISOR, YMP QUALITY ASSURANCE | 0152 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Develops, implements, and coordinates all matters related to the RSN Project Quality Assurance Programs.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Ensures implementation and verification of Quality Assurance Program for all aspects of the Project maintenance and operations and any special projects in accordance with the requirements of applicable codes and standards and regulatory and contractual requirements.

Implements Quality Assurance policies and procedures.

Conducts inspections, surveillances and audits of all related functions within the RSN contact, implementing corrective action, if warranted. Maintains records as required to verify Quality Assurance activities. Reviews quality assurance requirements for purchase requisitions, purchase orders and subcontracts, when required.

Performs engineering and construction verification of special project requirements. Maintains liaison with representatives of DOE and other contractors.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree and 12 to 14 years experience in a related field, including three years of supervisory experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties outlined above.

| | |
|---|---|
| Effective: March 15, 1993 | Cancel: Manager, QA Engineering<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| TECHNICAL ADVISOR | 7915 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Provides technical assistance to the YMP Division in the development of alternative studies, evaluations, design review meetings, and design oversight as directed by the Manager, YMP.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Develops comparative and alternative studies.

Participates in design review meetings for Title I and Title II designs.

Provides analysis and oversight for the YMP Quality Control effort.

Coordinates with DOE and other participants on technical aspects of the YMP.

Prepares and reviews design reports for the YMP Division.

Represents RSN in technical meetings with governmental agencies.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

BS degree and 17 plus years experience in the field or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties outlined above.

| Effective: March 15, 1993 | Cancel: New |
|---|---|
| | Date: |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| TECHNICAL AIDE | 1410 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

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

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus three to six years of engineering/scientific training.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
|---|---|

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| TECHNICAL WRITER | 2240 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Writes technical reports, brochures, manuals for internal documentation and publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Under immediate supervision, utilizes technical knowledge in the preparation of manuals, reports, proposals, specifications, and related documents, as required.

Edits existing material coordinating with authors to maintain clarity, format, style, and accepted terminology.

As assigned, authors documents based on research in the area and knowledge of established procedures and policies.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in an applicable discipline with zero to two years of related experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| TECHNICIAN I | 1465 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs simple, routine technical assignments in accordance with standard procedures or specific instructions within the technical specialty.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for setting up, operating, cleaning, and maintaining assigned test equipment. Prepares and maintains logs, records, files of tests, equipment, and material. Prepares simple reports, charts, and graphs when required.

Work is fully reviewed and checked.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus five to eight years of training and/or experience in the applicable technical specialty or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| TECHNICIAN II | 1467 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Under general supervision, performs moderately difficult technical assignments in accordance with standard procedures or specific instructions within the technical specialty.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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

Prepares and maintains logs, records, and files of tests, equipment, and material.

Prepares reports, charts, and graphs when required.

May provide guidance and direction to Technician I's.

Work is fully reviewed and checked.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus seven to ten years of training and/or experience in the applicable technical specialty or an equivalent combination of education and experience demonstrating the demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| TECHNICIAN III | 1468 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Under minimal supervision, performs technical assignments independently at various job sites in accordance with standard procedures or specific instructions within the technical specialty.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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

Prepares and maintains logs, records, and files of tests, equipment, and material. Prepares routine reports, charts, and graphs when required.

May provide guidance and direction to lesser experienced technicians. Work is reviewed for accuracy and adequacy of results achieved.

Performs tests which may require nonstandard procedures and complex instrumentation.

May modify standard equipment to meet special technical requirements.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus 9 to 12 years of training and/or experience in the applicable technical specialty or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| TRAINEE | 7803 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Entry level position for a variety of positions. Requires a written training program which generally covers a one-year period. The trainee signs the training program, stating he/she is aware of the commitment of the program. The trainer signs the program on behalf of the Company providing training. If the trainee successfully completes the program, he/she will be promoted to the position for which they have been trained.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs all duties and responsibilities as outlined in the training program.

Works under the supervision of the designated trainer. Until training program is completed, all work will be fully reviewed and checked in accordance with terms and conditions of the training program.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED and willingness and ability to learn.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
|---|---|

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: TRAINING SPECIALIST | Position code: 1709 0001 |
|---|---|

**Position Summary**
Short statement outlining the purpose of the position.

Under direct supervision, creates and designs portions of innovative, complex, and diverse projects to support RSN training program to meet contract and customer requirements.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Designs, develops, implements, and evaluates curricula, texts, tests, and related instructional materials.

Collects diverse data and other information, as directed.

Works closely with division (area) training coordinators regarding the implementation of training, scheduling facilities, and courses.

Provides input for consideration in settling disputes, complaints, and concerns relative to the training program.

On assigned training projects, represents RSN with DOE, DOE contractors, and internal and external audit groups.

Participates in systematic classroom observations and suggests appropriate improvements.

Helps coordinate Graphic Arts Department training assignments by reviewing and recommending pictorial and layout scenes for instructional materials.

Assists in administering and tracking individual employee training events through training requests, educational assistance applications, classroom rosters, etc., utilizing personal and on-line computers.

Performs other duties, as necessary, or directed by management.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

Bachelors degree in a technical, liberal arts, or related field (should include completion of general core and educational curricula) plus three to five years related work experience with full-time active classroom teaching or performance-based training. Experience in a highly regulated environment with strict compliance to procedures and auditing standards, preferably associated with DOE, DoD, or NRC or any combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Training Coordinator<br>Date: October 1, 1992 |
|---|---|

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| VERBATIM REPORTER | 1500 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Provides verbatim reporting services as required.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Performs verbatim or summary recording of meetings, conferences, hearings, and interviews.

Ensures accuracy of transcribed material.

Prepares reports and other documentation in specified formats.

Does minor editing of typed documents.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, and certification as a Verbatim Reporter, plus 9 to 12 years of verbatim reporting training and experience. Must be able to record at 100 words per minute and transcribe at 60 words per minute.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
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# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| WORD PROCESSOR I | 1599 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs routine tasks in accordance with word processing operating guidelines. Operates word processing equipment to store, edit, format, print and revise letters, memos, and other printed material.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus two to four years of training and applicable experience with one year of word processing or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
|---|---|

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| WORD PROCESSOR II | 7150 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs moderately difficult tasks in accordance with word processing operating guidelines.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Responsible for the preparation and completion of technical documents, multipage proposals, and formats requiring extensive knowledge of word processing equipment, and a good working knowledge of spelling, grammar, punctuation, and syntax. Determines general format, layout and stylistics of documents to be keyboarded.

Prepares standard correspondence, reports, forms, and labels according to established procedures.

Analyzes, creates, and assists in the maintenance of file records.

Transcribes from dictation equipment, handwritten, or printed material.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus three to six years of training and applicable experience, including two years of word processing or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
|---|---|

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| WORD PROCESSOR III | 7160 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

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

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

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. Performs complex formatting.

Provides guidance to other word processing personnel, assists in directing work flow, and acts as backup to the supervisor.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus five to eight years of applicable word processing and magnetic medial equipment training and experience or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

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|---|---|
| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |

# RAYTHEON SERVICES NEVADA

## Position Description

| Position title: | Position code: |
|---|---|
| WRITER/PROOFREADER | 1610 0001 |

**Position Summary**
Short statement outlining the purpose of the position.

Performs proofreading, editing, writing, rewriting, and revision of routine and standard material as assigned.

**Duties and Responsibilities**
Significant statements identifying "what" the position is expected to accomplish. All statements should be related to the work to be performed, identify only the most significant duties, and convey some idea of the frequency of occurrence.

Proofreads for continuity, grammar, sentence structure, and typographical errors.

Performs writing, rewriting, and editorial changes of standard, internal documents to maintain clarity, order, conciseness, style, and proper terminology.

Assists in organization of materials for typing, duplication, and distribution.

Performs related work, as required.

**Qualification Requirements**
Formal education, years of related experience, training, and special knowledge or acceptable equivalencies required. Include applicable licensing and/or certification requirements.

High school diploma or GED, plus five to eight years of applicable writing/editing training and experience, including a good English language background or an equivalent combination of education and experience demonstrating the capability to assume the responsibilities and perform the duties described above.

| Effective: March 15, 1993 | Cancel: Previous Issue<br>Date: October 1, 1992 |
|---|---|

# Raytheon Services Nevada

## Personnel Requisition

**Contact Information:** Nevada (702) 794-1300 Honolulu (808) 422-9242 Johnston Atoll (808) 621-3044, Ext. 2512

| **1.** Date issued: | **2.** Position title: | **3.** Requisition number: |
|---|---|---|
| **4.** Department number: | **5.** Work location: | **6.** Date required: |

**7.** Duties to be performed:

| **8.** Education and experience required: | **9.** Clearance requirements: ☐ Q ☐ L ☐ None |
|---|---|

**10.** Special qualifications required:

| **11.** ☐ New position ☐ Replacement Person replaced: | **12.** ☐ Regular ☐ Temporary ☐ Full Time ☐ Part Time |
|---|---|

**Concurrence and Approvals to Recruit:**

**13.** Approved by _____ Supervisor _____ Date **14.** Approved by _____ Department Manager _____ Date

**15. Approval:**

Direct: _____ % Division Manager _____

Division Indirect: _____ % Division Manager _____

Concurred: Financial Control Manager _____

RSN Overhead: _____ % President or Vice President _____

EEO Compliance Specialist _____

Concurred: Human Resources Manager _____

**Compensation:**

| Position code number: | Approved position title: |
|---|---|
| Salary grade: | Salary range: Minimum _____ Mid-point _____ Maximum _____ |
| ☐ Exempt ☐ Non-exempt | Concurred: |

**Person Hired For This Requisition:**

| Name | Date | Remarks |
|---|---|---|
| | | |

**"Minorities, veterans, women and disabled are encouraged to apply"**

RSN 187a (1/94)

## Instructions

1. Date form is prepared.
2. Title of position to be filled.
3. Number assigned by Human Resources.
4. Department where new hire will be assigned.
5. Assigned duty station, such as Mercury, YMP, Summerlin, etc.
6. Projected date position to be filled. Allow between 60-90 days for exempt; 30-45 days for non-exempt.
7. Detail list of duties and responsibilities to be performed. (Use Position Description as a guide.)
8. Educational level and discipline (such as B.S. Environmental Science) needed to perform work. Background experience required (such as 5-7 years progressive experience in engineering).
9. Self explanatory.
10. Examples are: "Professional Engineer P. E. license", "Computer software skills", etc.

11-12. Self-explanatory.

13. Immediate Supervisor approval.
14. Department Manager's approval.
15. 
    - Direct - position funded; will charge _____ % of time directly to project number; approval required by Division Manager.
    - Division Indirect - position NOT funded; will charge _____ % of time to operating division number; approval required by Division Manager.
    - Financial Control Manager concurs that funding is available.
    - RSN Overhead - position NOT funded; will charge _____ % of time to RSN corporate number; approval required by President or Vice President.
    - EEO Compliance Specialist reviews and signs.
    - Concurrence required by Human Resources Manager for all requisitions.