

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

The INTERNET address for GSA *Advantage!* is:

[www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)

SCHEDULE TITLE: HUMAN CAPITAL MANAGEMENT & ADMINISTRATIVE SUPPORT SERVICES  
FSC Group - 738X

Contract Number – GS-02F-0203N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)

Contract Period: September 23, 2018 through September 22, 2023

Corestaff Services  
655 15<sup>th</sup> Street NW  
Suite 800  
Washington, DC 20005

Contact: Lisa Neal [lisa.neal@corestaff.com](mailto:lisa.neal@corestaff.com)  
Telephone: (202) 223-4900  
Fax: (202) 223-1068

Website: [www.corestaff.com](http://www.corestaff.com)

Business Size: Large Business

## CUSTOMER INFORMATION FOR ORDERING ACTIVITIES

1. Table of Awarded Special Item Number(s)  
SCHEDULE 738X  
SIN(s) awarded: 595-2 TALENT ACQUISITION
2. ALL SIN(s) Maximum Order: \$1,000,000.00.
3. MINIMUM ORDER LIMITATION: \$100.00.
4. GEOGRAPHIC COVERAGE (DELIVERY AREA): 48 Contiguous States, Alaska, Hawaii, Puerto Rico and the District of Columbia.
5. Points of Production: Not Applicable
6. Discount from list prices or statement of net prices: Prices herein already reflect discounts.
7. Quantity Discounts: As negotiated on individual orders.
8. Prompt Payment Terms: One-quarter of one percent (1/4%) – net 10 days from receipt of invoice or date of acceptance, whichever is later.
9. Government wide commercial purchase cards: Accepted for payments equal to or less than the micro-purchase threshold AND for dollar amounts over the micro-purchase threshold.
10. Foreign Items: Not applicable
- 11a. Time of Delivery: As indicated in individual orders
- 11b. Expedited Delivery: Not applicable
- 11c. Overnight and 2-day Delivery: Not applicable
- 11d. Urgent Requirements: Contact the Contractor for the purpose of obtaining accelerated delivery pursuant to Clause No. I-FSS-140-B, Urgent Requirements.
12. F.O.B. Point(s): Not applicable

13. Ordering Address:

Corporate Employment Resources, Inc.  
Attn: Patricia Goldman  
900 17<sup>th</sup> Street NW, Suite 310  
Washington, DC 20006  
Phone: (301) 949-2304/Fax: (301) 231-4918

14. Payment Address

CORESTAFF Services  
P.O. Box 60876  
Charlotte, NC 28260-0876

15. Warranty Provision – As stipulated by Inspection and Acceptance requirements of individual orders.

16. Export Packaging Charges, if applicable – Not applicable

17. Terms and conditions of Government purchase card acceptance: No additional discounts granted for credit card usage.

18. Terms and conditions of rental maintenance and repair – Not applicable

19. Terms and conditions of installation – Not applicable

20. Terms and conditions of repair parts indicating date of parts lists and any discounts from list price. Not applicable 20a. Terms and conditions for any other services (if applicable) – Not applicable

21. List of Service and Distribution Points – Not applicable

22. List of participating dealers (if applicable) – Not applicable

23. Preventive Maintenance (if applicable) – Not applicable

24a. Special attributes such as environmental attributes - Not applicable 24b.  
Section 508 compliance information availability – Not applicable

25. Data Universal Number System (DUNS) number – 11-366-5462

26. Notification regarding registration in Central Contractor Registration (CCR) database: CCR registration complete.

### **Special Item Number (SIN) 595-2 – TALENT ACQUISITION**

## **DEFINITION OF LABOR CATEGORIES**

All of the services offered under Corporate Employment Resources GSA Contract Number GS-02F-0203N are based upon hourly rates. Following the summary list of labor categories given below is a definition of each of the labor categories approved under this SIN. The definition includes minimum training, experience, certifications (if any), security clearances, and degrees.

### **A. HUMAN RESOURCES SERVICES (HRS)**

Staffing Specialist  
Administrative Specialist  
Recruiter  
Employee Benefits Specialist  
Employee Relations Specialist  
Human Resources Generalist  
Human Resources Specialist  
Senior Employee Benefits Specialist  
Senior Employee Relations Specialist  
Senior Human Resources Generalist  
Senior Human Resources Specialist  
Human Resources Manager  
Human Resources Director  
Human Resources Consultant  
Assistant Project Manager  
Project Manager  
Program Manager

### **B. LIBRARY SERVICES (LS)**

Library Assistant  
Library Technician I, II, III  
Quality Assurance Specialist  
Quality Assurance Manager  
Library Paraprofessional  
Librarian I, II  
Cataloger  
Senior Cataloger  
Senior Librarian / Library Manager  
Consulting Librarian  
Librarian Project Manager

## **DETAILED DESCRIPTIONS BY LABOR CATEGORY**

### **A. HUMAN RESOURCES SERVICES (HRS)**

#### **HRS – 5      Staffing Specialist**

*General Experience:* Staffing Specialists have three or more years of related experience.

*Functional Responsibility:* Ensures applicants are properly screened, tested, interviewed and oriented.

- Creates and maintains employee files
- Conducts comprehensive searches for qualified applicants
- Ensures applicants are appropriately prescreened, tested, entered into database
- Conducts interviews
- Performs reference checks
- Acts as liaison between applicant and organization

*Minimum Education:* Associate's Degree or equivalent experience

#### **HRS – 6      Administrative Specialist**

*General Experience:* Administrative Specialists have three or more years of related experience.

*Functional Responsibility:* Provides advanced office support, plans and organizes administrative operations, assists with program planning and development.

- Creates and manages documentation in electronic and hard copy formats.
- Prepares required reports; arranges travel for staff; assembles material for meetings; orders supplies
- Develops spreadsheets and reports to track budgets, expenditures
- Provides formatting and editing for reports, proposals and presentations
- Maintains departmental calendar; schedules meetings

*Minimum Education:* Associates Degree or equivalent experience

#### **HRS – 7      Recruiter**

*General Experience:* Recruiters have three or more years of related experience.

*Functional Responsibility:* Manages the process for attracting and recruiting qualified candidates; works with hiring managers to identify personnel needs.

- Creates and posts position appropriate ads; searches recruiting resources to identify and recruit candidates
- Reviews resumes and credentials, prescreens candidates, recommends qualified candidates for hiring manager interviews □  
Acts as liaison between candidate and hiring manager

- Identifies and participates in networking activities, career fairs and other opportunities to promote employment and find qualified candidates
- Maintains documentation, updates databases, tracks hiring metrics and manages other information as appropriate

*Minimum Education:* Bachelor's Degree or equivalent experience

### **HRS – 8 Employee Benefits Specialist**

*General Experience:* Employee Benefits Specialists have three or more years of related experience.

*Functional Responsibility:* Manages the day to day administration of group benefit plans and assists in the research, design and development of new benefits programs.

- Administers benefits program; assists in evaluating prospective new programs
  - Presents complex benefits information to groups
  - Manages vendor relationships; serves as liaison with benefits providers
  - Develops employee benefit procedures; oversees the maintenance of employee benefit records
  - Facilitates annual enrollment procedures; provides updated benefits information
- Minimum Education:* Bachelor's Degree or equivalent experience

### **HRS – 9 Employee Relations Specialist**

*General Experience:* Employee Relations Specialists have three or more years of related experience.

*Functional Responsibility:* Administers employee relations programs, functions, and in-house training; insures work performance conforms to established policies.

- Investigates problems, including disciplinary actions and working conditions; provides guidance and recommendations for problem resolution
- Assists employees and management in resolution of work related conflicts; provides recommendations for solutions
- Provides information to employees regarding government/agency rules, regulation and procedures
- Prepares reports; gathers information; provides trends analysis; monitors compliance
- Maintains and updates personnel benefits records

*Minimum Education:* Bachelor's Degree or equivalent experience

### **HRS – 10 Human Resources Generalist**

*General Experience:* Human Resource Generalists have three or more years of related experience.

*Functional Responsibility:* Manages the administration of human resources policies, procedures and programs.

- Manages recruitment process and staffing logistics
- Maintains company salary structure, job documentation and job evaluations systems
- Prepares internal employee communications regarding compensation, benefits or company policies
- Provides advice, assistance and follow-up on company policies, procedures and documentation
- Develops and recommends operating policy and procedural improvements

*Minimum Education:* Bachelor's Degree or equivalent experience

### **HRS – 11      Human Resources Specialist**

*General Experience:* Human Resources Specialists have three or more years of related experience.

*Functional Responsibility:* Assists with development and implementation of human resources functions, policies, procedures, systems and plans

- Coordinates with benefits, training, and recruitment specialists; interfaces with IT, Payroll and other departments
- Provides data analysis, statistical tracking and reporting, updates information systems;
- Manages applicant recruitment and selection, employee relations and benefits, classification, compensation and performance appraisal
- Serves as liaison with outside benefits providers; monitors employee enrollment and termination of benefits; administers workers compensation, leave and disability programs
- Ensures policies and procedures are clearly communicated; answers employee questions, resolves employee issues

*Minimum Education:* Bachelor's Degree or equivalent experience

### **HRS – 12      Senior Employee Benefits Specialist**

*General Experience:* Senior Employee Benefits Specialists have five or more years of related experience.

*Functional Responsibility:* Plans and directs the administration of group benefit programs; updates existing benefit programs; designs and develops new benefits programs.

- Reviews existing benefit programs to ensure benefits are competitive; researches benefit trends; evaluates prospective benefits programs
- Advises management on benefit programs; recommends changes; measures and reports usage as required
- Assures organization compliance on all relevant government regulations
- Creates and executes long term plans; set milestones and timelines
- Develop benefits communication processes for employees; ensures accuracy and dissemination of benefits information

*Minimum Education:* Bachelor's Degree, professional certifications preferred

### **HRS – 13      Senior Employee Relations Specialist**

*General Experience:* Senior Employee Relations Specialists have five or more years of related experience.

*Functional Responsibility:* Plans and administers employee relations policy; provides guidance in labor law; oversees performance management.

- Interprets labor laws, guidelines and regulations for management
- Develops and implements human resource policies and programs
- Manages disciplinary actions; performs workplace investigations and conflict resolution
- Provides guidance to management regarding employee issues



- Reviews, analyzes and makes necessary changes to job classifications *Minimum Education:* Bachelor's Degree, professional certifications preferred

#### **HRS – 14      Senior Human Resources Generalist**

*General Experience:* Senior Human Resources Generalists have five or more years of related experience.

*Functional Responsibility:* Plans and administers human resources policies, processes and procedures; provides guidance in human resource issues.

- Collects and analyzes data; prepares reports; makes recommendations to management
- Prepares and disseminates internal employee communication regarding benefits and company policies
- Interprets labor law and agency policy to provide recommendations to management
- Provides daily supervision and direction to staff
- Recommends and oversees human resource databases, computer software systems and manual filing systems *Minimum Education:* Bachelor's Degree, professional certifications preferred

#### **HRS – 15      Senior Human Resources Specialist**

*General Experience:* Senior Human Resources Specialists have five or more years of related experience.

*Functional Responsibility:* Plans and administers policies in employee relations, performance management, records management; provides guidance in human resources issues.

- Identifies, recommends, and implements human resources programs and processes
- Ensures compliance with employment laws and government regulations
- Develops and delivers human resources training to staff
- Collects and analyses data; prepares reports; makes recommendations to management □ Investigates and resolves employee issues

*Minimum Education:* Bachelor's Degree, professional certifications preferred

#### **HRS – 16      Human Resources Manager**

*General Experience:* Human Resource Managers have seven or more years of progressively responsible experience, including three or more years of supervisory experience.

*Functional Responsibility:* Oversees human resources staff and issues ranging from employee relations and benefits to implementation and execution of government regulations.

- Develops and manages benefits, evaluations, training programs
- Ensures administration of relevant employment law requirements and government regulations
- Supervises professional and paraprofessional human resources staff
- Acts as liaison between employees and organization; promotes strategies for workplace conflict resolution
- Coordinates implementation of human resources services, policies and programs

*Minimum Education:* Bachelors degree and professional certifications, advanced degree preferred

### **HRS – 17      Human Resources Director**

*General Experience:* Human Resources Directors have ten or more years of managerial experience.

*Functional Responsibility:* Originates and leads human resources practices and objectives; manages the overall provision of services, policies and programs; advises management on issues.

- Develops policies for compliance with employment law and government regulations
- Provides direction for employee development, training and relations
- Oversees compensation and benefits administration; investigates and promotes strategies for appropriate compensation and benefits
- Oversees relationships with vendors; evaluates vendor offerings; makes recommendations to management on vendor contracts
- Manages human resources department; contributes to organization development, provides recommendations and advice to management

*Minimum Education:* Masters Degree, professional certifications

### **HRS – 18      Human Resources Consultant**

*General Experience:* Human Resources Consultants have fifteen or more years of managerial experience.

*Functional Responsibility:* Provides consultative human resources services to client organizations; ensures that policies are aligned with organization objectives and government regulations.

- Leads organizational assessment; develops policies and implements organizational strategy
- Facilitates the staffing process; reviews recruitment to ensure workforce planning needs are met
- Designs and implements the performance management system
- Interfaces with corporate management to maximize operational objectives across the organization
- Reviews and revises corporate policies to ensure government regulations are met
- Provides recommendations and guidance to management

*Minimum Education:* Masters Degree, professional certifications

### **HRS – 19      Assistant Project Manager**

*General Experience:* Assistant Project Managers have seven or more years of progressively responsible experience.

*Functional Responsibility:* Assists the Project Manager in supporting all aspects of project performance.

- Supervises staff; provides training, assesses and evaluates staff
  - Organizes and assigns responsibilities
  - Oversees the successful completion of tasks; monitors progress to contractual goals; ensures accuracy of work product
  - Collects statistics, provides information for technical and management reports
  - Assists in meeting requirements and fulfilling all project goals
- Minimum Education:* Bachelor's Degree or equivalent experience

## **HRS – 20      Project Manager**

*General Experience:* Project Managers have ten or more years of progressively responsible experience.

*Functional Responsibility:* Manages the onsite team and is responsible for all technical aspects of project performance.

- Provides leadership and direction of project
- Supervises staff in all aspects of project activity; oversees the successful completion of tasks
- Assesses and evaluates staff; organizes and assigns responsibilities to staff; provides training as required
- Develops and maintains technical and management reports
- Ensures successful fulfillment of project requirements; interfaces with client representative to ensure success of project

*Minimum Education:* Bachelor's Degree or equivalent experience

## **HRS – 21      Program Manager**

*General Experience:* Program Managers have ten or more years of progressively responsible experience.

*Functional Responsibility:* Responsible for all contractual aspects of project performance.

- Serves as contractors authorized interface with the client for all aspects of contract, including financial, technical and administrative responsibilities
- Monitors and is responsible for overall contract performance
- Designs work standards, assigns personnel, reviews reports, assesses project management
- Communicates organization policies, purposes and goals to project management and staff
- Oversees project development, funding and resources

*Minimum Education:* Master's degree, professional certifications

## **B. LIBRARY SERVICES (LS)**

### **LS - 1      Library Assistant**

*Job Description:* Provides routine clerical support for the maintenance of day-to-day library functions or special projects.

*Duties / Responsibilities:* Shelving (familiarity with classification); sorting; photocopying; book processing; bar-coding.

*Education:* High School Diploma or equivalent.

*Skills:* Capable of alphanumeric filing including decimal classification systems. General knowledge of library clerical operations.

*Experience:* 3 months relevant work experience.

*Other Requirements:* Physical ability to spend extending periods of time lifting books, standing, or pushing loaded book trucks. Requires direct supervision.

## **LS – 2            Library Technician I**

<i>Job Description:</i>	Provides support for the technical services functions of the library.
<i>Duties / Responsibilities:</i>	Serials check-in; document delivery; keying orders and checking-in shipments; staffing circulation desk; mail routing; data input.
<i>Education:</i>	High School Diploma or equivalent.
<i>Skills:</i>	Requires basic knowledge of library terminology and operations. Ability to apply library guidelines and procedures.
<i>Experience:</i>	3 months relevant work experience.
<i>Other Requirements:</i>	Ability to work with a personal computer and relevant library software. Customer service skills. Requires little or no supervision.

## **LS – 3            Library Technician II**

<i>Job Description:</i>	Provides technical support to librarians and other professional staff to assure that library materials are properly shelved and documented and that patron requests are processed in a timely and accurate fashion.
<i>Duties / Responsibilities:</i>	Serials check-in; ILL processing; data entry including simple cataloging edits in OCLC or patron records in local systems; keying orders and checking-in shipments; staffing circulation desk. File looseleaf updates and/or update titles with pocket part supplements.
<i>Education:</i>	One year of college or equivalent experience.
<i>Skills:</i>	Requires knowledge of library terminology and operations. Excellent attention to detail, organizational skills.
<i>Experience:</i>	6 months relevant work experience.
<i>Other Requirements:</i>	Experience working with a personal computer and relevant library software. Good verbal and written communication skills. Customer service skills. Requires minimal supervision.

## **LS – 4            Library Technician III**

<i>Job Description:</i>	Provides technical support to librarians and other professional library staff.
<i>Duties / Responsibilities:</i>	Routine cataloging of library materials; ILL requests; including searching OCLC and local catalogs. Routine reference inquiries. Bibliographic verification on order requests. May direct library clerks or technicians in general stack maintenance or in section of department, such as ordering or receiving section of acquisitions department, preparing materials in cataloging department, or loan or reserve desk operation of circulation department. File loose-leaf updates and/or update titles with pocket part

supplements. May train or supervise Library Clerks and Library Technicians and quality control their work.

*Education:*

2 years college education or equivalent experience.

*Skills:*

Sufficient knowledge of duties of Library Technicians. Excellent attention to detail and organizational skills. Ability to problem-solve as appropriate.

*Experience:*

1 year relevant work experience.

*Other Requirements:*

Experience working with a personal computer and relevant library software. Good verbal and written communication skills. Customer service skills. Ability to train and supervise others. Ability to work independently.

**LS – 5            Quality Assurance Specialist**

*Job Description:*

Assists the Quality Assurance Manager with applying and maintaining the quality standards in accordance with the library's requirements.

*Duties / Responsibilities:*

Compile statistical data concerning productivity and quality. Review the work of Library Clerks or Library Technicians. Report to Project Manager or Librarian on the status of the project. Direct work flow of team to assure maximum productivity. Perform or direct tasks which require additional research or special processing outside the scope of routine requirements of the project. Perform trouble-shooting activities as needed.

*Education:*

2 years college or equivalent experience.

*Skills:*

Attention to detail; ability to consistently apply established principles and procedures. Able to perform library tasks at a Library Tech II level or higher. Ability to work independently and problem-solve as appropriate.

*Experience:*

1 year relevant work experience.

*Other Requirements:*

Experience working with a personal computer and relevant library software. Good verbal and written communication skills. Ability to train and supervise others. Works with minimal supervision. Relies on limited experience and judgment to plan and accomplish goals. Familiar with standard concepts, practices and procedures of the field or project.

**LS – 5            Quality Assurance Manager**

*Job Description:*

Develops and maintains quality standards in accordance with the library's requirements.

*Duties / Responsibilities:*

Provide quality oversight for staff comprised of library paraprofessionals, technicians and clerks. Review statistics and analyze workflow for areas for improvement. Present statistics to Project

	Manager, Librarian, or client and make recommendations for changes in procedures or staffing. Supervise Quality Assurance Specialist.
<i>Education:</i>	Masters in Library or Information Science or bachelor's degree and 2 years relevant work experience.
<i>Skills:</i>	Broad based knowledge of library field. Proven leadership and management capabilities.
<i>Experience:</i>	2 years relevant work experience.
<i>Other Requirements:</i>	Familiar with the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Very good communication and interpersonal skills are required. Generally manages a group of exempt and nonexempt employees. A wide degree of creativity and latitude is required.

## **LS – 6            Library Paraprofessional**

<i>Job Description:</i>	Provides basic reference assistance to library patrons. Assists the professional library staff with cataloging, acquisitions, and inter-library loan (ILL) functions.
<i>Duties / Responsibilities:</i>	Directional and basic reference, refer inquiries, when appropriate, to the Librarian; on-line searching; copy cataloging; acquisitions, including placing orders and accounts payable; indexing and abstracting. May train or supervise Library Clerks and Library Technicians.
<i>Education:</i>	Bachelor's degree or equivalent experience.
<i>Skills:</i>	Demonstrated knowledge of relevant library procedures and functions. Familiarity with Internet and subscription on-line databases. Ability to analyze patron needs and assist or refer as appropriate. Ability to problem-solve as appropriate.
<i>Experience:</i>	2 years relevant work experience.
<i>Other Requirements:</i>	Experience working with a personal computer and relevant library software. Good verbal and written communication skills. Customer service skills. Ability to train and supervise others. Ability to work independently.

## **LS – 7            Librarian I**

<i>Job Description:</i>	Maintains library collection of books, serial publications, documents, audiovisual and other materials and assists in locating and obtaining materials. Provides information on library activities, facilities, rules and services, as required by the library manager. May serve as database administrator for the library's automated system(s).
<i>Duties / Responsibilities:</i>	Reference; online searching; basic cataloging; collection maintenance and development activities; acquisitions; database administration; indexing and abstracting; web content development; and supervision of projects. May train or supervise Library Clerks or Library Technicians.

<i>Education:</i>	Masters in Library or Information Science.
<i>Skills:</i>	General knowledge of Library field. Knowledge of online databases, such as Dialog and Lexis-Nexis; knowledge of technical services practices.
<i>Experience:</i>	1 year relevant work experience.
<i>Other Requirements:</i>	Relies on limited experience and judgment to plan and accomplish goals. Familiar with standard concepts, practices and procedures of the field. Good communication and interpersonal skills. Ability to perform a variety of tasks. Some degree of creativity and latitude is expected. Ability to train and supervise others.

## **LS – 7            Librarian II**

<i>Job Description:</i>	Maintains library collection of books, serial publications, and documents, audiovisual and other materials. May serve as database administrator for the library's automated library system.
<i>Duties / Responsibilities:</i>	Reference; online searching; basic cataloging as part of collection maintenance and development activities; acquisitions; database administration; indexing and abstracting; web content development; and supervision of projects. Use experience and judgment to plan and accomplish goals. May train or supervise Library Clerks or Library Technicians.
<i>Education:</i>	Masters in Library or Information Science.
<i>Skills:</i>	Broad based knowledge of the Library field. Familiarity with online databases, such as Dialog and Lexis-Nexis; knowledge of technical services practices.
<i>Experience:</i>	3 years relevant work experience.
<i>Other Requirements:</i>	Relies on experience and judgment to plan and accomplish goals. Familiar with standard concepts, practices and procedures of the field. Good communication and interpersonal skills. Ability to perform a wide variety of tasks. Creativity and latitude is expected. Ability to train and supervise others.

## **LS – 8            Cataloger**

<i>Job Description:</i>	Applies appropriate cataloging and classification procedures in accordance with current library standards.
<i>Duties / Responsibilities:</i>	Catalog and classify all library materials. Can include both copy and original cataloging. May train and supervise Library Technicians and Library Paraprofessionals in basic cataloging duties.
<i>Education:</i>	Masters in Library or Information Science.

*Skills:* Knowledge of cataloging principles and procedures; knowledge of AACR II, LCSH; knowledge of automated cataloging systems. Ability to analyze and consistently apply established principles and procedures. Able to problem solve as appropriate.

*Experience:* 6 months relevant work experience.

*Other Requirements:* Familiar with standard concepts, practices and procedures of the field. Relies on experience and judgment to plan and accomplish goals. Independent worker. Ability to train and supervise others.

### **LS – 9          Senior Cataloger**

*Job Description:* Develops and implements appropriate cataloging and classification procedures in accordance with current library standards. May serve as administrator of the library's automated cataloging system.

*Duties / Responsibilities:* Catalog and classify those materials requiring original cataloging. Maintain the automated cataloging system, including thesauri and subject heading databases. May supervise catalogers or other technical services staff.

*Education:* Masters in Library or Information Science.

*Skills:* Knowledge of cataloging principles and procedures; knowledge of AACR II, LCSH; knowledge of automated cataloging systems. May require a working knowledge of foreign languages.

*Experience:* 3 years relevant work experience.

*Other Requirements:* Relies on experience and judgment to plan and accomplish goals. Familiar with standard concepts, practices and procedures of the field. Good communication and interpersonal skills. Independent worker. Ability to train and supervise others.

### **LS – 10          Senior Librarian / Library Manager**

*Job Description:* Provides oversight for all administrative and operational functions of the Library.

*Duties / Responsibilities:* Interview and select staff. Supervise, train and evaluate work performance of subordinate personnel. Develop, implement, and evaluate the library's distribution procedures. Develop, monitor, and implement cost effective improvements to the library's operation. Prepare and manage materials budget. Perform complex reference research functions. Oversight of collection development. Remain current with new trends in library technology. Responsible for planning and budgeting.

*Education:* Masters in Library or Information Science. May require course work in disciplines such as business, engineering, music, or computer science in support of a subject-specific library.

*Skills:* Working knowledge of acquisitions, cataloging, reference, and automated library systems. May require advanced knowledge of special subject tools and resources.

*Experience:* 5 years relevant work experience.



*Other Requirements:* Familiar with the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Generally manages a group of exempt and nonexempt employees. A wide degree of creativity and latitude is expected.

### **LS – 11 Consulting Librarian**

*Job Description:* Analyzes, assesses and provides solutions to highly complex issues, functions or systems within the library.

*Duties / Responsibilities:* May include: needs analysis; workflow analysis; user feedback; feasibility studies; system design and implementation.

*Education:* Masters in Library or Information Science. May require a degree in a field appropriate to the specialized area in which consultation is required.

*Skills:* Broad based knowledge of the field. Proficient in areas such as systems planning, conversions, database design, and library management as needed to complete the project.

*Experience:* 5 years relevant work experience.

*Other Requirements:* Relies on experience and judgment to plan and accomplish goals. Familiar with concepts, practices and procedures within the particular field. Works independently within the scope of the project. Excellent customer relations, communication and interpersonal skills. Creativity and latitude is required.

### **LS – 12 Librarian Project Manager**

*Job Description:* Oversees workflow, quality review, task assignment, and time and attendance.

*Duties / Responsibilities:* Day-to-day operational management of all activities and functions in a designated project area within the library, including developing, implementing and evaluating program policies, procedures and standards; determining program service levels and enhancements; developing and monitoring program budgets; providing technical advice and/or supervision to staff.

*Education:* Masters in Library or Information Science.

*Skills:* General knowledge of the library field. Proven leadership and management capabilities.

*Experience:* 3 years relevant work experience.

*Other Requirements:* Familiar with the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Very good communication and interpersonal skills are required. Generally manages a group of exempt and nonexempt employees. A wide degree of creativity and latitude is required.

#### **GSA PRICE LIST 9/23/2018 - 9/22/2023**

IV 9/22/23 Rate			Base Year	OP Yr I	OP Yr II	OP Yr III	OP Yr
	<u>Line</u>		9/23/18 - 9/22/19	9/23/19-9/22/20	9/23/20-9/22/21	9/23/21-9/22/22	9/23/22-
	<u>Labor Category</u>	<u>No.</u>	<u>Hourly Rate</u>	<u>Hourly Rate</u>	<u>Hourly Rate</u>	<u>Hourly Rate</u>	<u>Hourly</u>
<b>Human Resources</b>							
	Staffing Specialist	HRS-5	\$50.74	\$51.75	\$52.79	\$53.85	\$54.92
	Administrative Specialist	HRS-6	\$48.98	\$49.96	\$50.96	\$51.98	\$53.02
	Recruiter	HRS-7	\$53.40	\$54.47	\$55.56	\$56.67	\$57.80
	Employee Benefits Specialist	HRS-8	\$50.23	\$51.23	\$52.26	\$53.30	\$54.37
	Employee Relations Specialist	HRS-9	\$53.46	\$54.53	\$55.62	\$56.73	\$57.87
	Human Resources Generalist	HRS-10	\$53.80	\$54.88	\$55.97	\$57.09	\$58.23
	Human Resources Specialist	HRS-11	\$56.30	\$57.43	\$58.57	\$59.75	\$60.94
	Senior Employee Benefits Specialist	HRS-12	\$60.28	\$61.49	\$62.72	\$63.97	\$65.25
	Senior Employee Relations Specialist	HRS-13	\$73.73	\$75.20	\$76.71	\$78.24	\$79.81
	Senior Human Resources Generalist	HRS-14	\$64.50	\$65.79	\$67.11	\$68.45	\$69.82
	Senior Human Resources Specialist	HRS-15	\$65.82	\$67.14	\$68.48	\$69.85	\$71.25
	Human Resources Manager	HRS-16	\$90.08	\$91.88	\$93.72	\$95.59	\$97.51

Human Resources Director	HRS-17	\$103.86	\$105.94	\$108.06	\$110.22	\$112.42
Human Resources Consultant	HRS-18	\$123.54	\$126.01	\$128.53	\$131.10	\$133.72
Assistant Project Manager	HRS-19	\$55.45	\$56.56	\$57.69	\$58.84	\$60.02
Project Manager	HRS-20	\$70.48	\$71.89	\$73.33	\$74.79	\$76.29
Program Manager	HRS-21	\$74.71	\$76.20	\$77.73	\$79.28	\$80.87

### **Library Services**

*Library Assistant	LS-1	\$31.76	\$31.76	\$31.76	\$31.76	\$31.76
*Library Technician I	LS-2	\$33.99	\$33.99	\$33.99	\$33.99	\$33.99
*Library Technician II	LS-3	\$34.57	\$34.57	\$34.57	\$34.57	\$34.57
*Library Technician III	LS-4	\$37.15	\$37.15	\$37.15	\$37.15	\$37.15
*Quality Assurance Spec	LS-5	\$37.31	\$37.31	\$37.31	\$37.31	\$37.31
*Quality Assurance Manager	LS-6	\$40.78	\$40.78	\$40.78	\$40.78	\$40.78
*Library Paraprofessional	LS-7	\$40.75	\$40.75	\$40.75	\$40.75	\$40.75
Librarian I	LS-8	\$66.52	\$67.85	\$69.21	\$70.59	\$72.00
Librarian II	LS-9	\$75.00	\$76.50	\$78.03	\$79.59	\$81.18
Cataloger	LS-10	\$66.52	\$67.85	\$69.21	\$70.59	\$72.00
Senior Cataloger	LS-11	\$75.00	\$76.50	\$78.03	\$79.59	\$81.18
Senior Librarian/Lib Manager	LS-12	\$80.30	\$81.91	\$83.54	\$85.22	\$86.92
Consulting Librarian	LS-13	\$132.36	\$135.01	\$137.71	\$140.46	\$143.27
Librarian Project Manager	LS-14	\$75.00	\$76.50	\$78.03	\$79.59	\$81.18

\*Wage Determination Labor Categories