



CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Solicitation No. P11-0098 Page 1 of 1
Description: Temporary Employment Services for Videographer Positions
Amendment No. Eight (8) Date: 4/28/16

Buyer: Lisa Houg

In accordance with the Contract Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 7/31/16. The contract is being extended on a month to month basis not to exceed six months (1/31/17) or until a new contract is in place.

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Richard Hagmann

Richard Hagmann - Director of Gov't Services

~~XXXXXX XXXX XXXX Operations & Government Support~~

AppleOne Employment Services

August 2, 2016

Signature
16371 Beach Blvd., Suite 240

Typed Name and Title
Huntington Beach

Company Name

92647

~~XXXXXX XXXX~~

~~XXXXXX~~

CA

~~80504~~

Address

City

State

Zip Code

Attested By:

Rhonda Geriminsky
for Rhonda Geriminsky, City Clerk

Jennifer Stein

Director: Jennifer Stein, Acting Communications Director

Eric Rodriguez

Department Rep: Eric Rodriguez, Video Production Specialist

Stephen M. Kemp

Approved as to Form: Stephen M. Kemp, City Attorney



CC Number

ACON35011H
Contract Number

The above referenced Contract Amendment is hereby Executed

Aug. 10, 2016 at Peoria, Arizona

Dan Zenko

Dan Zenko, Materials Manager

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ACON35011H



CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Solicitation No. P11-0098 Page 1 of 1
Description: Temporary Employment Services for Videographer Positions
Amendment No. Seven (7) Date: 7/21/2015

Buyer: Lisa Houg

In accordance with the Contract Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 7/31/15. The contract is being extended and the new contract term is: **8/1/15 to 7/31/16.**

CONTRACT EXTENSION FOUR - LAST YEAR OF CONTRACT

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Linda Madigan 7/21/15
Signature Date

Linda Madigan, VP of Operations
& Government Support
Typed Name and Title

AppleOne Employment
Services
Company Name

16371 Beach Blvd, Suite 240
Address

Huntington Beach
City

CA 92647
State Zip Code

Attested By:

Rhonda Geriminsky
for Rhonda Geriminsky, City Clerk

Bo Larsen

Director: Bo Larsen, Public Information Director

Eric Rodriguez
Department Rep: Eric Rodriguez, Video Production Specialist

CC Number

SMK

ACON35011G
Contract Number

Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed

August 3, 2015, at Peoria, Arizona

Dan Zenko
Dan Zenko, Materials Manager



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ACON35011G



CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Buyer: Lisa Houg

Solicitation No. P11-0098 Page 1 of 2

Description: Temporary Employment Services

Amendment No. Six (6) Date: January 13, 2015

The contract is being amended to add language for the Affordable Care Act (ACA) as per the attached.

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

	1/16/15	Linda Madigan, VP of Operations & Government Support	AppleOne Employment Services
Signature	Date	Typed Name and Title	Company Name
16371 Beach Blvd, Suite 240		Huntington Beach	92647
10000X10000X		TX1000X	90604X
Address		City	State Zip Code

Attested By:

for Rhonda Geriminsky, City Clerk



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City of Peoria, Arizona

CC Number

ACON35011F
Contract Number

Director: Bo Larsen, Public Information Director

Department Rep: Eric Rodriguez, Video Production Specialist

Approved as to Form:

Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed:

Feb. 19, 2015 at Peoria, Arizona
Dan Zenko, Materials Manager

ACA AMENDMENT

This ACA Amendment ("**Amendment**") is made effective this 1st day of January, 2015, ²⁰¹⁴ (the "**Amendment Effective Date**") and is between Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services, a California corporation, with offices at 327 W Broadway, Glendale, CA 91204 ("**AppleOne**"), and City of Peoria, a/an Arizona Municipal corporation, with offices at 8401 W. Monroe Street, Peoria, AZ 85345 ("**Client**"). "**Party**" or "**Parties**" shall refer to AppleOne or Client or both.

WHEREAS, the Parties wish to amend their Contract # ACON35011 effective July 7, 2011 ("**Agreement**"), as set forth in this Amendment.

NOW THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Client and AppleOne acknowledge that through the Patient Protection and Affordable Care Act of 2010, as amended ("**ACA**"), and regulations promulgated thereby, statutory requirements have been imposed upon certain employers of certain employees working in the United States. AppleOne is committed to fulfilling its ACA obligations through offering ACA compliant benefits to eligible contingent workers. In demonstrating Client's commitment to ACA compliance, Client agrees to pay one half of the total current premium for each contingent worker, who a) is eligible and accepts the offered ACA compliant benefits and b) provides services to Client in a calendar month. For each such contingent worker, AppleOne will bill Client an additional \$174 per month, as a direct pass through and without markup. The ACA cost will be billed monthly as a separate line item on the invoice.
2. Except as expressly amended by this Amendment, all of the conditions and other terms and provisions of the Agreement as previously amended shall remain unchanged and in full force and effect. As of the Amendment Effective Date, all references in the Agreement to this "Agreement" (and all indirect references such as "herein," "hereby," "hereto," "hereunder" and "hereof") shall be deemed to refer to the Agreement as amended by this Amendment, and any capitalized terms not defined in this Amendment will have the meaning ascribed to such term in the Agreement. This Amendment may not be modified or amended unless in writing and signed by the Parties hereto.
3. This Amendment may be executed in 2 or more counterparts, each of which shall be deemed an original having identical legal effect, and all of which together constitute the same instrument. A photostatic copy of this entire fully executed Amendment shall be deemed an original.

IN WITNESS WHEREOF, this Amendment has been executed by the Parties.

For AppleOne:

For Client:

Michael A. Hoyal, Chief Financial Officer
Name and Title

Dan Zenko, Materials Manager
Name and Title

Michael A. Hoyal 1/19/15
Signature

Dan Zenko
Signature



CONTRACT AMENDMENT

Materials Management
Procurement

9875 N 85th Ave, 2nd Fl
Peoria, AZ 85345
Telephone (623) 773-7115
Fax (623) 773-7118

Buyer Lisa Houg

Solicitation No	P11-0098	Page 1 of 1
Description.	Temporary Employment Services for Videographer Positions	
Amendment No.	Five (5)	Date. 5/12/14

In accordance with the Contract Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 7/31/14. The contract is being extended and the new contract term is. **8/1/14 to 7/31/15.**
CONTRACT EXTENSION THREE

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Linda Madigan 7/8/14
Signature Date

Linda Madigan, VP of Operations
& Government Support
Typed Name and Title

AppleOne Employment
Services
Company Name

1999 W 190th St
Address

Torrance
City

CA
State

90504
Zip Code

Attested By

Rhonda Gerimlinsky
for Rhonda Gerimlinsky, City Clerk

Bo Larsen
Director Bo Larsen, Public Information Director

Eric Rodriguez
Department Rep. Eric Rodriguez, Video Production Specialist

CC Number

ACON35011E
Contract Number

Stephen M Kemp
Approved as to Form: Stephen M Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed

July 10, 2014, at Peoria, Arizona

Dan Zenko
Dan Zenko, Materials Manager



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ACON35011E



CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345

Telephone: (623) 773-7115

Fax: (623) 773-7118

Buyer: Lisa Houg

Solicitation No. P11-0098 Page 1 of 1
 Description: Temporary Employment Services for Videographer Positions
 Amendment No. Four (4) Date: 5/15/2013

In accordance with the Contract Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 7/31/13. The contract is being extended and the new contract term is: **8/1/13 to 7/31/14.**

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Linda Madigan 5/16/13
 Signature Date

Linda Madigan, VP of Operations
 & Government Support
 Typed Name and Title

AppleOne Employment
 Services
 Company Name

1999 W. 190th St.
 Address

Torrance
 City

CA 90504
 State Zip Code

Attested By:

Rhonda Geriminsky
 Rhonda Geriminsky, City Clerk

Bo Larsen
 Director: Bo Larsen, Public Information Director

Eric Rodriguez
 Department Rep: Eric Rodriguez, Video Production Specialist

CC Number

ACON35011D
 Contract Number

Stephen M. Kemp
 Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed

June 4, 2013 at Peoria, Arizona

Dan Zenko
 Dan Zenko, Materials Management Supervisor



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CONTRACT AMENDMENT

Materials Management Procurement
 9875 N. 85th Ave., 2nd Fl.
 Peoria, AZ 85345
 Telephone: (623) 773-7115
 Fax: (623) 773-7118
 Buyer: Lisa Houg

Solicitation No. P11-0098 Page 1 of 1
 Description: Temporary Employment Services for Videographer Positions
 Amendment No. Three (3) Date: 4/16/12

In accordance with the Contract Special Terms and Conditions, Contract Extension, the above referenced contract shall expire on 7/31/12. Contract Extension One (1)

THE NEW CONTRACT TERM:

Contract Term: 8/1/12 to 7/31/13

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

<i>Linda Madigan</i> Signature	4/26/12 Date	Linda Madigan, VP of Operations & Government Support Typed Name and Title	AppleOne Employment Services Company Name
1999 W. 190 th St. Address	Torrance City	CA State	90504 Zip Code

Attested By:

Wanda Nelson
Wanda Nelson, City Clerk

Brent Mattingly
Director: Brent Mattingly, Finance Director

Lisa Houg
Department Rep: Lisa Houg, Contract Officer

Stephen M. Kemp
Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed

May 8 2012 at Peoria, Arizona

Dan Zenko
Dan Zenko, Materials Management Supervisor



CC Number
 ACON35011C
 Contract Number

City Seal

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 (Rev 07/05/11)



CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Buyer: Lisa Houg, CPPB

Solicitation No. P11-0098 Page 1 of 1
Description: Temporary Employment Services
Amendment No. Two (2) Date: 2/6/2012

The Contract is being amended to add the Video Producer II positions to the list of Job Titles available under this contract. The hourly rate for this position is currently set at \$33.75 (rate is inclusive of the 35% mark-up).

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Linda Madigan 2/6/12
Signature Date

Linda Madigan, VP of Operations
& Government Support
Typed Name and Title

AppleOne Employment
Services
Company Name

1999 W. 190th Street
Address

Torrance
City

CA
State

90504
Zip Code

Attested By: *Wanda Nelson*

Bru

Wanda Nelson, City Clerk

Director: Brent Mattingly, Director of Finance

Lisa Houg

Department Rep: Lisa Houg, Contract Officer

Cheryl - Bro

Approved as to Form: Stephen M. Kemp, City Attorney



CC Number
ACON35011B
Contract Number

The above referenced Contract Amendment is hereby Executed

February 15, 2012, at Peoria, Arizona

Dan Zenko

Dan Zenko, Materials Management Supervisor

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CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Solicitation No. P11-0098 Page 1 of 1
Description: Temporary Employment Services
Amendment No. One (1) Date: 9/19/2011

Buyer: Lisa Houg, CPPB

The Contract is being amended to add Photographer positions to the list of Job Titles available under this contract. The hourly rate for all positions will be negotiated on a case-by-case basis. The mark-up for positions in which the City identifies the individuals is 35% and the mark-up for positions in which the firm recruits the individuals is 50%.

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Linda Madigan 9/23/11
Signature Date

Linda Madigan, VP of Operations
& Government Support
Typed Name and Title

AppleOne Employment
Services
Company Name

1999 W. 190th Street

Torrance

CA

90504

Address

City

State

Zip Code

Attested By:

Wanda Nelson

Wanda Nelson, City Clerk

Brent Mattingly

Director: Brent Mattingly, Director of Finance

Lisa Houg

Department Rep: Lisa Houg, Contract Officer

Stephen M. Kemp

Approved as to Form: Stephen M. Kemp, City Attorney



CC Number

ACON35011A
Contract Number

The above referenced Contract Amendment is hereby Executed

September 29, 2011, at Peoria, Arizona

Dan Zenko
Dan Zenko, Materials Management Supervisor

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Official File

A CON 35011A



City of Peoria, Arizona Notice of Request for Proposal

Request for Proposal No: **P11-0098** Proposal Due Date: **June 14, 2011**
 Materials and/or Services: **Temporary Employment Services for Videographer positions** Proposal Time: **5:00 P.M. AZ Time**
 Project No: **NA** Contact: **Lisa Houg**
 Phone: **(623) 773-7115**

Mailing Address: **City of Peoria, Materials Management
9875 N. 85th Avenue, 2nd Floor, Peoria, AZ 85345**

In accordance with City of Peoria Procurement Code competitive sealed proposals for the material or services specified will be received by the City of Peoria Materials Management at the specified location until the date and time cited above. Proposals shall be in the actual possession of the City of Peoria Materials Management on or prior to the exact date and time indicated above. Late proposals will not be considered, except as provided in the City of Peoria Procurement Code. **Proposals shall be submitted in a sealed envelope with the Request for Proposal number and the offeror's name and address clearly indicated on the front of the envelope.** All proposals shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the *entire* Request for Proposal Package.

OFFER

To the City of Peoria: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City a proposal that contains all terms, conditions, specifications and amendments in the Notice of Request for Proposal issued by the City. Any exception to the terms contained in the Notice of Request for Proposal must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with Paragraph 1 of the City of Peoria Standard Terms and Conditions (form COP 202) contained in the Request for Proposal package issued by the City.

For clarification of this offer contact:

Name: Linda Madigan Telephone: (310) 750-3400 Email: lmadigan@appleone.com

AppleOne Employment Services
Company Name


Authorized Signature for Offer

1999 W. 190th Street
Address

Linda Madigan
Printed Name

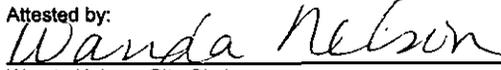
Torrance CA 90504
City State Zip Code

Vice President of Operations & Government Support
Title

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Peoria Use Only)

Your offer is accepted by the City, subject to approval of each written exception that your proposal contained. The contract consists of the following documents: 1.) Request for Proposal issued by the City; 2.) Your offer in Response to the City's Request for Proposal; 3.) This written acceptance and contract award.

As the contractor, you are now legally bound to sell the materials and/or services listed by the attached award notice, based on the solicitation of proposals, including all terms, conditions, specifications, amendments and your offer as now accepted by the City. The Contractor shall not commence any billable work or provide any material, service or construction under this contract until the Contractor receives an executed Purchase Order or written Notice to Proceed.

Attested by:

Wanda Nelson, City Clerk

City of Peoria, Arizona. Effective Date: 7/7/11

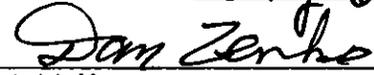
Approved as to form:

Stephen M. Kemp, City Attorney



CC: _____

Contract Number:
AC011350 11

Contract Awarded Date July 6, 2011

Materials Manager
for

Official File: _____



REQUEST FOR PROPOSAL

INSTRUCTIONS TO OFFEROR

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

1. PREPARATION OF PROPOSAL:

- a. All proposals shall be on the forms provided in this *Request For Proposal* package. It is permissible to copy these forms if required. Telegraphic (facsimile) or mailgram proposals will not be considered.
- b. The Offer and Contract Award document (COP Form 203) shall be submitted with an original ink signature by a person authorized to sign the offer.
- c. Erasures, interlineations, or other modifications in the proposal shall be initialed in original ink by the authorized person signing the Vendor Offer.
- d. If price is a consideration and in case of error in the extension of prices in the proposal, the unit price shall govern. No proposal shall be altered, amended, or withdrawn after the specified proposal due date and time.
- e. Periods of time, stated as a number of days, shall be calendar days.
- f. It is the responsibility of all Offerors to examine the entire *Request For Proposal* package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a bid. Negligence in preparing a Proposal confers no right of withdrawal after proposal due date and time.

2. **INQUIRIES:** Any question related to the *Request For Proposal* shall be directed to the Buyer whose name appears on the front. The Offeror shall not contact or ask questions of the department for which the requirement is being procured. Questions should be submitted in writing when time permits. The Buyer may require any and all questions be submitted in writing at the Buyer's sole discretion. Any correspondence related to a *Request For Proposal* should refer to the appropriate *Request For Proposal* number, page, and paragraph number. However, the Offeror shall not place the *Request For Proposal* number on the outside of any envelope containing questions since such an envelope may be identified as a sealed proposal and may not be opened until after the official *Request For Proposal* due date and time.

3. **PROSPECTIVE OFFERORS CONFERENCE:** A prospective offerors conference may be held. If scheduled, the date and time of this conference will be indicated within this document. The purpose of this conference will be to clarify the contents of this *Request For Proposal* in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this *Request For Proposal* or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine if any action is necessary and may issue a written amendment to the *Request for Proposal*. Oral statements or instructions will not constitute an amendment to this *Request for Proposal*.

4. **LATE PROPOSALS:** Late Proposals will not be considered, except as provided by the **City of Peoria Procurement Code**. A vendor submitting a late proposal shall be so notified.

5. **WITHDRAWAL OF PROPOSAL:** At any time prior to the specified proposal due date and time, a Vendor (or designated representative) may withdraw the proposal. Telegraphic (facsimile) or mailgram proposal withdrawals will not be considered.

6. **AMENDMENT OF PROPOSAL:** Receipt of a Solicitation Amendment (COP Form 207) shall be acknowledged by signing and returning the document prior to the specified proposal due date and time.

7. **PAYMENT:** The City will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any proposal that requires payment in less than thirty (30) calendar days shall not be considered.

8. **NEW:** All items shall be new, unless otherwise stated in the specifications.

9. **DISCOUNTS:** Payment discount periods will be computed from the date of receipt of material/service or correct invoice, whichever is later, to the date Buyer's payment is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the proposal price in determining the low bid. However, the Buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.

10. **TAXES:** The City of Peoria is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate item.

11. **VENDOR REGISTRATION:** After the award of a contract, the successful Vendor shall have a completed Vendor Registration Form (COP Form 200) on file with the City of Peoria Materials Management Division.

12. AWARD OF CONTRACT:

- a. Unless the Offeror states otherwise, or unless provided within this *Request For Proposal*, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.
- b. Notwithstanding any other provision of this *Request For Proposal*, The City expressly reserves the right to:
 - (1) Waive any immaterial defect or informality; or
 - (2) Reject any or all proposals, or portions thereof, or
 - (3) Reissue a *Request For Proposal*.
- c. A response to a *Request For Proposal* is an offer to contract with the City based upon the terms, conditions and specifications contained in the City's *Request For Proposal* and the written amendments thereto, if any. Proposals do not become contracts unless and until they are accepted by the **City Council**. A contract is formed when written notice of award(s) is provided to the successful Offeror(s). The contract has its inception in the award document, eliminating a formal signing of a separate contract. For that reason, all of the terms and conditions of the procurement contract are contained in the *Request For Proposal*; unless modified by a Solicitation Amendment (COP Form 207) or a Contract Amendment (COP Form 217).



STANDARD TERMS AND CONDITIONS

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

THE FOLLOWING TERMS AND CONDITIONS ARE AN EXPLICIT PART OF THE SOLICITATION AND ANY RESULTANT CONTRACT.

1. **CERTIFICATION:** By signature in the Offer section of the Offer and Contract Award page (COP Form 203), the Vendor certifies:
 - a. The submission of the offer did not involve collusion or other anti-competitive practices.
 - b. The Vendor shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
 - c. The Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the vendor may be debarred.
2. **GRATUITIES:** The City may, by written notice to the Contractor, cancel this contract if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the City with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event this contract is cancelled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity. Paying the expense of normal business meals which are generally made available to all eligible city government customers shall not be prohibited by this paragraph.
3. **APPLICABLE LAW:** In the performance of this agreement, contractors shall abide by and conform to any and all laws of the United States, State of Arizona and City of Peoria including but not limited to federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this agreement.

Contractor specifically understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986, and the Drug Free Workplace Act of 1989. In addition, if this agreement pertains to construction, Contractor must also comply with A.R.S. § 34-301, as amended (Employment of Aliens on Public Works Prohibited) and A.R.S. § 34-302, as amended (Residence Requirements for Employees).

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter, "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this agreement and shall subject Contractor to penalties up to and including termination of this agreement at the sole discretion of the City. The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any Subcontractors to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verifications performed.

Neither Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if Contractor or the Subcontractor establishes that it has complied with the employment verification provisions prescribed by §§ 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214(A).

The provisions of this Paragraph must be included in any contract Contractor enters into with any Subcontractors who provide services under this agreement or any subcontract. "Services" is defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

Contractor warrants, for the term of this agreement and for six months thereafter, that it has fully complied with the requirements of the Immigration Reform and Control Act of 1986 and all related or similar legal authorities.



STANDARD TERMS AND CONDITIONS

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

This contract shall be governed by the City and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in statutes pertaining specifically to the City. This contract shall be governed by the laws of the State of Arizona and suit pertaining to this contract may be brought only in courts in the State of Arizona.

This contract is subject to the provisions of ARS §38-511; the City may cancel this contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

4. **LEGAL REMEDIES:** All claims and controversies shall be subject to resolution according to the terms of the City of Peoria Procurement Code.
5. **CONTRACT:** The contract between the City and the Contractor shall consist of (1) the Solicitation, including instructions, all terms and conditions, specifications, scopes of work, attachments, and any amendments thereto, and (2) the offer submitted by the Vendor in response to the solicitation. In the event of a conflict in language between the Solicitation and the Offer, the provisions and requirements in the Solicitation shall govern. However, the City reserves the right to clarify, in writing, any contractual terms with the concurrence of the Contractor, and such written contract shall govern in case of conflict with the applicable requirements stated in the Solicitation or the Vendor's offer. The Solicitation shall govern in all other matters not affected by the written contract.
6. **CONTRACT AMENDMENTS:** This contract may be modified only by a written Contract Amendment (COP Form 217) signed by persons duly authorized to enter into contracts on behalf of the City and the Contractor.
7. **CONTRACT APPLICABILITY:** The Offeror shall substantially conform to the terms, conditions, specifications and other requirements found within the text of this specific Solicitation. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the City are not applicable to this Solicitation or any resultant contract.
8. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the contract will forthwith be physically amended to make such insertion or correction.
9. **SEVERABILITY:** The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.
10. **RELATIONSHIP TO PARTIES:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Contractor is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and that the Contractor should make arrangements to directly pay such expenses, if any.
11. **INTERPRETATION-PAROL EVIDENCE:** This contract represents the entire agreement of the Parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this contract are hereby revoked and superseded by this contract. No representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this contract. This contract may not be changed, modified or rescinded except as provided for herein, absent a written agreement signed by both Parties. Any attempt at oral modification of this contract shall be void and of no effect.
12. **NO DELEGATION OR ASSIGNMENT:** Contractor shall not delegate any duty under this Contract, and no right or interest in this Contract shall be assigned by Contractor to any successor entity or third party, including but not limited to an affiliated successor or purchaser of Contractor or its assets, without prior written permission of the City. The City, at its



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option, may cancel this Contract in the event Contractor undertakes a delegation or assignment without first obtaining the City's written approval. Contractor agrees and acknowledges that it would not be unreasonable for the City to decline to approve a delegation or assignment that results in a material change to the services provided under this Contract or an increased cost to the City.

13. **SUBCONTRACTS:** No subcontract shall be entered into by the contractor with any other party to furnish any of the material, service or construction specified herein without the advance written approval of the City. The prime contractor shall itemize all sub-contractors which shall be utilized on the project. Any substitution of sub-contractors by the prime contractor shall be approved by the City and any cost savings will be reduced from the prime contractor's bid amount. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract and if the Subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not Subcontractors are used.
14. **RIGHTS AND REMEDIES:** No provision in this document or in the vendor's offer shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of the City to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the City's acceptance of and payment for materials or services, shall not release the Contractor from any responsibilities or obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of the Contract.
15. **INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.
- The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.
16. **OVERCHARGES BY ANTITRUST VIOLATIONS:** The City maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and services used to fulfill the Contract.
17. **FORCE MAJEURE:** Except for payment for sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force Majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; acts of terror, hate crimes affecting public order; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts, injunctions-intervention-acts, or failures or refusals to act by government authority; events or obstacles resulting from a governmental authority's response to the foregoing; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this Contract.

Force majeure shall not include the following occurrences:



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- a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
- b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this Force Majeure term and Condition.

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *Certified-Return Receipt* and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with this contract.

18. **RIGHT TO ASSURANCE:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform he may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
19. **RIGHT TO AUDIT RECORDS:** The City may, at reasonable times and places, audit the books and records of any Contractor as related to any contract held with the City. This right to audit also empowers the City to inspect the papers of any Contractor or Subcontractor employee who works on this contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty made pursuant to Paragraph 3 above.
20. **RIGHT TO INSPECT PLANT:** The City may, at reasonable times, inspect the part of the plant or place of business of a Contractor or Subcontractor which is related to the performance of any contract as awarded or to be awarded.
21. **WARRANTIES:** Contractor warrants that all material, service or construction delivered under this contract shall conform to the specifications of this contract. Unless otherwise stated in Contractor's response, the City is responsible for selecting items, their use, and the results obtained from any other items used with the items furnished under this contract. Mere receipt of shipment of the material/service specified and any inspection incidental thereto by the City shall not alter or affect the obligations of the Contractor or the rights of the City under the foregoing warranties. Additional warranty requirements may be set forth in the solicitation.
22. **INSPECTION:** All material and/or services are subject to final inspection and acceptance by the City. Materials and/or services failing to conform to the specifications of this Contract will be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. The City may elect to do any or all:
 - a. Waive the non-conformance.
 - b. Stop the work immediately.
 - c. Bring material into compliance.This shall be accomplished by a written determination for the City.
23. **TITLE AND RISK OF LOSS:** The title and risk of loss of material and/or service shall not pass to the City until the City actually receives the material or service at the point of delivery, unless otherwise provided within this Contract.
24. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach of the Contract as a whole.
25. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor shall deliver conforming materials in each installment of lot of this Contract and may not substitute nonconforming materials. Delivery of nonconforming materials or a default of any nature, at the option of the City, shall constitute a breach of the Contract as a whole.



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26. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.
27. **LIENS:** All materials, service or construction shall be free of all liens, and if the City requests, a formal release of all liens shall be delivered to the City.
28. **LICENSES:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this Contract.
29. **PATENTS AND COPYRIGHTS:** All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this contract are the property of the City and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.
30. **PREPARATION OF SPECIFICATIONS BY PERSONS OTHER THAN CITY PERSONNEL:** All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the City's needs. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.
31. **COST OF BID/PROPOSAL PREPARATION:** The City shall not reimburse the cost of developing presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
32. **PUBLIC RECORD:** All offers submitted in response to this solicitation shall become the property of the City and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code. However, subsequent to the award of the contract, any information and documents obtained by the City during the course of an audit conducted in accordance with Paragraph 19 above for the purpose of determining compliance by Contractor or a Subcontractor with the Contractor Immigration Warranty mandated by Paragraph 3 above shall remain confidential and shall not be made available for public review or produced in response to a public records request, unless the City is ordered or otherwise directed to do so by a court of competent jurisdiction.
33. **ADVERTISING:** Contractor shall not advertise or publish information concerning this Contract, without prior written consent of the City.
34. **DELIVERY ORDERS:** The City shall issue a Purchase Order for the material and/or services covered by this contract. All such documents shall reference the contract number as indicated on the Offer and Contract Award (COP Form 203).
35. **FUNDING:** Any contract entered into by the City of Peoria is subject to funding availability. Fiscal years for the City of Peoria are July 1 to June 30. The City Council approves all budget requests. If a specific funding request is not approved, the contract shall be terminated.
36. **PAYMENT:** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or services and correct invoice.
37. **PROHIBITED LOBBYING ACTIVITIES:** The Offeror, his/her agent or representative shall not contact, orally or in any written form any City elected official or any City employee other than the Materials Management Division, the procuring department, City Manager, Deputy City Manager or City Attorney's office (for legal issues only) regarding the contents of this solicitation or the solicitation process commencing from receipt of a copy of this request for proposals and ending upon submission of a staff report for placement on a City Council agenda. The Materials Manager shall disqualify an Offeror's proposal for violation of this provision. This provision shall not prohibit an Offeror from petitioning an elected official after submission of a staff report for placement on a City Council agenda or engaging in any other protected first amendment activity after submission of a staff report for placement on a City Council agenda.
38. **PROHIBITED POLITICAL CONTRIBUTIONS:** Consultant during the term of this Agreement shall not make a contribution reportable under Title 16, Chapter 6, Article 1, Arizona Revised Statutes to a candidate or candidate committee for any city elective office during the term of this Agreement. The City reserves the right to terminate the Agreement without penalty for any violation of this provision.



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1. **Purpose:** Pursuant to provisions of the City Procurement Code, the City of Peoria, Materials Management Division intends to establish a contract for **Temporary Employment Services for Videographer positions.**
2. **Authority:** This Solicitation as well as any resultant contract is issued under the authority of the City. No alteration of any resultant contract may be made without the express written approval of the City Materials Manager in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract and the City Procurement Code. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
3. **Offer Acceptance Period:** In order to allow for an adequate evaluation, the City requires an offer in response to this Solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.
4. **Cooperative Purchasing:** Any contract resulting from this solicitation shall be for the use of the City of Peoria. In addition, specific eligible political subdivisions and nonprofit educational or public health institutions may also participate at their discretion. In order to participate in any resultant contract, a political subdivision or nonprofit educational or public health institution must have been invited to participate in this specific solicitation and the contractor must be in agreement with the cooperative transaction. In addition to cooperative purchasing, any eligible agency may elect to participate (piggyback) on any resultant contract; the specific eligible political subdivision, nonprofit educational or public health institution and the contractor must be in agreement.

Any orders placed to the successful contractor will be placed by the specific agencies participating in this purchase. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others.
5. **Contract Type:** Fixed Price
6. **Term of Contract:** The term of any resultant contract shall commence on the first day of the month following the date of award and shall continue for a period of one (1) year thereafter, unless terminated, cancelled or extended as otherwise provided herein.
7. **Contract Extension:** By mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of forty-eight (48) months.
8. **Affirmative Action Report:** It is the policy of the City of Peoria that suppliers of goods or services to the City adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire, and promote regardless of race, color, religion, gender, national origin, age or disability. The City of Peoria encourages diverse suppliers to respond to solicitations for products or services.
9. **Proposal Format:** Proposals shall be submitted in one (1) original and three (3) copies on the forms and in the format as contained in the Request for Proposal. Proposals shall be on 8 1/2" & 11" paper with the text on one side only.
10. **Evaluation:** In accordance with the City of Peoria Procurement Code, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.
 - a. Experience and Qualifications.
 - b. Cost Considerations.
 - c. Conformance to Request for Proposal.
The City reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, questions and answer conferences, references, or other source and the views of the evaluator(s) with prior Contract or service delivery experience with any of the Offerors, while conducting the proposal evaluations.
11. **Interview Guidelines:** During any requested interview, which would be scheduled in the future, be prepared to discuss your firm's proposal, staff assignments, project approach and other pertinent information. The presentation shall be approximately 30 minutes, allowing 15 minutes for a question and answer session.
12. **Price Adjustment:** The City of Peoria Purchasing Office will review fully documented requests for price increases after



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any contract has been in effect for one (1) year. Any price increase adjustment will only be made at the time of contract extension and will be a factor in the extension review process. The City of Peoria Materials Management Division will determine whether the requested price increase or an alternate option, is in the best interest of the City. Any price adjustment will be effective upon the effective date of the contract extension.

- 13. **Price Reduction:** A price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.
- 14. **Discussions:** In accordance with the City of Peoria Procurement Code, after the initial receipt of proposals, discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award.
- 15. **Proposal Opening:** Proposals shall be submitted at the time and place designated in the request for proposals. All information contained in the proposals shall be deemed as exempt from public disclosure based on the City's need to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The proposals shall not be open for public inspection until after contract award. PRICES SHALL NOT BE READ. After contract award, the successful proposal and the evaluation documentation shall be open for public inspection.
- 16. **Insurance Requirements:** The Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of A-, or approved unlicensed in the State of Arizona with policies and forms satisfactory to the City.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the City, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the City, and any insurance or self-insurance maintained by the City shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the City.

The insurance policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the City, its agents, representatives, directors, officers, and employees for any claims arising out of the Contractor's acts, errors, mistakes, omissions, work or service.

The insurance policies may provide coverage which contain deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the City under such policies. The Contractor shall be solely responsible for the deductible and/or self-insured retention and the City, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a Surety Bond or an irrevocable and unconditional letter of credit.

The City reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and endorsements. The City shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the City's right to insist on, strict fulfillment of Contractor's obligations under this Contract.

The insurance policies, except Workers' Compensation and Professional Liability, required by this Contract, shall name the City, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

17. **Required Insurance Coverage:**

a. **Commercial General Liability**

Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the



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indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011207 or any replacements thereof. The coverage shall not exclude X, C, U.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form B, CG 20370704, and shall include coverage for Contractor's operations and products and completed operations.

Any Contractor subletting any part of the work, services or operations awarded to the Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

b. Automobile Liability

Contractor shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc. Policy Form CA 00010306, or any replacements thereof). Such insurance shall include coverage for loading and off loading hazards. If hazardous substances, materials or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

c. Workers' Compensation

The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

In case any work is subcontracted, the Contractor will require the Subcontractor to provide Workers' Compensation and Employer's Liability to at least the same extent as required of the Contractor.

d. Professional Liability

The Contractor retained by the City to provide the work or service required by this Contract will maintain Professional Liability insurance covering acts, errors, mistakes and omissions arising out of the work or services performed by the Contractor, or any person employed by the Contractor, with a limit of not less than \$1,000,000 each claim.

18. **Certificates of Insurance:** Prior to commencing work or services under this Contract, Contractor shall furnish the City with Certificates of Insurance, and formal endorsements as required by the Contract, issued by Contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy(ies) required by this contract is(are) written on a "Claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the City fifteen (15) days prior to the expiration date.

All Certificates of Insurance shall be identified with bid serial number and title. A \$25.00 administrative fee will be assessed for all certificates received without the appropriate bid serial number and title.



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19. **Cancellation and Expiration Notice:** Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the City.

20. **Independent Contractor:**

a. General

- i. The Contractor acknowledges that all services provided under this Agreement are being provided by him as an independent contractor, not as an employee or agent of the City Manager or the City of Peoria.
- ii. Both parties agree that this Agreement is nonexclusive and that Contractor is not prohibited from entering into other contracts nor prohibited from practicing his profession elsewhere.

b. Liability

- i. The City of Peoria shall not be liable for any acts of Contractor outside the scope of authority granted under this Agreement or as the result of Contractor's acts, errors, misconduct, negligence, omissions and intentional acts.
- ii. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

c. Other Benefits

The Contractor is an independent contractor, therefore, the City Manager will not provide the Contractor with health insurance, life insurance, workmen's compensation, sick leave, vacation leave, or any other fringe benefits. Further, Contractor acknowledges that he is exempt from coverage of the Comprehensive Benefit and Retirement Act (COBRA). Any such fringe benefits shall be the sole responsibility of Contractor.

21. **Key Personnel:** It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

- a. The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.
- b. If key personnel are not available for work under this contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

22. **Confidential Information:**

- a. If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a statement advising the Materials Supervisor of this fact shall accompany the submission and the information shall be identified.



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- b. The information identified by the person as confidential shall not be disclosed until the Materials Supervisor makes a written determination.
 - c. The Materials Supervisor shall review the statement and information and shall determine in writing whether the information shall be withheld.
 - d. If the Materials Supervisor determines to disclose the information, the Materials Supervisor shall inform the bidder in writing of such determination.
23. **Confidentiality of Records:** The contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that information contained in its records or obtained from the City or from others in carrying out its functions under the contract shall not be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information should be referred to the City. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of contractor as needed for the performance of duties under the contract.
24. **Identity Theft Prevention:** The Contractor shall establish and maintain Identity Theft policies, procedures and controls for the purpose of assuring that "personal identifying information," as defined by A.R.S. § 13-2001(10), as amended, contained in its records or obtained from the City or from others in carrying out its responsibilities under the Contract, is protected at all times and shall not be used by or disclosed to unauthorized persons. Persons requesting such information should be referred to the City. Contractor also agrees that any "personal identifying information" shall not be disclosed other than to employees or officers of Contractor as needed for the performance of duties under the Contract. Contractor agrees to maintain reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft. Contractor is required under this contract to review the City of Peoria's Identity Theft Program and to report to the Program Administrator any Red Flags as defined within that program. At a minimum, the contractor will have the following Identity Theft procedures in place:
- a. Solicit and retain only the "personal identifying information" minimally necessary for business purposes related to performance of the Contract.
 - b. Ensure that any website used in the performance of the contract is secure. If a website that is not secure is to be used, the City shall be notified in advance before any information is posted. The City reserves the right to restrict the use of any non-secure websites under this contract.
 - c. Ensure complete and secure destruction of any and all paper documents and computer files at the end of the contract's retention requirements.
 - d. Ensure that office computers are password protected and that computer screens lock after a set period of time.
 - e. Ensure that offices and workspaces containing customer information are secure.
 - f. Ensure that computer virus protection is up to date.
25. **Ordering Process:** Upon award of a contract by the City of Peoria, Materials Management Division may procure the specific material and/or service awarded by the issuance of a purchase order to the appropriate contractor. The award of a contract shall be in accordance with the City of Peoria Procurement Code and all transactions and procedures required by the Code for public bidding have been complied with. A purchase order for the awarded material and/or service that cites the correct contract number is the only document required for the department to order and the contractor to deliver the material and/or service.
- Any attempt to represent any material and/or service not specifically awarded as being under contract with the City of Peoria is a violation of the contract and the City of Peoria Procurement Code. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.



SPECIAL TERMS AND CONDITIONS

Solicitation Number: P11-0098

Materials Management
Procurement
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

26. **Billing:** All billing notices to the City shall identify the specific item(s) being billed and the purchase order number. Items are to be identified by the name, model number, and/or serial number most applicable. Any purchase/delivery order issued by the requesting agency shall refer to the contract number resulting from this solicitation.
27. **Licenses:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor.
28. **Cancellation:** The City reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract. The City will issue written notice to the contractor for acting or failing to act as in any of the following:
- The contractor provides material that does not meet the specifications of the contract;
 - The contractor fails to adequately perform the services set forth in the specifications of the contract;
 - The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;
 - The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.
- Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the City. Failure on the part of the contractor to adequately address all issues of concern may result in the City resorting to any single or combination of the following remedies:
- Cancel any contract;
 - Reserve all rights or claims to damage for breach of any covenants of the contract;
 - Perform any test or analysis on materials for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliant with the specifications, the actual expense of testing shall be borne by the contractor;
 - In case of default, the City reserves the right to purchase materials, or to complete the required work in accordance with the City Procurement Code. The City may recover any actual excess costs from the contractor by:
 - Deduction from an unpaid balance;
 - Any combination of the above or any other remedies as provided by law.
29. **Project Travel Reimbursable Expenses:** If travel expenses are allowed as part of the contract the reimbursable expenses will be as follows. All expenses will be billed to the City at cost without markup. Copies of bills for expenses are to be submitted with the invoice. Travel time to and from job site is excluded from this contract. There will be no allowances for parking or personal car mileage. No incidentals for travel of any kind are allowed under this contract. The following is a list of allowable travel expenses under this contract agreement:
- Transportation:
 - Air Transportation – coach class fares, minimum 14 days advanced purchase, unless otherwise agreed upon.
 - Car Rental – mid size car, gas for rental car (City assumes no liability regarding additional insurance costs).
 - Lodging and Meals:
 - Meals – three meals per day, at the current federal per diem rate for Maricopa County.
 - Lodging – not to exceed the current federal rate for Maricopa County. Vendors are encouraged to stay in hotels located within the City of Peoria when practical. A listing of accommodations within Peoria can be found on the following website: <http://visitpeoriaaz.com/accommodations.php>



SCOPE OF WORK

Materials Management Procurement

Solicitation Number: P11-0098

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

Section I - Description

The City of Peoria is interested in contracting with a Temporary Employment Agency for Videographer positions on a temporary as-needed basis.

Section II – General Purpose

The purpose of this position(s) is to provide professional video services; operating cameras, operating graphics generators and other related duties as assigned.

Section III – Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Acts as a camera operator or in other crew positions for City Council Meetings, Council Study Sessions, studio productions and remote productions.
- Assists with the transportation and carrying of camera equipment to video production sites and locations.
- Assists with setting up and taking down equipment.
- May be required to log and index field footage.
- May be required to write short scripts.

Section IV – Desired Minimum Qualifications

Experience:

Basic broadcast video production techniques and operation and set. Considerable previous experience required in the same or similar previous positions. The work performed requires knowledge of video production concepts for single and multi-camera productions. Must have knowledge of set up and tear down of broadcast camera equipment. Knowledge of methods of electronic field production with a single camera. Ability to write scripts and conduct field interviews.

Education:

Two year college program or equivalent combinations resulting in accumulation of similar knowledge or skills.

Section V – Additional Services

The City may have a need in the future for additional personnel on a temporary as-needed basis.



SUBMITTAL REQUIREMENTS

Solicitation Number: P11-0098

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

A. Proposal Content - The proposal shall include the following:

1) Experience and Qualifications

- Provide a brief history of the firm and its experience.
- Provide information on those individuals that may be assigned to work with the City of Peoria including a description of their experience and qualifications.

2) Cost Considerations

Complete the Price Sheet and provide an itemized list of any applicable fees, based on hourly, weekly or monthly terms.

3) Additional Services

The City may have a need in the future for additional temporary personnel. Please provide a listing by Title of other personnel that may be available to the City on an as-needed basis.

4) Required Forms

Submit Offer & Acceptance Form (page 1), Price Sheet, Questionnaire forms and Agency list of positions available by Title.

B. Proposal Submittal and Contact Information

Proposals will be submitted in one (1) original and three (3) copy and shall be delivered by no later than **5:00 pm on June 14, 2011** to:

City of Peoria, Materials Management
9875 N. 85th Avenue, 2nd Floor, Peoria, AZ 85345

Proposals shall be submitted in a sealed envelope with the RFP number and the Offeror's name and address clearly indicated on the front of the envelope.

The designated contact person is Lisa Houg, Contract Officer, City of Peoria. All questions regarding the proposal should be sent in writing via email to Lisa.Houg@peoriaaz.gov.

Contact with city staff other than the designated contact person indicated in the RFP, regarding the solicitation, is strictly prohibited during the proposal process.



PRICE SHEET

Solicitation Number: P11-0098

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

Item	Description of material and/or services	Unit	Unit Price
1.	<p>VIDEOGRAPHER</p> <p><i>List any other fees or discounts that may apply.</i></p> <p>The mark-up rate used to calculate the provided bill rate is 35%.</p> <p>Please note that the amount shown is for Payrolling Services for the position listed. Other positions will have different rates.</p>	HR	\$ <u>33.75</u>



QUESTIONNAIRE

Solicitation Number: **P11-0098**

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

Please list a minimum of three (3) owner references from similar projects whom the Materials Management Division may contact:

1. Company: Eldorado | MphasiS an HP Company

Contact: Jo Reside, Human Resources / Finance Asst. Phone: (602) 604-3228

Address: 5353 North 16th Street, Suite 400, Phoenix, AZ 85016-3228

Description of Work: Temporary and Permanent Employment Services for specialized positions
(Web Developers, Graphic Designers, Trainers, Event Managers, etc.)

Annual Value: \$55,000

2. Company: City of Peoria

Contact: Stew Radawec , Channel 11 Administrator Phone: (623) 773-7945

Address: 8401 W Monroe Street, Peoria, AZ 85345

Description of Work: Temporary Administrative / Clerical Services

Annual Value: \$10,000

3. Company: Translational Genomics Research Institute

Contact: Brady Young, HR Manager Phone: (602) 343-8431

Address: 400 N. Fifth Street, Suite 600, Phoenix, AZ 85004

Description of Work: Temporary and Contract Employment Services for highly specialized positions,
including Senior Web UI Engineer, Database Administrator, Business Analyst,
Software Programmers, Desktop Support, Helpdesk Technicians

Annual Value: \$132,000



QUESTIONNAIRE

Solicitation Number: **P11-0098**

**Materials Management
Procurement**

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Has your firm been certified by any jurisdiction in Arizona as a minority or woman owned business enterprise? Yes , No .

If yes, please provide details and documentation of the certification.

AppleOne Employment Services is certified as a Minority Business Enterprise by the Grand Canyon Minority Supplier Development Council, as defined by the National Minority Supplier Development Council (NMSDC).

A copy of our current certification is attached.

June 7, 2011

City of Peoria, Materials Management
9875 N. 85th Avenue, 2nd Floor
Peoria, AZ 85345

Attention: Lisa Houg, Contract Officer

RE: Request for Quotation P11-0098 – Temporary Employment Services for Videographer Positions

Dear Ms. Houg:

AppleOne Employment Services welcomes the opportunity to again present our services to the City of Peoria. As one of the largest privately-held human capital management company in the United States, AppleOne Employment Services has over 225 points of operation throughout North America. AppleOne's Government Solutions Division provides service to public sector entities and educational institutions nation wide, and emphasizes the importance of quality and cost-effectiveness for its clients.

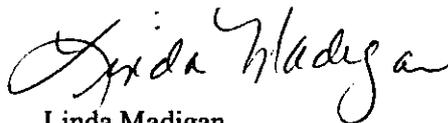
AppleOne will continue to provide the City with day-to-day management from our West Phoenix branch office, and provide additional support as needed through our network of local branches. The managing branch is located at 9971 W. Camelback Road, and a member of this office is available to the City 24 hours a day through a dedicated cell phone/paging prompt.

As stipulated in the City's Special Terms and Conditions, AppleOne's offer in response to this Solicitation is valid and irrevocable for ninety (90) days after the opening time and date.

AppleOne intends to provide the City with excellent service that presents lasting solutions while remaining cognizant of the taxpayer's dollar. If you have any questions regarding the enclosed, please feel free to contact me by phone at (310) 750-3400, or via email at lmadigan@appleone.com. For further information on our services, you can also access our interactive website at <http://www.appleone.com>.

Thank you for considering AppleOne for your staffing needs. We look forward to continue working with you. We will do everything necessary to ensure that your experience with AppleOne is positive, productive and long-term.

Sincerely,



Linda Madigan
Vice President
Operations and Government Support

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1) EXPERIENCE AND QUALIFICATIONS

Provide a brief history of the firm and its experience.

AppleOne Employment Services is a fully integrated staffing and workforce management provider offering a broad scope of services. Founded in 1964, AppleOne has been providing long-term temporary personnel staffing services such as those required by the City of Peoria for forty-seven (47) years. AppleOne is a full-service provider of staffing and workforce management solutions. Currently, AppleOne has over 225 locations throughout North America. AppleOne is the largest privately held human capital management firm in the United States.

With respect to the specifications provided within this RFQ, AppleOne's Phoenix-area staffing professionals have considerable experience fulfilling key positions very similar to Videographer. Examples of related client placements include:

- **Program Trainer** – Educate audiences of 50 to 100 people each meeting, which includes the use of various audio and video tools to accomplish training goals.
- **Webmaster** – Conduct video web conference for 1,500 professionals in the travel and tourism industry.
- **Graphic and Web Designers** – Develop company branding and other visual impact media for use in campaigns, on corporate websites, and other venues displayed to the public.

AppleOne invests in continually training and certifying our personnel to ensure that our services are successfully delivered. We utilize a combination of targeted technologies and specialized recruitment techniques to ensure that we source highly qualified candidates, even for the most specialized positions.

GOVERNMENT SOLUTIONS

In order to ensure that government entities such as the City of Peoria receive exemplary service, AppleOne developed our Government Solutions Division to evaluate and address the specific needs of AppleOne's public sector clients, such as consistently tracking milestones and deliverables, addressing all quality control issues, adhering to budgeting cycles, and maintaining constant lines of open communication in order to remain proactive with regard to all contractual and service issues.

AppleOne's Government Solutions Division team services numerous public entities on the Local, State and Federal level, as well as public and private educational institutions, and AppleOne's team members work to provide this specialized client base with high-quality staffing solutions while remaining cognizant of the taxpayer's dollar. The Government Solutions Division is headed by Linda Madigan, Vice President of Operations and Government Support, who is the point of contact for this Proposal and is also one of our proposed key team members selected to ensure that the City receives optimal service. Through this division, AppleOne is currently supporting over 250 public sector entities at the Local, State and Federal levels, including over thirty-five (35) educational institutions. The Government Solutions Division will work closely the proposed account management team to deliver quality solutions to the City.

REPRESENTATIVE LIST OF CLIENTS

AppleOne has provided Temporary Employment Services to agencies similar to the City, including:

- City of Peoria, Arizona
- City of Avondale, Arizona
- State of Arizona
- City of Los Angeles, California
- City of Henderson, Nevada

A representative list of clients is included below:

APPLEONE GOVERNMENT SOLUTIONS REPRESENTATIVE LIST OF CLIENTS	
Atlanta Housing Authority	County of Sacramento, California
Cal State Fullerton (CSUF)	County of San Bernardino, California
California Office of Administrative Hearings	County of San Diego, California
City Attorney's Office, Oakland, California	County of Tarrant, Texas
City of Anaheim, California	Denver Housing Authority
City of Berkeley, California	Georgia Department of Community Affairs
City of Glendale, California	Georgia Department of Revenue
City of Houston, Texas	Gilroy Unified School City, Gilroy, California
City of Long Beach, California	Greater Orlando Airport Authority
City of Los Angeles Redevelopment Agency	Las Vegas Valley Water City
City of Mountain View, California	Los Angeles Airport Authority
City of Pasadena, California	Los Angeles Housing Authority
City of Riverside, California	Los Angeles Unified School City
City of San Bruno, California	Nevada Power
City of San Carlos, California	Orlando Public Utilities Commission
Contra Costa Community College City	Pinellas County Unified School City
County of Contra Costa, California	Port of Los Angeles
County of Gwinnett, Georgia	Sacramento Metropolitan Utility
County of Hennepin, Minnesota	Sam Trans
County of Houston, Texas	San Diego Water City
County of Johnson, Kansas	South Coast Air Quality Management City
County of Los Angeles, Board of Supervisors	Southern California Water Company
County of Los Angeles, Child Support Division	Southwest Gas
County of Los Angeles, CDC	State Compensation Insurance Fund, California
County of Los Angeles, Coroner's Office	State of Colorado
County of Los Angeles, City Attorney	State of Nevada
County of Los Angeles, Internal Services	State of Utah
County of Los Angeles, Public Defender	Sunnyside Unified School City, Tucson
County of Los Angeles, Sherriff	Superior Court of Arizona in Pima County
County of Los Angeles, Superior Courts	Tucson Unified School City
County of Maricopa, Arizona	US Department of Agriculture, Forestry Service
County of Orange, California	US Department of the Treasury, FedSource
County of Orange, Florida	University of Miami, Florida
County of Orange, Superior Courts, California	Village of Wellington, Florida
County of Riverside, California	Washington State Department of Transportation

SERVICE LOCATIONS

The AppleOne West Phoenix branch will be the lead service branch to the City. The full address of this branch is:

AppleOne Employment Services
9971 W. Camelback Road, Suites 119 and 121
Phoenix, AZ 85037

The lead branch will be directly supported by the additional three (3) locations in the general area, which are listed below:

AppleOne Employment Services
7720 N 16th Street, Suite 410
Phoenix, AZ 85020

AppleOne Employment Services
107 E. Baseline Road, Suite A-1
Tempe, AZ 85283

AppleOne Employment Services
2020 E. Prince Road, Suite 803
Tucson, AZ 85719

Provide information on those individuals that may be assigned to work with the City of Peoria including a description of their experience and qualifications.

AppleOne has comprised a team who will oversee contract management and work to ensure City's satisfaction. The proposed AppleOne team consists of staff with proven experience applying "best practices" within the human capital resources industry. The City of Peoria will be directly serviced by AppleOne's West Phoenix branch, which in turn is supported by corporate management. Account Manager Lisa Rodella and Branch Manager Pamela Stenvall will serve as the primary and secondary points of contact, respectively. Ms. Linda Madigan, Vice President of Operations & Government Support and primary point of contact for contractual matters, will provide corporate support. Summaries of experience and specific responsibilities of each key individual are detailed in the following project team summaries.

Name:	Lisa Rodella
Title:	Account Manager
Experience:	Lisa Rodella has been with AppleOne since 2010, and brings over 10 years of experience providing exemplary recruitment and staffing solutions for clients. As Account Manager, Ms. Rodella is primarily responsible for recruiting and applicant development in the greater Phoenix area. Her duties include applicant screening, temporary employee performance monitoring, and following up with clients to ensure quality service is maintained at all times. Ms. Rodella has a keen eye for identifying top talent in the Phoenix area and building relationships with our clients and candidates. She works with a diverse clientele on a local as well as national level.
Project Role:	Primary Point of Contact
Responsibility:	Lisa Rodella will manage the day-to-day processes, including testing, screening and ensuring all temporary employees are fully trained and qualified, have the skills requirements needed for positions, and are performing up to standard for the City. Ms. Rodella will gather all necessary information needed to recruit, screen, evaluate, and qualify

	<p>candidates who possess the tangible and intangible skills required to be productive at the County. Ms. Rodella is one of the primary people responsible for maintaining the branch's superb quality control record in accordance with applicable ISO standards. Ms. Rodella will be directly supported by the alternate point of contact for this contract, Pamela Stenvall, as well as the area branch staff, and AppleOne's dedicated Government Solutions Division.</p>
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Name:	Pamela Stenvall
Title:	Branch Manager
Experience:	<p>Pamela Stenvall has served as a Branch Manager for over six (6) years, with over 10 years of related experience. Ms. Stenvall is skilled in implementing and executing local and nationwide recruitment programs, with the proven ability to perform searches for qualified candidates according to relevant job criteria using in-depth sourcing, computer databases, networking, cold calls, job fairs, colleges, recruiting firms, media, and employee referrals. Ms. Stenvall is very knowledgeable of local, state and federal employment laws and regulations. Ms. Stenvall develops long lasting partnerships with her clients to fully understand their staffing needs, enabling her to develop customized temporary, long term and direct hire staffing solutions that are aligned with clients' specific needs. Ms. Stenvall's project management expertise has greatly contributed to AppleOne's success in the Phoenix area.</p>
Project Role:	Secondary Point of Contact
Responsibility:	<p>Pamela Stenvall is Secondary Point of Contact for Day-to-Day Management. Ms. Stenvall's primary responsibility will be to provide special recruiting services to support the City of Peoria. Ms. Stenvall will also be the first level of escalation if any service issues should arise, and will oversee the day-to-day tasks by supporting Ms. Rodella and providing the resources necessary to ensure that the City receives the required services. If required, Ms. Stenvall has the ability to act in Ms. Rodella's stead to ensure seamless management of this project.</p>

Name:	Linda Madigan
Title:	Vice President of Operations and Government Support
Experience:	<p>Ms. Madigan has been with AppleOne for 29 years and has worked in virtually all realms of the staffing industry. She started her career working in the Anaheim, CA branch office recruiting, testing, interviewing and placing candidates on assignment and following up with their progress to ensure client satisfaction. Ms. Madigan also developed, implemented, and currently maintains AppleOne's ISO Certification standards. Now a part of AppleOne's Government Services Division, she implements and maintains contracts with our public sector clients.</p>
Project Role:	Contractual Point of Contact

Responsibility:	Ms. Madigan will be the primary contact regarding all contract-related issues, and is supported directly by AppleOne’s Legal, Risk Management and Government Solutions Departments. Ms. Madigan is directly supported by a staff of eight (8), as well as AppleOne’s Government Solutions Division. She will work with the Phoenix account management personnel, as well as surrounding local area branches, to ensure that the City is properly supported. Ms. Madigan will also oversee all training and operations issues including, but not limited to, reports, database set-up and maintenance, and contract implementation.
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2) COST CONSIDERATIONS

Complete the Price Sheet and provide an itemized list of any applicable fees, based on hourly, weekly or monthly terms.

AppleOne's completed Price Sheet is included in the Required Forms section of this Proposal. Our presented cost is an hourly bill rate to the City. The provided pricing includes overhead, G&A costs, general liability, workers' compensation and agency profits. Our quoted bill is based upon a comprehensive local area salary survey for this and similar occupations. To further assure the City that we can successfully fulfill the Video Producer II position, AppleOne has identified three (3) highly qualified candidates within this proposed rate.

ADDITIONAL FEES

Please note that the provided hourly bill rate does not incorporate in-depth background screenings, which include, but are not limited to:

- Department of Motor Vehicles (DMV)
- Education Verification
- Drug Screening
- Criminal Search
- Credit Reports

These services, if requested by the City, can be provided at a separate pass-through cost to the City with no additional mark-up. Pricing for these services vary based upon the specific background checks required. AppleOne, if desired, will work with the City to determine if these services are needed and determine the cost.

3) ADDITIONAL SERVICES

The City may have a need in the future for additional temporary personnel. Please provide a listing by Title of other personnel that may be available to the City on an as-needed basis.

A sample list of job titles that AppleOne can fulfill has been attached in Proposal Section 4, Required Forms.

AppleOne understands that the City may require placements for additional categories. AppleOne most commonly fills positions within the following job categories:

- Administrative/Clerical
- Finance
- IT
- Call Center/Customer Service
- Light Industrial

AppleOne can readily fill positions within the following job categories:

- Administrative/Clerical
- Human Resources
- Data Entry/Data Processing
- Call Center/Customer Service
- IT
- Marketing/Graphics
- Legal
- Light Industrial
- Finance/Accounting/Insurance
- Executive
- Operations
- Engineering

With continuous communication throughout the course of the contract, AppleOne will identify the needs of the City as the needs may evolve, and will enable AppleOne to provide a proactive approach to supporting the City's overall mission. Furthermore, AppleOne can track historical spend against current and anticipated spending by the City, in order to ensure that the City remains within established funding per budgeted levels.

A representative list of job titles which AppleOne has the ability to staff is included in the Required Forms section of this Proposal.

4) REQUIRED FORMS

Submit Offer & Acceptance Form (page 1), Price Sheet, Questionnaire forms and Agency list of positions available by Title.

Per RFP requirements, AppleOne has included the following required documents in this Proposal section:

- Offer & Acceptance Form
- Price Sheet
- Questionnaire
- List of Job Titles



Grand Canyon Minority Supplier Development Council
Affiliated with the National Minority Supplier Development Council

Grand Canyon Minority Supplier Development Council

THIS CERTIFIES THAT

**ACT 1 Group, The, dba ACT 1 Pers. Svcs.; Agile 1; At-Tech;
AppleOne Employment Svcs. (Corporate Plus)**

Has been granted **RECIPROCAL SERVICES** status as a bona fide Minority Business Enterprise as defined by the National Minority Supplier Development Council, Inc.® (NMSDC®), and ***certified** by the:
***Southern California Minority Business Development Council**

****NAICS Code(s): 54161 ; 56131 ; 56132 ; 541612**

****Description of their product/services as defined by the North American Industry Classification System (NAICS)**

04/21/2010

Issued Date

04/01/2011

Expiration Date

AZ00195SC

Certificate Number - Reciprocal Services Only

President, GCMSDC

By using your assigned (through NMSDC only) password, NMSDC Corporate Members may view the original certificate by logging in at: <http://www.nmsdc.org>.



An affiliate of the National Minority Supplier Development Council, Inc.® (NMSDC®)

LIST OF JOB TITLES

Job Title	Description
Account Executive	Promotes and sells company products through direct customer contacts within assigned geographic territory. Schedules sales calls and submits reports of sales activities. Identifies prospective customers and compiles information on competitive products. This position is characterized by a sustained record of sales achievement and complete knowledge of the organization's policies, products and/or services. This is a senior sales position, typically requiring 5-8 years experience.
Account Manager	Promotes and sells company products through direct customer contacts within assigned geographic territory. Schedules sales calls and submits reports of sales activities. Identifies prospective customers and compiles information on competitive products. This position is characterized by a sustained record of sales achievement and complete knowledge of the organization's policies, products and/or services. This is a senior sales position, usually requiring 5 to 8 years experience.
Accountant	Prepares and maintains accounting records which may include general accounting, costing, or budget data. Reviews, analyzes and interprets accounting records for the purpose of giving advice or preparing statements. May act as lead to lower level employees. Requires bachelors degree in accounting or business and 2 to 4 years relevant accounting experience.
Accounting Clerk	Verifies and posts transactions to journals, ledgers and other records. Prepares statements, invoices and vouchers. May handle balancing and reconciliations. Requires understanding of bookkeeping procedures and 1-2 years of relevant experience.
Accounting Manager	Manages accounting functions and preparation of reports and statistics detailing financial results. Establishes and maintains accounting practices to ensure accurate and reliable data necessary for business operations. May specialize in one or more functional accounting area such as accounts receivable, accounts payable, payroll, budget, etc. Supervises professional and/or clerical accounting employees. Typically requires a bachelors degree in accounting or business and 5 to 8 years relevant experience.
Accounts Payable	Organizes documents, processes invoices for payment and posts transactions to journals, ledgers and other records. Reviews invoices for accuracy and completeness. Performs basic clerical duties associated with accounts payable. Requires understanding of bookkeeping procedures and 1-2 years of relevant experience.
Accounts Receivable	Verifies and posts accounts receivable transactions to journals, ledgers, and other records. Sorts and files documents after posting. Follows established procedures for processing receipts, cash, etc. May prepare bank deposits. Requires understanding of bookkeeping procedures and 1-2 years of relevant experience.

Job Title	Description
Adjuster	Uses accepted methods to investigate insurance claims. Interviews claimants, police, witnesses, and service providers and inspects property damage. Writes reports and negotiates insurance settlements within authorized parameters. Typically requires 3 to 5 years relevant experience.
Administrative Assistant	Supplies administrative support services to an executive, professional group, or organizational department. Assembles and analyzes fairly complex information or data. Describes results in a written report. Uses independent judgment in completing activities and operates under general supervision. Oversees administrative procedures and processes for assigned area. May help with budget preparation and control. May act as a administrative liaison with internal and/or external sources. This is not a secretarial position. <i>This is an intermediate level requiring 1-3 years relevant experience.</i>
Administrative Assistant	Supplies administrative support services to an executive, professional group, or organizational department. Assembles and analyzes fairly complex information or data. Describes results in a written report. Uses independent judgment in completing activities and operates under general supervision. Oversees administrative procedures and processes for assigned area. May help with budget preparation and control. May act as a administrative liaison with internal and/or external sources. This is not a secretarial position. <i>This is an intermediate level requiring 1-3 years relevant experience.</i>
AP/AR Manager	Directs all accounts payable/receivable functions and processes. Manages collection activities such as sending follow-up inquiries, negotiating with past due accounts, and referring accounts to collection agencies. Ensures timely payments of vendor invoices and expense vouchers and maintains accurate records and control reports. Relies on experience and judgment to plan and accomplish goals. Leads and directs the work of others. Manages a staff of administrators/clerks and typically reports to the controller. May require a Bachelor's degree in a related area and at least 7 years of experience in the field.
Applications Analyst	Performs data and object maintenance activities for multiple software applications. Plans, coordinates, maintains, and samples data accuracy. Performs systems security activities, including creating new user accounts, deleting expired accounts, and modifying user rights. Assists in the development, testing, and implementation of new applications. Trains users to use various systems. Requires a degree in Computer Science or related field, or minimum four years working experience in an Information Technology environment.
Assembler	Performs manual labor along a production line. Operates and troubleshoots production line machinery and computers. May perform minor repairs as necessary.
Assistant Controller	Supports company Controller in directing budget and cost controls, financial analysis, and accounting procedures. Manages financial statement preparation. Organizes and plans auditing schedules.

Job Title	Description
	Develops policy and procedure manuals for accounting department. May file tax returns. Typically requires a 4-year degree and 4 to 6 years of relevant experience.
Associate Broker	Serves as first point of contact for prospective clients. Works closely with insurance brokers to execute business to business marketing campaigns, establish possible business opportunities, and aiding brokers in needed follow up work leading to the sale. Will be required to meet established activity and productivity goals, including required weekly quotas, maintain call history and other database records accurately, develop strong professional working relationships with team members, prospects and others. Typically requires high school diploma or equivalent, plus 1 to two of college or related experience, or equivalent combination of education and experience, as well as 1 to 2 years of relevant experience.
Audit Manager	Directs review and verification of records, compliance with standards, policies and procedures. Develops audit procedures and systems. Oversees audit findings and recommendations. Supervises internal audit staff. Requires a bachelor's degree in Accounting or Business and 5-8 years of relevant experience.
Audit Manager in Public Accounting	Responsible for all aspects of the engagement from initial planning to completion of the fieldwork, and then the completion of financial statements. Also responsible for ensuring proper documentation of all significant decisions and recommending improvements to the client. Audit Managers typically lead a team of 2-5 Junior Auditors. Requires completion of chartered accountant designation with a minimum of 4-5 years audit experience.
Audit Senior	Conduct complex audit projects. Reviews records for accuracy and conformance to standards. Inspects financial or operational information to ensure procedures are correct and appropriate. Compiles audit findings and recommends revisions to systems and procedures. This is a senior level position requiring a 4-year degree and 4-6 years of relevant experience.
Auditing Manager	Oversees the auditing of accounting and financial data of various departments within an organization. Assists in the design and administration of audit policy and procedure within the organization. May require a bachelor's degree in area of specialty and at least 8 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
Auditing Project Lead	Leads a group of auditors in various complex auditing projects, not including information systems auditing. Provides oversight and guidance for auditors and may be responsible for training staff. Ensures standard auditing practices are followed. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and

Job Title	Description
	accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.
Auditing Supervisor I	Oversees the auditing of accounting and financial data of various departments within an organization. Inspects and audits the operations and financials of the organization and reports any evidence of fraud. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Auditing Supervisor II	Oversees the auditing of the accounting and financial data of various departments within an organization. Inspects and audits the operations and financials of the organization and reports any evidence of fraud. A level II supervisor has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Auditing Supervisor III	Oversees the auditing of the accounting and financial data of various departments within an organization. Inspects and audits the operations and financials of the organization and reports any evidence of fraud. A level III supervisor has full authority and may be considered lower middle management. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Auditor	Conducts audits to verify accuracy of records, compliance with standards, policies and procedures. Compiles audit findings and recommendations for modifications and improvements to systems and procedures. Requires a Bachelor's degree in Accounting or Business and 2-4 years of relevant experience.
Auditor in Public Accounting	Responsible for planning and execution of compilation, review and audit assurance engagements. Also responsible for drafting of financial statements with the required note disclosures. Requires a bachelor's degree in Business or Accounting and must be working toward a chartered accountant designation.

Job Title	Description
Benefits Administrator	Administers and directs benefits programs for the company, including health, dental, life, vision, and retirement. Evaluates benefits programs and furnishes information about costs and coverage of other available plans. Represents company to insurance brokers. Prepares required documents to implement benefits programs and keeps records. May be required to train or lead Benefits clerks. Requires two to three years' relevant work experience in Benefits.
Benefits Coordinator	Coordinates employees' benefits enrollment and maintains group insurance records for medical, life, and other coverage for employees and their eligible dependents. Processes enrollment forms and provides employees with assistance and information. Requires one year of experience.
Benefits Manager	Produces or advises benefits plans for the organization. Implements programs and procedures. Benefits administered may include health, dental, vision, disability, or retirement. Arranges and affects new programs with benefits vendors. Oversees programs for conformance with government regulations. Typically requires a 4 year degree plus 5 to 7 years relevant experience, or equivalent.
Bilingual Customer Service Representative	Responds to customer requests and questions regarding service, products and account information, analyzing and rectifying customer concerns using established procedures in English and one other language such as Spanish or French. Positions typically require the use of a computer to access and/or update customer records. Entry-level positions typically require 6 months experience with company procedures, products and services.
Billing Clerk	Reviews billing data from charge or sales slips and purchase orders to ensure amounts and account numbers are accurate. Calculates billing charges, and assigns billing numbers for tracking purposes. Prepares invoices and bills of lading. Submit invoices for supervisory approval of charges and credit terms. Usually requires 1- year of general accounting experience.
Billing Manager	Oversees billing functions and processes to ensure invoicing is completed in a timely and accurate manner. Provides work direction and review for billing clerks. Manages the processing and calculation of billing costs consistent with company policy and procedure. Prepares reports of billing activity for management. Requires at least two years of professional experience.
Bookkeeper	Records organization's business transactions and retains all accounting records. Posts, verifies, and reconciles accounts payable, accounts receivable, expenses, payroll, or other ledger accounts. Prepares statements, invoices, and vouchers. Submits reports of business financial operations. Usually requires 2-4 years experience in general accounting procedures.

Job Title	Description
Broker	Acts as an intermediary between clients and insurance companies. Clients may be either individuals or commercial businesses and organisations. Use in-depth knowledge of risks and the insurance market to find and arrange suitable insurance policies. Gathers information from clients, assessing their insurance needs and risk profile. Builds and maintains ongoing relationships with clients. Researches insurance companies' policies and negotiating with underwriters to find the most suitable insurance for clients at the best price. Performs administrative tasks such as dealing with paperwork, correspondence, keeping detailed records. Coordinates with underwriters, surveyors, photographers, structural engineers and other insurance-related professionals. Typically requires high school diploma or equivalent and 2 to three years experience.
Budget Manager	Directs and coordinates budgeting activities including budget formulation, monitoring, and presentation. Directs compilation of data used to prepare budgets and to justify fund requests. Coordinates appropriations for divisional and specific programs while balancing the need for emergency funds. Reviews operating budgets periodically to analyze trends affecting budget needs. Requires a bachelor's degree and 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department or top management
Budgeting Supervisor I	Oversees the review of expenditures and preparation of operating budgets for various departments to ensure conformance to budgetary limits. Facilitates the analysis of overruns/underruns, actual spending and revenue, and prepares a variety of statistical reports. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Budgeting Supervisor II	Oversees the review of expenditures and preparation of operating budgets for various departments to ensure conformance to budgetary limits. Facilitates the analysis of overruns/underruns, actual spending and revenue, and prepares a variety of statistical reports. A level II supervisor has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Job Title	Description
Budgeting Supervisor III	Oversees the review of expenditures and preparation of operating budgets for various departments to ensure conformance to budgetary limits. Facilitates the analysis of overruns/underruns, actual spending and revenue, and prepares a variety of statistical reports. A level III supervisor has full authority and may be considered lower middle management. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Call Center CSR	Responds to requests and questions regarding service, products and account information from customers calling the call center. Analyzes and rectifies customer concerns using established procedures. May use computer to access and/or update customer records. Typically requires 6-12 months experience with company procedures, products and services.
Call Center CSR-Inbound	Responds to customers who call on with requests and questions regarding service, products and account information. Analyzes and rectifies customer concerns using established procedures. May use computer to access and/or update customer records. Typically requires 6 to 12 months experience with company procedures, products and services.
Call Center CSR-Outbound	Makes calls to customers to follow-up regarding service, products and account information. Analyzes and rectifies customer concerns using established procedures. May use computer to access and/or update customer records. Typically requires 6 to 12 months experience with company procedures, products and services.
Call Center Lead	Leads the entire operations of a customer service call center. Directs Unit Supervisors, manages policies, procedures and operating structure and sets standards and guidelines. Responsibilities may not include technical support. Usually requires a degree of three years relevant work experience.
Call Center Manager	Directs the entire operations of a customer service call center. Oversees Unit Supervisors. Manages policies, procedures and operating structure and sets standards and guidelines. Does not include technical support. Usually requires a degree and 3-5 years experience.
Cash Management Manager	Determines corporate cash requirements and maintains appropriate cash flow. Responsible for managing lockbox deposits and disbursements and wire transfer operations. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to top management.

Job Title	Description
Certified Public Accountant	Must have passed the Uniform Certified Public Accountant Examination and have met additional state education and experience requirements for certification as a CPA. May perform tax returns and accounting services for small businesses, independent attestation & auditing services for things such as company accounts and financial statements of all kinds, accounting and reporting for governmental agencies, accounting and reporting for non-governmental and not-for-profit organizations, or accounting and reporting for public and private companies.
CFO/Treasurer	Directs the overall financial plans and accounting practices of an organization. Oversees treasury, accounting, budget, tax and audit activities of the organization and its subsidiaries. Oversees financial and accounting system controls and standards and ensures timely financial and statistical reports for management and/or Board use. This is the top finance and accounting position for the organization.
Claims Assistant	Assists in the investigation of insurance claims. Interviews claimants, police, witnesses, and service providers and inspects property damage. Provides information to support reports. Typically requires 1-2 years relevant experience.
Claims Assistant	Reviews medical claims. Reviews referrals for completeness of information and gathers additional information as needed to complete referrals. Typically requires a high school degree and 1 year prior work in medical or insurance office.
Claims Manager	Uses accepted methods to investigate insurance claims. Oversees interviewing of claimants, police, witnesses, and service providers and inspects property damage. Reviews reports and negotiates insurance settlements within authorized parameters. Typically requires 5 to 8 years relevant experience.
Claims Manager	Responsible for conducting claim audits and monitoring claims investigations. Responsible for managing the staff and activities of a team of medical examiners. Evaluates, investigates, and settles medical claims within contract provisions. Leads, guides and trains medical claims examiners in the adjudication of claims. Evaluates the staff's performance and determine personnel actions. Assures adherence to policies, procedures and practices of claims handling. Provides reports and analysis as required regarding productivity, claims experience and benefit payments. Requires a bachelors degree and 5 to 8 equivalent work experience.
Collections Manager	Directs and coordinates all collection activities and supervises collection staff. Responsible for obtaining updates and remaining current on legal issues and proper documentation involved with the collection of delinquent accounts.
Collections Representative	Responsible for contacting delinquent customers to collect payments and settle accounts. Initiates account settlements pre-approved by a supervisor. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Requires a high school diploma or its

Job Title	Description
	equivalent and 0-2 years of related experience.
Collections Specialist	Contacts delinquent account holders by telephone or in writing and requests payment to bring the account current. Establishes alternative payment plan or other process for payment of delinquent accounts. Follows up with customers on established payment plans. Documents collection activities and may recommend charge-offs. Requires 1 year related experience.
Consumer Credit Analyst I	Reviews credit data to evaluate consumer loan requests in order to approve or deny applications. Analyzes financial information, such as income growth, quality of management, and market share to determine profitability of loan. Requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
Consumer Credit Analyst II	Reviews credit data to evaluate consumer loan requests in order to approve or deny applications. Analyzes financial information, such as income growth, quality of management, and market share to determine profitability of loan. Requires a bachelor's degree in area of specialty and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
Consumer Credit Analyst III	Reviews credit data to evaluate consumer loan requests in order to approve or deny applications. Analyzes financial information, such as income growth, quality of management, and market share to determine profitability of loan. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
Contract Administrator	Provides contract bids and negotiates contract changes. Reviews purchasing requirements and ensures all terms and conditions of the contract are met. Prepares invoices, sales orders and other documentation. Typically requires a 4 year degree and 3 to 5 years related experience.

Job Title	Description
Controller	Directs budget and cost controls, financial analysis, accounting practices and reports. Analyzes and interprets financial data and recommends changes to improve systems and financial performance. This may be the top level in a mid-size company, or report to the CFO in a very large company. Supervises exempt and non-exempt accounting staff. Requires CPA or equivalent and 7 years relevant experience.
Controller — IT	Evaluates risk and directs IT financial initiatives and strategies. Manages the IT budgeting and forecasting processes. Continually evaluates IT accounting systems and pricing strategies to ensure adherence to budgets, pricing strategies and organization goals. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
Copywriter	Writes copy for promotional materials, mailings, and advertisements. Works with art department on layouts and helps prepare sales and marketing programs. May direct work performed by outside suppliers and estimate production costs. Typically requires a journalism degree and 2 to 4 years related experience.
Cost Accountant	Prepares cost accounting records such as subcontracting, field service, sales costs, and research and development costs. Computes project costs, compares actual costs to estimates and analyzes variances. Requires Bachelor's degree or equivalent and 2-5 years relevant experience.
Cost Accounting Manager	Manages the preparation of cost accounting records. Designs and implements cost control procedures. Usually requires a 4-year degree and 5-6 years of relevant experience.
Cost Accounting Supervisor III	Oversees the preparation and analysis of cost reports and costing audits. Identifies and examines costs inconsistent with projected values. A level III supervisor has full authority and may be considered lower middle management. A level III supervisor has full authority and may be considered lower middle management. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Credit Analysis Manager	Manages a group of credit analysts and implements credit policies and procedures. Monitors credit lines, collections, and account balances. Requires a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of

Job Title	Description
	creativity and latitude is expected. Typically reports to a head of a unit/department.
Credit Analyst	Investigates credit records and related data. Conducts initial research, gathers pertinent information, and analyzes results. Recommends financial decision based upon findings. May initiate loan documents or organize supporting data. An intermediate level typically requiring 2 to 4 years relevant experience.
Credit Analyst	Duties include researching and examining credit risks, assessing credit history, and approving or disapproving extension of credit. May work with accounts receivable department. May require a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Credit and Collections Supervisor III	Supervises the activities in the credit and collections department. Oversees the processing and verification of applications for credit and the solicitation for payment on overdue accounts. A level III supervisor has full authority and may be considered lower middle management. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Credit Clerk	Interviews credit applicant to obtain financial and personal data for credit report. Contacts former employers and other acquaintances to verify references and employment, and investigates credit risk in customers and suppliers. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Credit Clerk, Sr.	Interviews credit applicant to obtain financial and personal data for credit report. Contacts former employers and other acquaintances to verify references and employment, and investigates credit risk in customers and suppliers. Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan

Job Title	Description
	and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Credit/Collection Manager	Manages the investigation and review of credit data on clients and suppliers. Evaluates credit history and determines credit limits. Supervises delinquent account collection and establishes terms of payment. Monitors accounts and develops reports to ensure compliance with policy and legal statutes. Directs exempt and non-exempt collections staff. Requires BA degree and 4 to 6 years relevant experience.
Credit/Collections	
Credit/Collections Manager	Develops and administers credit and collection programs. Oversees investigation of credit risk in customers and suppliers and monitors the collection of amounts due to the organization. Designs and implements processes to improve cashflow and reduce receivables. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Manages a credit and collection staff and typically reports to top management.
Customer Service Manager	Oversees the activities of Customer Service Representatives or sales order processing staff. Develops customer service policies and procedures to ensure consistent customer service and satisfaction. Troubleshoots and resolves non-routine customer complaints. Resolves major problems with orders, delivery dates or service. Usually requires a degree and 3-5 years relevant experience or equivalent.
Customer Service Representative	Responds to customer requests and questions regarding service, products and account information. Analyzes and rectifies customer concerns using established procedures. May use computer to access and/or update customer records. Typically requires 6-12 months experience with company procedures, products and services.
Customer Service Representative	Responds to customer requests and questions regarding service, products and account information. Analyzes and rectifies customer concerns using established procedures. May use computer to access and/or update customer records. Typically requires 6-12 months experience with company procedures, products and services.
Data Analyst	Performs the analysis of electronic maintenance, data mining and the production of charts, graphs and other documents that track maintenance performance, including productivity measures, reliability measures, cost performance, and downtime analysis. Requires a minimum two years relevant professional experience or equivalent combination of education and experience.

Job Title	Description
Database Administrator	Ensures the performance integrity and quality of databases. Manages the design and development of databases and related master files. Oversees contributions by Systems, Operations, and Technical Support to develop and improve databases and master files. Controls system capacity for existing requirements and plans for future needs. Sometimes will supervise or mentor Database Analysts. Requires an Information Systems degree with comprehensive experience with database systems and related software.
Data Entry Specialist	Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area.
Design Engineer	Executes work according to standard engineering principles and practices. Provides design assistance for moderately complex engineering assignments including products, parts, components, or portions of major projects. May perform research to solve specific design problems. An intermediate level position requiring a four year degree plus at least four years relevant work experience or equivalent.
Dictation Secretary	Supports several high profile attorneys. Transcribes oral and written dictation and digital recordings. Audio types correspondence, forms, reports and other documents via digital dictation system. Performs general admin tasks, responds to internal calls from clients, manages diaries. Required skills include good secretarial experience to include audio typing, have a good level of IT literacy and above-average telephone skills. Experience of working as a legal secretary would be an advantage. Typically requires typing speeds of at least 80 WPM, a high school diploma and 1 to 2 years experience.
Director of Accounting	Responsibilities include directing and overseeing all or one of the following accounting functions: general accounting, payroll, and cost accounting. Requires a bachelor's degree in area of specialty with at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
Director of Finance	Directs an organization's financial policies. Oversees all financial functions including accounting, budget, credit, insurance, tax, and treasury. Typically represents the 2nd most senior finance executive. Typically requires an advanced degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of

Job Title	Description
	creativity and latitude is expected. Typically reports to top management.
Director, Financial Planning & Analysis	Responsible for directing financial analysis projects and statistical studies. Projects may include evaluation of potential investments and divestitures as well as general economic outlooks. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals. Manages financial analyst staff and typically reports to top management.
Documentation Drawer	Reviews loan files to ensure that all required documentation to order docs are in place. Confirms all fees, rates, points and loan information for accuracy. Ensures all necessary loan documents are ordered, printed, signed and returned. Reviews documents to ensure all dates and info are correct. Arranges delivery of documents to escrow. Follow up on status of documents' from printing, confirming at escrow, sign up of borrower, delivery to lender. Typically requires one year of relevant experience.
Engineer	Provides technical guidance to designers and less experienced engineers and is consulted extensively by associates and others with a high degree of reliance placed on scientific interpretations and advice. Simulates and tests how a machine, structure, or system operates. Generates specifications for parts. Uses computers to monitor product quality and control process efficiency as well as produce and analyze designs. Requires an undergraduate degree in Engineering and a minimum of three years related experience.
Escrow Officer	Holds in escrow, funds, legal papers, and other collateral posted by contracting parties to ensure fulfillment of contracts or trust agreements. Prepares escrow agreement. Executes terms of contract or trust agreement, such as holding money or legal papers, paying off mortgages, or paying sums to designated parties. Files and delivers deeds and other legal papers. May assist buyer to secure financing. Requires college or certificate degree and 3-5 years experience.
Executive Assistant	Performs administrative support tasks that are secretarial/clerical in nature for one or more key executives in an organization. Examples of work performed may include a broad range of complex responsibilities involving confidential or technical information, such as compiling reports, furnishing information, scheduling meetings and preparing agendas, responding to routine correspondence, researching background material, and responding to visitors and telephone calls, may exercise considerable judgment and discretion in completing assignments. Usually requires 3-5 years relevant experience.

Job Title	Description
Facilities Coordinator	Directs work involved in operating and maintaining heating, cooling, or ventilation equipment. Formulates and arranges plans to update systems or reduce operating costs. Analyzes and solves technical maintenance problems. Assures security and fire alarm systems kept in good working order. Could arrange contracts for vendor services. Directs maintenance supervisor position. Usually requires a 4-year degree, certification, or equivalent.
Facilities Manager	Manages maintenance activities relating to organization's physical property. Directs provision of building maintenance, operation, or janitor functions. Arranges building lease agreements and renovation or new construction projects. Ensures work done adheres to zoning, hazardous waste, or traffic regulations. Supervises facilities maintenance manager or maintenance supervisor. Usually requires a degree plus 4-7 years relevant experience, or equivalent.
File Clerk	Performs routine office or clerical support tasks according to well established procedures. Examples of work performed may include sorting and distributing mail, photocopying, filing, posting or proofing data, or answering telephone calls and recorded messages. Usually an entry level position requiring no previous experience.
File Clerk	Performs routine clerical duties, such as maintaining letters, memoranda, invoices, and other indexed records arranged in a file according to an established system. Retrieves data or correspondence from files as requested within an appropriate time frame. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Financial Analysis Manager	Responsible for managing financial analysis projects and statistical studies. Projects may include evaluation of potential investments and divestitures as well as general economic outlooks. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals. Manages financial analyst staff and typically reports to top management.
Financial Analyst	Analyzes financial data, compiles reports and prepares recommendations to management. Develops business plans and forecasts budget comparisons, profit analysis, and other financial reports. Requires degree and 2-4 years experience.

Job Title	Description
Financial Analyst I	<p>Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under imm</p>
Financial Analyst II	<p>Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.</p>
Financial Analyst III	<p>Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 4-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.</p>
Financial Analyst IV	<p>Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree in accounting or finance and may be expected to have an advanced degree in a related area with at least 7 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience</p>

Job Title	Description
	<p>and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.</p>
<p>Financial Planning Analyst I</p>	<p>Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.</p>
<p>Financial Planning Analyst II</p>	<p>Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.</p>
<p>Financial Planning Analyst III</p>	<p>Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 4-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.</p>

Job Title	Description
<p>Financial Planning Analyst IV</p>	<p>Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree in accounting or finance and may be expected to have an advanced degree in a related area with at least 7 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.</p>
<p>Financial Reporting Manager</p>	<p>Responsible for managing the preparation and distribution of financial statements for external use. Ensures that all documentation complies with company's regulations and professional standards. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals. Manages the financial reporting staff and typically reports to top management.</p>
<p>Financial Reporting Supervisor I</p>	<p>Supervises employees responsible for the preparation and distribution of annual and/or quarterly financial statements for external use. Ensures that all documentation complies with company regulations, professional standards, and SEC and GAAP reporting guidelines. May serve as a liaison with external auditors. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p>
<p>Financial Reporting Supervisor III</p>	<p>Supervises employees responsible for the preparation and distribution of annual and/or quarterly financial statements for external use. Ensures that all documentation complies with company regulations, professional standards, and SEC and GAAP reporting guidelines. May serve as a liaison with external auditors. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p>

Job Title	Description
Front Desk Coordinator	Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.
Front Desk Coordinator	Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.
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Full Charge Bookkeeper	Maintains and records business transactions. Balances ledgers and prepares reports. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a manager or head of a unit/department. May require an associate's degree or its equivalent with 2-4 years of experience in the field or in a related area.
Funders	Resolves routine title issues including review of any liens, judgments, mechanic liens, un disclosed lien's reconveyance, coordinate closing activities, knowledge of compliance requirements, loan deficiencies and knowledge of automated decision systems. Requires 3 years relevant funding experience.
General Office Clerk	Performs typing and other clerical duties. Schedules appointments, maintains conference room schedule, receives or sends out messenger/courier items. May record calls and visitors. Usually requires 1 year relevant experience.

Job Title	Description
Graphic Designer	Plans, creates, and produces pictures, drawings, and graphics materials using computer graphics software packages or other mediums. Communicates artistic themes in flyers, posters, advertising, handbooks, or other company presentation materials. Typically an intermediate level position requiring a 2-year degree plus one year relevant experience, or equivalent.
Help Desk Support	Provides helpdesk support for IT hardware, software, network, and operating system problems by answering calls from users and performing troubleshooting over the phone. Does password resets for domain accounts, SAP and VPN remote access. Tests and installs hardware/software. Identify threats to information security. Collects and processes forms for remote access, new users, application users. Requires minimum two years experience in Help Desk Support, basic understanding of PC hardware and connectivity components, strong knowledge of Windows XP and MAC OS X and strong knowledge of MS Office (Outlook, Word, Excel, Power Point, etc.). Solid customer service experience is required and strong written and verbal communication skills also required.
HR Clerk	Provides clerical support to the Human Resources department. Maintains files and records, processes employment applications, gathers and distributes employee information. Updates personnel records and assists employees with forms and procedures. Usually requires clerical experience and knowledge of internal human resource policies and procedures. Usually requires clerical experience and knowledge of internal human resource policies and procedures.
HR Coordinator	Provides support to the Human Resources department. Maintains files and records, processes employment applications, gathers and distributes employee information. Updates personnel records and assists employees with forms and procedures. Usually an intermediate level requiring 1-3 years relevant experience.
Human Resource Generalist	Directs implementation of human resources policies, programs, and procedures. Advises management and employees on questions or problems relating to human resources. May be skilled in compensation, benefits, employment, affirmative action, training, and safety. Usually an intermediate level requiring a 4-year degree plus 1-3 years relevant experience, or equivalent.
Human Resources Manager	Manages Human Resources activities or administers policies according to executive level direction. Also responsible for developing programs or policies. May control compensation and benefits, employee relations, staffing, training, safety, labor relations, and employment records. Supervises organization Human Resources staff. Typically the top HR level in small organizations or 2nd or 3rd level in larger organizations. Usually requires a 4-year degree plus 4-7 years relevant experience or equivalent.

Job Title	Description
Industrial Engineer	Plans utilization of facilities, equipment, materials, and personnel to improve efficiency of operations. Studies functional statements, organization charts, and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication. Establishes work measurement programs and analyzes work samples to develop standards for labor utilization. Analyzes work force utilization, facility layout, and operational data, such as production costs, process flow charts, and production schedules, to determine efficient utilization of workers and equipment. Recommends methods for improving worker efficiency and reducing waste of materials and utilities, such as restructuring job duties, reorganizing work flow, relocating work stations and equipment, and purchase of equipment. Confers with management and engineering staff to implement plans and recommendations. May develop management systems for cost analysis, financial planning, wage and salary administration, and job evaluation. Requires a bachelor's degree in Industrial Engineering, even for entry-level positions.
Inside Sales Representative	Provides customers with product or service information to assist them in determining appropriate merchandise to purchase. Recommends additional products or services to meet customer needs. May arrange special orders, delivery or installation. May conduct cashier transactions or restock merchandise if needed. Usually requires 1 year experience with organizational products and services.
Insurance Verifier	Completes insurance verification / pre-certification process by entering pertinent information into billing systems. Communicates with all insurance companies pertaining to patient, confirming patient's eligibility and benefits. Retains all information pertaining to the patient and insurance. Confirms authorization numbers noting number of days approved. Relays all information, face sheet and booking sheet to billing representative. Typically requires high school diploman anor equivalent and 2 years of relevant experience
Internal Audit Director	Supervises the most difficult and sensitive internal and/or external financial, operations and compliance audits and evaluates the work of other advanced-level auditors so that audits are in compliance with accepted accounting/auditing principles and standards and with provincial and federal laws. Represents the highest-level audit supervisory class. Directs, assigns and controls workflow; effectively recommending hiring and disciplinary actions, writes and revises position descriptions and conducts performance evaluations.
Internal Audit Manager	Directs review and verification of records, compliance with standards, policies and procedures. Develops audit procedures and systems. Oversees audit findings and recommendations. Supervises internal audit staff. Requires a bachelor's degree in Accounting or Business and 5-8 years of relevant experience.
Internal Auditor	Conducts audits to verify accuracy of records, compliance with standards, policies and procedures. Compiles audit findings and recommendations for modifications and improvements to systems

Job Title	Description
	and procedures. Requires a bachelor's degree in Accounting or Business and 2-4 years of relevant experience.
Inventory Analyst	Operates within standard operating procedures (SOPs) and Job Safety Analysis (JSAs). May perform other duties as assigned. Must be physically able to lift up to 30 pounds. Manual dexterity required for operating machinery and computers Requires a high school diploma or equivalent.
Inventory Clerk	Performs activities to monitor and maintain inventory control of merchandise or materials. Evaluates inventory levels and notifies purchasing agent when reorders are necessary. May perform receiving, stocking, distributing, and packing in addition to inventory control. Maintains inventory records and prepares reports. Usually requires one year of relevant work experience.
Investment Assistant	Resolves and responds to client inquiries related to the account. Handles client service questions working with highly sensitive material. Identifies and takes advantage of cross-selling opportunities and communication leads, answer and direct phone calls and maintain calendar as required. A bachelor's degree or comparable experience is required.
Investment Assistant	Resolves and responds to client inquiries related to the account. Handles client service questions working with highly sensitive material. Identifies and takes advantage of cross-selling opportunities and communication leads, answer and direct phone calls and maintain calendar as required. A bachelor's degree or comparable experience is required.
Junior Administrative Assistant	Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. May assist with compiling and developing the annual budget. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Entry-level position requiring a high school diploma.
Junior Financial Analyst	Assists in the analysis of financial data, compiles reports and prepares recommendations to management. Develops business plans and forecasts budget comparisons, profit analysis, and other financial reports. Requires degree and 1 to 2 years experience.
Legal Assistant	Assists with preparation of legal documents. Researches background information related to legal issues, gathers records and files, and puts information together. Drafts routine contracts or legal agreements. Retains files of prepared legal documents. May respond to interrogatories and coordinate requests between internal and external counsel. Typically requires 2 years formal paralegal training or 2 to 3 years relevant experience
Legal Receptionist	Greets and screens visitors who walk into the office. Screens incoming calls and determines whether the callers need to speak to an attorney and which specific attorney they should be referred to for assistance. Takes telephone messages for the staff and forwards calls to staff members or to voice mail system if requested by staff

Job Title	Description
	and/or caller. Performs transcription of legal documents, correspondence, contracts, or briefs. May investigate facts for projects from existing files and draft a summation. Usually an intermediate level requiring relevant vocational training plus 1-2 years experience or equivalent.
Legal Secretary	Furnishes administrative or secretarial support for a single or multiple attorneys. Performs transcription of legal documents, correspondence, contracts, or briefs. Reviews and edits prepared documents for accuracy. May investigate facts for projects from existing files and draft a summation. Usually an intermediate level requiring relevant vocational training plus 1-2 years experience or equivalent.
Loan Officer	Interviews loan applicants, analyzes credit reports, and prepares and reviews loan documents. Processes loans for payment and maintains records. Typically requires a high school diploma and 2 to 4 years relevant experience, or equivalent.
Loan Origination	Obtains mortgage loans from referral sources including but not limited to bank branch customers, existing clients and realtors. Assesses and evaluate customers financial needs to build strong relationships with customers following-up on a regular basis. Determine what financial products meet the customers needs and circumstances. Determines and recommends financial product and service solutions for customers based on analysis of customer finances and customers needs and objectives. Identify opportunities to expand client relationships and leverage cross-selling and promotional opportunities. Coordinate all aspects of the mortgage application process. Typically requires a college degree or 2 to 4 years equivalent work experience.
Loan Processing Manager	Provides direct supervision to the Loan Processors. Oversees the in-house loan processing function, providing direction, support, training and backup to loan processors as needed. Reviews all loan applications and input sheets to assure all are adequately and accurately completed by the loan originators with minimal loan policy and compliance violations, utilizing thorough knowledge of bank loan policies and regulatory compliance requirements. Provides necessary training to new and existing loan officers. Typically requires a 4-year college business related degree or equivalent experience and 5 to 7 years experience.
Loan Processor	Verifies, compiles, and types application information for mortgage loans. Reviews loan application file to verify that application data is complete and meets establishment standards, including type and amount of mortgage, borrower assets, liabilities, and length of employment. Calls or writes credit bureau and employer to verify accuracy of information. Types loan application forms, using computer. Calls specified companies to obtain property abstract, survey, and appraisal. Informs supervisor of discrepancies in title or survey. Submits mortgage loan application file for underwriting

Job Title	Description
	approval. Types and mails approval and denial letters to applicants. Records data on status of loans, including number of new applications and loans approved, canceled, or denied, using computer. Typically requires 2 to 4 years experience.
Loan Processor	Reviews all loan applications and input sheets to assure all are adequately and accurately completed by the loan originators with minimal loan policy and compliance violations, utilizing thorough knowledge of bank loan policies and regulatory compliance requirements. Provides necessary training to new and existing loan officers. Typically requires a 4-year college business related degree or equivalent experience and 3 to 5 years experience.
Loan Processor	Interviews loan applicants, analyzes credit reports, and prepares and reviews loan documents. Processes loans for payment and maintains records. Usually requires a high school diploma and 2-4 years relevant experience, or equivalent.
Logistics Coordinator	Enhances product-workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. May require an associate's degree or equivalent and 0-2 years of experience in the field or in a related area.
Logistics Manager	Plans and directs all aspects of an organization's logistics management program. Develops policies and procedures for logistic processes in order to ensure optimization and compliance with established standards and regulations. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Typically reports to top management. Requires a Bachelor's degree with at least 10 years of experience in the field.
Mail Room Clerk	Receives incoming mail; opens, sorts, and distributes. Delivers mail and internal correspondence within the organization. Collects outgoing mail or packages and uses scales and postage meters to weigh and affix postage. Usually an entry-level position requiring no previous experience.
Manager Financial Analysis	Plans and directs analysis of financial data. Provides assessment of existing and proposed financial plans and policies. Propose changes to ensure organization achieves financial targets. Usually requires a 4-year degree and 5-8 years of relevant experience.
Manufacturing Technician	Examines equipment, processes, operations, and assembly to determine time or quality revisions and suggests improvements. May have responsibility to carry out changes or monitor operations standards. Evaluates vendor proposals for new equipment purchases. Typically requires technical training and certification plus 2 to 4 years relevant experience, or equivalent.

Job Title	Description
Marketing Coordinator	Coordinates and implements marketing communication projects with responsibilities that include public relations, special events management, advertising, and creating brand awareness. Organizes the preparation of proposals and presentations using marketing resource materials such as brochures, data, slides, photographs, and reports. Prepare status reports on marketing efforts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area.
Marketing Coordinator/Assistant	Coordinates and assists with the marketing activities of a product or business line which may include advertising, direct mailing, printing, customer events, and trade shows. May require a bachelor's degree with 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager.
Marketing Data Coordinator	Executes projects and programs and produces and assembles presentation materials. Must know MS Word, Excel, PowerPoint, Publisher, and Access. Coordinates the support area of the marketing department, including gathering marketing data, generating presentation materials, and coordinating systems updates.
Marketing Data Coordinator	Executes projects and programs and produces and assembles presentation materials. Must know MS Word, Excel, PowerPoint, Publisher, and Access. Coordinates the support area of the marketing department, including gathering marketing data, generating presentation materials, and coordinating systems updates.
Marketing Manager	Establishes marketing strategies to meet organizational objectives. Evaluates customer research, market conditions, competitor data and implements marketing plan changes as needed. Oversees all marketing, advertising and promotional staff, agencies and activities. Usually requires a four-year degree and minimum of five years relevant work experience.
Material Handler	Processes receiving, delivering, and moving materials from point to point within the facility. Performs cycle counts, material labeling, stocking, and repackaging. Loads, unloads, and moves materials within or near plant, yard, or work site, performing any combination of following duties: Reads work order or follows oral instructions to ascertain materials or containers. Typically an entry-level position requiring no experience.
Mechanical Engineer	Performs engineering work related to researching, designing, and developing machines, mechanical products or tools, mechanical production equipment, or engines. May collaborate with other engineers on application of robotics for improving production

Job Title	Description
	processes. Typically a journey level requiring a 4 year degree plus 3 to 5 years relevant experience, or equivalent.
Medical Biller/Coder	Responsible for compiling amounts owed to medical facility. Reviews and maintains orders, invoices and records to ensure accuracy. Maintains all patient payment records. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.
Medical Front Desk	Provides front desk support to clinical staff. Greets and directs all clinic visitors including patients, customers and vendors. Sets up patient appointments. Reviews the completion of paperwork, sign in and security procedures. Serves as initial contact in problem resolution. Usually an intermediate level requiring 1-2 years of relevant experience.
Medical Office Manager	Manages a multi-physician medical practice. Duties may include, but are not limited to coordinating with the Human Resources Manager and working with staff, patients, managers, physicians and external organization. Selects, trains, orients and supervises staff personnel. Evaluates employee performances, initiates and participates in disciplinary actions and terminations as appropriate. Usually requires minimum of three years' experience in management and knowledge of health care administration practices as well as skills in planning, organizing, delegating and supervising.
Medical Records Clerk	Reviews patient charts and discharge abstracts, codes diseases and operations according to standard classifications. Provides information for insurance reports or physicians as requested. Usually requires an AA degree in medical records, 1-2 years experience and eligibility for certification or accreditation.
Medical Records Clerk	Organizes and evaluates patient medical records. Reviews medical records for accuracy and completeness. Responsible for filing and retrieving medical records. Requires a high school diploma or its equivalent and at least one year of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
Medical Transcriptionist	Transcribes medical records, operative reports, discharge summary, letters, examinations, and patient history using word processing equipment. Distributes copies as needed to authorized agencies or parties. Requires 1-2 years word processing experience, 50+ wpm, and strong knowledge of medical terminology in more than one specialty area.

Job Title	Description
Medical Transcriptionist	Transcribes medical dictation by physicians and other medical practitioners pertaining to patients assessment, diagnostics, therapy, and other medical reports. Requires a high school diploma and has taken coursework in medical terminology. Has 0-2 years of related work experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a supervisor/manager.
Mortgage Underwriter	Underwrites mortgage loan applications and evaluates loans in order to maximize organizational profit and minimize risk or loss. Monitors property appraisal process. Familiar with standard loan and mortgage concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision. Typically reports to a supervisor or manager. May require a bachelor's degree in area of specialty and 2-5 years of experience in the field or in a related area.
Network Administrator	Installs, configures, and maintains the organization's LAN server and workstations. Acts as primary organizational interface with vendor and provides internal analysis and support. Manages performance of a multiple hardware and software platform interface at the most complex level. Reports to an IS Operations Manager. Requires BS degree or equivalent technical training and 2 to 3 years relevant experience.
Office Assistant	Performs a range of basic office support activities for a unit/department, such as answering phones and directing calls, greeting and directing visitors, answering questions and performing routine clerical, data entry, and/or word processing work. Entry-level position requiring a high school diploma.
Office Clerk	Performs office or clerical duties that are moderately complex. Follows set procedures and may exercise some independent judgment in carrying out instructions. Examples of work performed may include preparing routine correspondence, compiling report data, verifying data, completing forms or reports, answering phones, distributing mail, or filing. Usually an intermediate level requiring 1 year relevant experience.
Office Coordinator	Serves as the first contact for clients and vendors. Provides the primary office services and general clerical support for an office. Performs a full range of administrative, general clerical and typing activities; reports to a branch, district, regional manager, or other administrative superior who is responsible for the overall operation of district, branch, region, or department; are responsible for both secretarial and records processing activities; and may work alone so must use independent judgment in determining work methods and priorities. Usually an intermediate level requiring 1 year relevant experience.

Job Title	Description
Office Manager	Coordinate and direct administrative support functions for an office or department. Implement policies and procedures for production of documents, work flow, filing, ordering of supplies, records maintenance, and other clerical services. Organizes office operations such as workspace assignment and layout. May assist in decision process for hiring, terminating, promoting, or evaluating office personnel. May monitor budget, accounting, or time records. Typically supervises less than ten employees. Requires minimum of four years relevant administrative experience.
Office/Facilities Manager	Formulates and arranges plans to update systems or reduce operating costs. Directs work involved in operating and maintaining heating, cooling, or ventilation equipment. Analyzes and solves technical maintenance problems. Assures security and fire alarm systems kept in good working order. Could arrange contracts for vendor services. Directs maintenance supervisor position. Usually requires a 4-year degree, certification, or equivalent.
Operations Manager	Responsible for close supervision of warehouse personnel in order to facilitate timely and accurate shipping and receiving of products. Must be able to maintain a firm hand of all aspects of operations and maintain an effective balance of communication between management and all warehouse personnel. Directs dispatching personnel to insure timely and accurate scheduling of customer shipments using customer invoices. Manages receiving personnel to insure proper count and physical inspection of merchandise based upon purchase orders received. Prepares warehouse for physical inventory. Responsible for controlling labor cost, including the selection, training development, motivation, review and control of warehouse employees to assure continuity of efficient operations. Typically requires a minimum of 5 years warehouse management experience.
Operations Manager	Manages the day-to-day activities of an organization's operations department. Assists in evaluating current and proposed systems and procedures. Recommends changes when necessary and assists in implementation of new processes. Requires a bachelor's degree with at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a senior manager or head of unit/department.
Order Management	Provides timely order acceptance based on corporate policies and procedures and maintains an accurate backlog. Position requires ability to follow up on issues, current order notes, shipment dates and the delivery of orders in a timely manner. Duties include direct coordination with Sales account team, reviewing and validating customer documentation, order entry, order acceptance, backlog management, and fulfillment. Requires at least one year's experience in Order Management or Customer Service, as well as Microsoft Office Suite skills with emphasis on Excel.

Job Title	Description
Outbound Telemarketing Sales Rep	Responsible for initiating calls to potential clients using a prepared selling script. Promotes and sells products and services of company. Requires a minimum of a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.
Outside Sales Representative	Markets and sells products and/or services for an organization. Develops relationships with new and existing customers and provides information to maximize sales volume. Usually requires experience in sales and thorough knowledge of the organization's products and/or services.
Paralegal	Performs research, prepares and reviews information pertaining to court cases and legal issues. Reviews documents, performs research and writes motions and pleadings. Aids attorney with discovery and trial preparation. Paralegal certification and 2-4 years experience required.
Patient Registration	Interviews incoming patient or representative and enters information required for admission into computer. Interviews patient or representative to obtain and record name, address, age, religion, persons to notify in case of emergency, attending physician and individual or insurance company responsible for payment of bill. Explains hospital regulations, such as visiting hours, payment of accounts, and schedule of charges. Escorts patient or arranges for escort to assigned room or ward. Enters patient admitting information into computer and routes printed copy to designated department. Obtains signed statement from patient to protect hospital's interests. May assign patient to room or ward. May compile data for occupancy and census records. May store patient's valuables. May receive payments on account. Typically requires 1-3 years relevant experience.
Payroll Administrator	Maintains production records, timesheets, and the payroll system. May be responsible for computing, withholding, and deductions associated with net earnings. May require an associate's degree or its equivalent and at least 4 years of experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a payroll manager.
Payroll Clerk	Computes payroll; has knowledge of hourly and /or weekly wage calculation, deduction rates and limits. Has the ability to reconcile automated output to source data and may possess specific software and service bureau experience.
Payroll Coordinator	Processes time cards, computes and processes wage and salary payments and related withholdings. Compiles, prepares and maintains payroll reports and statistics. Requires 1 year of relevant work experience.

Job Title	Description
Payroll Manager	Manages the preparation, distribution, and reporting processes for payroll. Oversees the calculation of wages, overtime, and deductions to ensure compliance with federal and state laws. Ensures that payments and government reports are disbursed <i>timely and accurately</i> . Establishes policies and procedures for the payroll function. Top payroll position typically requiring 3 to 5 years relevant experience
Payroll Specialist	Computes and disburses wages and salaries, deductions, taxes and other withholdings. Posts payroll data and prepares routine reports and/or payments to government agencies, insurance companies and others. Calculates and processes special checks, reviews, edits and makes corrections and adjustments as needed. Requires 2-4 years payroll or related experience.
PBX Operator	Operates cord or cordless switchboard to relay incoming, outgoing, and interoffice calls. Pushes switch keys on cordless switchboard to make connections and relay calls. May supply information to callers and record messages. May keep record of calls placed and toll charges. May perform clerical duties, such as typing, proofreading, and sorting mail. May operate system of bells or buzzers to call individuals in establishment to phone. May receive visitors, obtain name and nature of business, and schedule appointments. Usually an intermediate level requiring 1-3 years relevant experience.
Picker/Packer	Performs repetitive work to stuff or load products, parts, or merchandise into designated packages, boxes, crates, or other receptacles. Counts items placed into containers. Reviews packing lists to insure all required items are included. Uses styrofoam, paper, plastic, or other materials to pack containers. Usually requires no relevant experience and minimal on the job training.
Production Manager	Directs production operations and processes for a plant, division, or company. Plans and maintains production schedules. Measures progress by established standards of performance. Recognizes and solves problems affecting production including schedules, staff, quality, and order of production line. Might also manage facilities and equipment maintenance. Usually the top production management level. Typical incumbent has a 4 year degree and 6-8 years relevant experience, or equivalent.
Program Developer	Responsible for analyzing and designing program logic to determine the best method of accomplishing requirements for changes to existing programs, development of new programs, or to determine the cause of program malfunctions. Prepares detailed program technical specifications, design documents, and programming. Additional responsibilities will include the testing and debugging of developed programs, participating in systems unit tests, creating or updating procedural documentation, and implementing programs. Requires at least three years of programming or IT experience.

Job Title	Description
Program Developer	Responsible for analyzing and designing program logic to determine the best method of accomplishing requirements for changes to existing programs, development of new programs, or to determine the cause of program malfunctions. Prepares detailed program technical specifications, design documents, and programming. Additional responsibilities will include the testing and debugging of developed programs, participating in systems unit tests, creating or updating procedural documentation, and implementing programs. Requires at least three years of programming or IT experience.
Programmer Analyst	Analyzes user specifications and requirements. Encodes, tests, debugs, and documents programs on moderately complex projects. May assist with large, complex projects. Requires minimum two years of relevant professional experience or equivalent education.
Project Director	Manages the strategic aspects of large engagements and mitigates any risk. Oversees senior managers and managers working on client engagements within practice. Reviews high-level deliverables across practice. Ensures engagement reviews and quality assurance procedures take place for all practice engagements. Provides leadership to practice within a geographic area. Develops, implements, and maintains sound business practices. Develops and implements strategic objectives for practice that are aligned with the region's strategic initiatives. Typically requires 4-6 years Marketing experience.
Project Manager	Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Identifies resources needed and assigns individual responsibilities. Manages day-to-day operational aspects of a project and scope. Reviews deliverables prepared by team before passing to client. Effectively applies our methodology and enforces project standards. Prepares for engagement reviews and quality assurance procedures. Ensures project documents are complete, current, and stored appropriately. Typically requires 2-3 years experience.
Project Manager	Directs the project's objectives and oversees quality control throughout its life cycle. Plans, executes, and finalizes projects according to strict deadlines and within budget. Also acquires resources and coordinates the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan.
Project Manager IT	Runs complex projects/programs from design and development to production. Defines requirements and plan project lifecycle deployment. Identifies resources and sets schedule for project/program implementation. Create strategies for risk mitigation and contingency planning. Plans and schedule project deliverables, goals, milestones. Directs and oversees project engineering team and manages conflicts within group. Performs team assessments and evaluations. Efficiently identifies and solves project issues. Demonstrates leadership to define requirements for project risk. Designs and maintain technical and project documentation. May be required to develop Requests for Proposals (RFP) for external

Job Title	Description
	<p>services. Must possess strong organizational, presentation, and customer service skills. A Bachelor's Degree or higher in Engineering, Technology or related field is required. PMP (Project Management Professional) Certification or equivalent preferred.</p>
<p>Proposal/Grant Writer</p>	<p>Develops resources, researches funding sources, and writes proposals to a variety of organizations. Prepares contract proposals and may administer major contracts. Also may negotiate contractual provisions with potential partners. Has knowledge of standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a manager or head of a unit/department. Requires a Bachelor's degree in a related area and at least 3 years of work experience.</p>
<p>Purchasing Clerk</p>	<p>Ensures that materials, equipment, and supplies are ordered and delivered in a timely manner. Chooses vendors, places orders, maintains records and handles returned goods. Usually requires a high school education or equivalent and at least 2 years experience.</p>
<p>Purchasing Manager</p>	<p>Evaluates suppliers based on cost, quality, service, availability, reliability, and selection variety. Examine vendor catalogs, commerce publications and directories in order to source the right suppliers. Attends meetings, trade shows and conferences to inspect products and services, evaluate production and distribution abilities and consider all other aspects that may influence purchasing decisions. Requires 3 to 5 years experience.</p>
<p>Purchasing/Buyer</p>	<p>Accomplishes various purchasing assignments that are fairly complicated in nature. Requires ability to understand materials requirements and choose from several options. Compares prices and makes vendor selections or suggestions. Arranges delivery schedules. Usually an intermediate level. Typical incumbent has 2-4 years relevant experience.</p>
<p>Quality Assurance Coordinator</p>	<p>Plans, coordinates, and implements quality management and quality improvement programs. Monitors and provides assistance with quality assurance and compliance functions. Provides consultation and direction to ensure programs and services are implemented at the highest standards and customers receive the highest level of satisfaction. Ensures policies and procedures are monitored and updated to include regulatory changes. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Requires an Associate's degree, at least 4 years of experience.</p>

Job Title	Description
Receptionist	Greets clients and visitors and directs to conference room or staff member's office. Receives incoming telephone calls for a department or organization, obtains caller's name, and forwards call to appropriate person or takes a message. May record calls and visitors. Provides information and assistance to clients and customers. Answers inquiries for the general public. Schedules appointments, maintains conference room schedule, receives or sends out messenger/courier items. Performs typing and other clerical duties. Usually requires 1 year relevant experience.
Recruiter	Recruits, screens and interviews for non-exempt and exempt positions. Conducts pre-employment tests and reference checks. Provides training and guidance to hiring managers on policies, process, and regulatory issues. May place employment advertisements and/or analyze reports and trends. This is generally an exempt-level position requiring at least one year of relevant work experience.
Risk Manager	Responsible for administering the risk management program on a day-to-day basis. Must have knowledge of insurance programs and claims management. Manages and analyzes risk management data, and conducts risk management educational programs, complying with risk management related standards set by accrediting and regulatory agencies. Helps in formulating policy and/or organizational changes with guidance from higher authority. Usually requires three years of risk management experience as well as strong written and oral communications skills.
Sales Assistant	Assists sales team in conducting sales and follow up. Provides customer assistance in selecting and purchasing merchandise. Furnishes information to customers about goods for sale. Might also schedule delivery or installation. Suggest other merchandise to fit customer requirements. Collects payments if no cashier is available. Assists with merchandise restocking. Typically an entry level requiring less than 1 year relevant experience.
Sales Coordinator	Performs clerical and administrative support duties for a sales office or department. Prepares and distributes various sales reports. Maintains files, schedules appointments and may make travel arrangements. Sometimes assists Customer Service and handles inquiries about products or services.
Sales Manager	Oversees marketing and sales team and strategies for products or services. Recommends additional products or services to meet customer needs. May arrange special orders, delivery or installation. Typically requires 4 year degree and 5 to 8 years relevant experience or equivalent.
Senior Accountant	Establishes, interprets and analyzes complex accounting records of financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Requires bachelors degree in Accounting or Business or equivalent experience and at least 5 years work experience.

Job Title	Description
Senior Administrative Assistant	Supplies administrative support services to an executive, professional group, or organizational department. Assembles and analyzes fairly complex information or data. Describes results in a written report. Uses independent judgment in completing activities and operates under general supervision. Oversees administrative procedures and processes for assigned area. May help with budget preparation and control. May act as a administrative liaison with internal and/or external sources. This is not a secretarial position. This is an intermediate level requiring 3-5 years relevant experience.
Senior Auditor in Public Accounting	Responsible for planning and execution of compilation, review and audit assurance engagements. Senior auditors may train and supervise junior staff members on engagements. Chartered Accountant designation is required with a minimum of 2 years public practice experience.
Senior Collections Manager	Directly responsible for overseeing the leadership and management of the firm's collection, risk, and cash receipt functions. Associated responsibilities include direct coordination with attorneys, staff and clients regarding collection, enforcing compliance with firm policies related to collections, providing daily status report on monthly collections and billing. 10+ years of collection experience is necessary.
Senior Collector	Contacts delinquent account holders by telephone or in writing and requests payment to bring the account current. Establishes alternative payment plan or other process for payment of delinquent accounts. Follows up with customers on established payment plans. Documents collection activities and may recommend charge-offs. Requires 2-5 years related experience.
Senior Cost Accountant	Responsible for all aspects of costing, including maintaining and analyzing the bill of materials, assisting with developing cost estimates for product lines, and tracking/analyzing business costs. In addition, reviews, corrects, and reconciles general ledger accounts, prepares journal entries, schedules and reports for the monthly operating book and assists in the preparation of audit schedules and annual budget.
Senior Data Entry Specialist	Enters and verifies a variety of data in appropriate formats. Tracks and verifies quality of data entry from all sources. Resolves problems regarding the data. Can train inexperienced operators and prioritize assignments. This is a senior level position usually requiring 2-3 years of data entry experience.
Senior Executive Assistant	Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 5 years of experience in the field or in a related area.

Job Title	Description
Senior Financial Analyst	Analyzes complex financial data and compiles reports. Provides recommendations to management for establishing and achieving profit objectives. Assesses alternatives and overall financial performance to suggest appropriate course of action. May train or mentor junior staff. This is a senior level typically requiring a 4 year degree and 4 to 6 years relevant experience.
Senior Manager in Public Accounting	Senior managers oversee multiple engagements and are responsible for resolving all legal, regulatory, and accounting issues that arise during the audit engagement. Senior managers have responsibility for the supervision and management of services to clients and offer consultative services if necessary. A Chartered Accountant designation is required with a minimum of 5-7 years experience.
Senior Office/Facilities Manager	Directs work involved in operating and maintaining heating, cooling, or ventilation equipment. Formulates and arranges plans to update systems or reduce operating costs. Analyzes and solves technical maintenance problems. Assures security and fire alarm systems kept in good working order. Could arrange contracts for vendor services. Directs maintenance supervisor position. Usually requires a 4 year degree, certification, or equivalent, plus 3-5 years experience.
Senior Staff Accountant	Establishes, interprets and analyzes complex accounting records of financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Requires Bachelor's degree in accounting or business or equivalent experience and 5 or more years experience.
Senior Underwriter	Underwrites mortgage loan applications and evaluates loans in order to maximize organizational profit and minimize risk or loss. Monitors property appraisal process. Familiar with standard loan and mortgage concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. May require a bachelor's degree in area of specialty and 5-7 years of experience in the field or in a related area.
Shipping Manager	Directs the shipment or receipt of outgoing or incoming materials, parts, or products. Studies shipping and receiving processes for effectiveness. Suggests improvements to distribution procedures, and acts to improve timeliness or reduce costs. Documents shipping or receiving information. Completes reports for management. Usually the highest level shipping/receiving position requiring 3-6 years relevant experience.
Shipping Manager	Directs the shipment or receipt of outgoing or incoming materials, parts, or products. Studies shipping and receiving processes for effectiveness. Suggests improvements to distribution procedures, and acts to improve timeliness or reduce costs. Documents shipping or receiving information. Completes reports for management. Usually the highest level shipping/receiving position requiring 3-6 years relevant experience.
Shipping/Receiving Clerk	Receives incoming and ships outgoing materials, products, or supplies. Counts items received or shipped and checks against

Job Title	Description
	packing lists, recording any discrepancies. Prepares receiving or shipping reports and notes any shortages or damages. Typically requires six months of relevant experience.
Shipping/Receiving Manager	Oversees the shipment or receipt of outgoing or incoming materials, parts, or products. Studies shipping and receiving processes for effectiveness. Suggests improvements to distribution procedures, and acts to improve timeliness or reduce costs. Documents shipping or receiving information. Completes reports for management. Typically the highest level shipping/receiving position requiring 3-6 years relevant experience.
Shipping/Receiving Manager	Oversees the shipment or receipt of outgoing or incoming materials, parts, or products. Studies shipping and receiving processes for effectiveness. Suggests improvements to distribution procedures, and acts to improve timeliness or reduce costs. Documents shipping or receiving information. Completes reports for management. Typically the highest level shipping/receiving position requiring 3-6 years relevant experience.
Software Engineer	Creates and produces software operating or applications systems. Provides analysis related to software design and development, and solves problems. Formulates operating system advancements and performs improvements. Evaluates impact of hardware on software performance, and recommends changes to hardware designers. Usually an intermediate level requiring a four-year degree plus minimum two years of relevant work experience, or equivalent.
Staff Accountant	Verifies and posts transactions to journals, ledgers and other records. Prepares statements, invoices and vouchers. May handle balancing and reconciliations. May specialize in one area of the accounting function. Requires understanding of bookkeeping procedures and 1-2 years of relevant experience.
Staff Accountant	Verifies and posts transactions to journals, ledgers and other records. Prepares statements, invoices and vouchers. May handle balancing and reconciliations. May specialize in one area of the accounting function. Requires understanding of bookkeeping procedures and 1-2 years of relevant experience.
Supply Chain Manager	Responsible for overseeing the implementation of customer and supplier facing functions to support customer flexibility requirements, while achieving plant goals and targets with regards to costs, liability and inventory. Monitors and reports on inventory levels and liabilities within the supply chain. Oversees the implementation of the inventory management strategies to ensure continuity of supply to the customer base. Monitors supplier performance in areas of responsiveness and flexibility. Develops and manages operational performance indices in line with key performance metrics. Drives process improvements to ensure that the plant is meeting or exceeding defined targets. Requires a third level qualification, with a strong emphasis on materials supply and management and 5 to 10 years experience in a high-volume manufacturing environment.

Job Title	Description
Switchboard Operator	Operates a switchboard or telephone console to route incoming calls and place outgoing calls. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.
Switchboard Operator	Operates a switchboard or telephone console to route incoming calls and place outgoing calls. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.
Systems Administrator	Installs, supports, and maintains a multi-user computer system, including a local-area network (LAN). Responsible for adding and configuring new workstations, setting up user accounts, and allocating mass storage space. in charge of troubleshooting, planning for and responding to service outages and other problems. Other duties may include scripting or light programming, project management for systems-related projects, supervising or training computer operators, and being the consultant for computer problems beyond the knowledge of technical support staff.
Systems Analyst	Analyzes, evaluates and modifies existing or proposed systems and related devices. Coordinates with users to ensure timely and efficient manufacturer's software release installation. May design, encode, test and debug programs or user defined modifications. Usually requires a four-year degree and minimum of four years relevant work experience, or equivalent.
Systems Analyst	Analyzes, evaluates and modifies existing or proposed systems and related devices. Coordinates with users to ensure timely and efficient manufacturer's software release installation. May design, encode, test and debug programs or user defined modifications. Usually requires a four-year degree and minimum of four years relevant work experience, or equivalent.
Systems Analyst	Analyzes, evaluates and modifies existing or proposed systems and related devices. Coordinates with users to ensure timely and efficient manufacturer's software release installation. May design, encode, test and debug programs or user defined modifications. Usually requires a four-year degree and minimum of four years relevant work experience, or equivalent.
Systems Integration Manager	Manages staff, implementation teams, and work-groups to communicate and monitor system requirements and technical issues. Provides technical, financial and business expertise and guidance in the development, modification, and system integration of complex systems and subsystems used for daily production processing,

Job Title	Description
	reporting and financial accounting. Reviews and analyzes the effectiveness and efficiency of existing systems and develop strategies for improving and further leveraging these systems. Identifies and navigate potential issues in order to meet deadlines and schedules.
Tax Accountant	Assists tax supervisor/manager with various types of tax compliance, research and keep abreast of law changes/trends to ensure compliance with all applicable laws. Responsible for tax compliance, tax accounting; tax reporting. Additional responsibilities may include annual renewals of employer's business licenses, annual corporate registrations, and monitoring compliance for miscellaneous government taxes.
Tax Accountant	Assists tax supervisor/manager with various types of tax compliance, research and keep abreast of law changes/trends to ensure compliance with all applicable laws. Responsible for tax compliance, tax accounting, tax reporting. Additional responsibilities may include annual renewals of employer's business licenses, annual corporate registrations, and monitoring compliance for miscellaneous government taxes.
Tax Director	Coordinates the preparation and review of organization's tax information for tax compliance and tax financial reporting purposes. Oversees the process of budgeting tax payments for income forecasting and cash flow projections. Monitors legislative developments to ensure the proper corporate response. Conducts activities that include ensuring compliance with the organization's Tax Standards, and communicating complex tax issues to users of tax information to all levels in the organization.
Tax Manager	Establishes and carries out a campaign to reduce the organization's tax debt. Adheres to all federal, state, local, or international tax laws. Manages the retention and preparation of tax records, tax returns, and other required reports. Assesses the impact of the organization's tax liability. Oversees tax accounting staff. This is the top tax position within the organization and typically requires a 4 year degree plus 5 to 7 years relevant experience.
Tax Research Manager	Managers the tax research and planning functions of an organization. Researches tax regulation implications on the organization. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Leads and directs the work of others. Typically reports to top management.
Tax Senior	Completes professional tax accounting activities that are complex in nature. Responsibilities include setting up and retaining organization's tax records, filing tax returns, preparing related reports in addition to performing management studies. May also lead

Job Title	Description
	lower level accounting staff. This is a senior level position usually requiring a 4-year degree in accounting and 4-5 years of relevant experience.
Tax Supervisor I	Responsible for supervising the tax reporting, tax planning, and compliance function. Supervises the completion of accurate tax returns in order to minimize the tax obligations of an organization. Must be familiar with regulations at the federal, state and local level. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Tax Supervisor II	Responsible for supervising the tax reporting, tax planning, and compliance function. Supervises the completion of accurate tax returns in order to minimize the tax obligations of an organization. Must be familiar with regulations at the federal, state and local level. A level II supervisor has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Tax Supervisor III	Responsible for supervising the tax reporting, tax planning, and compliance function. Supervises the completion of accurate tax returns in order to minimize the tax obligations of an organization. Must be familiar with regulations at the federal, state and local level. A level III supervisor has full authority and may be considered lower middle management. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Technical Writer	Composes written matter relating to instructions, policies, procedures, science, math, or engineering for use in external or internal company publications. Investigates and studies material used through examination of systems, diagrams, and interviews. Plans and produces contents of training guides. Usually an intermediate level requiring 1-2 years of relevant experience.
Technical Writer	Composes written matter relating to instructions, policies, procedures, science, math, or engineering for use in external or internal company publications. Investigates and studies material used through examination of systems, diagrams, and interviews. Plans and produces contents of training guides. Usually an

Job Title	Description
	intermediate level requiring 1-2 years of relevant experience.
Telemarketer	Originates phone calls to prospective customers and provides information about products and services. May respond to incoming calls from prospective customers. May review company or customer records to identify prospect lists. Typically requires 1 year experience with company products and services.
Test Engineer	Develops and implements tests to ensure satisfactory quality assurance standards, processes, and controls. Develops methods for inspection, testing, sampling, and training. Evaluates production capabilities and recommends improvements. May assist in developing quality assurance policies and procedures. Usually requires a four-year degree plus minimum two years of relevant work experience, or equivalent.
Title	Reviews titles and researches public records to determine legal status of title. May require a bachelor's degree or its equivalent and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor/manager. A limited degree of creativity and latitude is expected.
Title Assistant	Assists Title Officers by pulling copies of recorded documents, researching information, answering customer calls while working on industry-specific software. Interprets and acts on instructions from customers and Title Officers. Checks accuracy of preliminary title reports and legal descriptions. Anticipates possible problems affecting title, makes judgments, seeking technical guidance from Sr. Title Officers when beyond own technical expertise. Prepares endorsements and supplemental reports. Typically requires minimum of 2 of title closing and escrow processing experience.
Trainer	Provides worker training either in the classroom or onsite. Sets up teaching materials prior to the class, engaging the class, and issuing completion certificates at the end of the class. Will be responsible for the entire learning process to ensure that the training course meets its objectives.
Training Manager	Assesses staff training requirements and creates programs to meet career development needs. Plans and administers training seminars such as technical skills or employee relations issues. Supervises training staff. Managing conflict resolution, team building, or employee skill evaluations might be included in responsibilities. Assesses effectiveness of training. Could contract with vendors for special training services. Usually requires a four-year degree and five years of relevant work experience, or equivalent.
Travel Agent	Assesses individual's and business people's needs to help them make the best possible travel arrangements. An agent may specialize by type of travel, such as leisure or business, or destination, such as

Job Title	Description
	South America, Europe or Asia.
Travel Agent/Corporate	Responsible for assisting medium size to small corporate accounts. Assesses individual's and business people's needs to help them make the best possible travel arrangements. An agent may specialize by type of travel, such as leisure or business, or destination, such as South America, Europe or Asia. Typically required to have least 5 years of experience as a front line agent processing corporate bookings.
Travel Agent/Leisure	Responsible for ensuring that the servicing of in-bound member request for cruises, tour packages, hotels, airfare, etc. are completed in a timely and friendly manner. Processes travel requests. Acquires third party inventory. Services and monitors current accounts and establishes new business-to-business relationships. Resolves problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems. Maintains reports and files. Typically required to have least 3 years of travel industry experience.
Travel Managers/Operations & Acct. Managers	Manages the travel operations of agency employees and account management relationships. Responsible for overall operations within a business center, including the performance and motivation of employees, quality of service delivery, contractual obligations, profitability of operation in accordance with budget, client retention, preferred vendor maximization, technology implementation, and business development. Works with each customer to establish business objectives of travel program, develops plan to achieve objectives, tracks and reports progress to goals with the customer through quarterly and annual reviews. Elevates problems to BCD Travel senior management for assistance. Develops customer-specific Service Level Agreements; works with Operations to achieve service levels; and reports progress to customer and senior management. Conducts account reviews on a schedule determined by client needs. Conducts annual, formal reviews with company senior management and client. Responds to the daily requirements of the customer. Conducts business educational seminars and arranges client familiarization trips as necessary. Typically requires 1 to 2 years of college, at least 5 years corporate travel experience, and at least 2 years managerial experience.
Treasury Analyst I	Responsible for financial planning and analysis to forecast budgets and financial status. Researches economic trends and investment opportunities. Determines procurement of funds and monitors investments and collections. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

Job Title	Description
Treasury Analyst II	Responsible for financial planning and analysis to forecast budgets and financial status. Researches economic trends and investment opportunities. Determines procurement of funds and monitors investments and collections. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
Treasury Analyst III	Responsible for financial planning and analysis to forecast budgets and financial status. Researches economic trends and investment opportunities. Determines procurement of funds and monitors investments and collections. May require a bachelor's degree and 5-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
Treasury Analyst IV	Responsible for financial planning and analysis to forecast budgets and financial status. Researches economic trends and investment opportunities. Determines procurement of funds and monitors investments and collections. May require a bachelor's degree and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
Trust Assistant	Performs trust-related servicing and account maintenance activities. Performs administrative duties such as typing, filing copying, etc. Identifies problems and resolves effectively and in a timely manner. Has an understanding of products and services. Assists in performing administrative functions including account maintenance, ticklers, regulatory reporting and clearing exceptions. This is an entry level position.
Underwriter	Reviews new business and renewal policies to ensure risks are properly rated according to underwriting and product guidelines. Determines if additional information is needed and updates policies with correct information if required. Responsible for ensuring that cancellations and non-renewals are processed appropriately. Handles inbound calls to the Underwriting Department from policyholders as well as communicate regularly with other departments such as sales, customer service and claims.

Job Title	Description
Underwriter	Determines whether or not to approve mortgage loans based on information provided in loan applications. Verifies income and employment information. Reviews credit history and calculate the value of borrower's collateral and assets. Ensures that the property specifications and loan terms meet financial institution requirements and government regulations. Documents the reasons for approval or denial of the loan and adds the documentation to the loan file. Typically requires 1-3 years relevant mortgage experience.
Underwriter	Reviews new business and renewal policies to ensure risks are properly rated according to underwriting and product guidelines. Determines if additional information is needed and updates policies with correct information if required. Responsible for ensuring that cancellations and non-renewals are processed appropriately. Handles inbound calls to the Underwriting Department from policyholders as well as communicate regularly with other departments such as sales, customer service and claims.
Underwriting Assistant	Provides assistance in the Review and evaluation of information pertaining to a company's financial situation, employee groups, and past claims to underwrite new policies, renewals and amendments of group contracts. Determines appropriate benefits and rates. Communicates with field offices to obtain other information needed to make underwriting decisions. Typically requires 1 to 4 years relevant experience.
Verification Engineer	Responsibilities will include developing the verification methodology, selecting tools, test plans, and verification environment (test bench and scripts) for verifying the function of the ASIC. Strong communication skills are required to work closely with the ASIC design team and with systems engineering to help with all stages of verification. Requires at least five years of experience and a BSEE or equivalent.
Vice President of Finance	Directs and coordinates, through subordinate managerial personnel, activities of department, region, administrative division, or specific function of financial institution, such as lending, trusts, mortgages, investments, acting under authority and responsibility delegated by corporate executive officer. Develops and recommends plans for expansion of programs, operations and financial activities. May authorize loans of specified types and amounts when permitted by institution regulations.
Warehouse Clerk	Performs warehouse work related to receipt, shipment, storage, distribution, or delivery of products, parts, and materials. Loads, unloads, moves, or stores items according to delivery or routing documents, or supervisor instructions. Operates a hand truck, forklift, or other heavy equipment. Usually an intermediate or fully qualified level requiring 6 months to 1 year of relevant experience.
Warehouse Manager	Directs storage and distribution activities of the company. Ensures products, parts, or supplies are shipped, distributed, or received in an efficient manner. Takes precautions to secure warehouse contents against loss. Evaluates inventory on hand. Prepares or reviews

Job Title	Description
	distribution documents. Typically the highest level distribution or warehouse position and requires 4-5 years relevant experience.
Web Designer	Conceptualizes, lays out and codes content for the Internet Web sites. Requires proficiency in creating and working with many types of media, including text, images, music, animations, videos, etc. Requires fluency in a range of technologies, hardware, software and mark-up languages, such as HTML and CSS, and server-side languages such as PHP and ASP. Must be highly proficient in using Web design and programming software. Requires minimum of 2 to 3 years relevant experience.
Workers' Compensation Clerk	Provides assistance in producing and directing the organization's compensation program. Helps prepare salary analyses for determination of employee compensation. Examines predictions for market changes in salary ranges and recommends revisions to company compensation plan. Researches job descriptions and assesses appropriate compensation level. Participates in market salary surveys. Typically requires a 4 year degree plus 2 to 3 years relevant experience, or equivalent.
ABAP Development	Responsible for Report development, Data interfaces, Analysis and Design, and dialog programming in the SAP R/3 environment. Will be required to integrate software packages, programs and reusable objects residing on multiple platforms. Tasks will include support and maintenance, program modifications, performance tuning, problem solving, debugging, gathering and writing technical specifications.
Account Payable	Organizes documents, processes invoices for payment and posts transactions to journals, ledgers and other records. Reviews invoices for accuracy and completeness. Performs basic clerical duties associated with accounts payable. Requires understanding of bookkeeping procedures.
Account Receivable	Verifies and posts accounts receivable transactions to journals, ledgers, and other records. Sorts and files documents after posting. Follows established procedures for processing receipts, cash, etc. May prepare bank deposits. Requires understanding of bookkeeping procedures.
Accounting (additionally, please see below)	Prepares and maintains accounting records which may include general accounting, costing, or budget data. Reviews, analyzes and interprets accounting records for the purpose of giving advice or preparing statements. May act as lead to lower level employees. Requires bachelors degree in accounting or business.
Accounting Clerk	Verifies and posts transactions to journals, ledgers and other records. Prepares statements, invoices and vouchers. May handle balancing and reconciliations. Requires understanding of bookkeeping procedures.

Job Title	Description
Accounting Manager	Manages accounting functions and preparation of reports and statistics detailing financial results. Establishes and maintains accounting practices to ensure accurate and reliable data necessary for business operations. May specialize in one or more functional accounting area such as accounts receivable, accounts payable, payroll, budget, etc. Supervises professional and/or clerical accounting employees. Typically requires a bachelors degree in accounting or business.
BSA: Business Service Analysis	Reviews, analyzes, and evaluates business systems and user needs. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.
Business Architecture	Analyzes the activities of a particular business unit or line of business and makes recommendations pertaining to the projects that the business unit should perform, in addition to relevant and timely corrections to the governance structure, business processes, and the structure of business information. Illustrates the alignment between strategic goals and key business decisions regarding products and services; partners and suppliers; organization; capabilities; and key business and IT initiatives. Analyzes business motivations and business operations through the use of business analysis frameworks and related networks that link these aspects of the enterprise together. Works to develop an integrated view of the business unit, in the context of the enterprise, using a repeatable approach, cohesive framework, and available industry standard techniques.
Business Development	Identifies and helps to develop strategic relationships with partners or potential customers. Leads development of new business opportunities that support the overall growth strategy. Manages the marketing, sales and product development teams to implement business development initiatives. Responsible for reviewing and analyzing the results of past campaigns and developing new initiatives and partnerships. May be expected to have an advanced degree in business management and at least 5 years of experience in business development. Generally manages a group of associate and business development professionals. Relies on experience and judgment to plan and accomplish goals.

Job Title	Description
Business Support	Provides support to functional areas of Finance and Administration including, program support, Billing and AR transaction support where required, general administration duties and all other duties as assigned. Position is critical to ensure efficient operation and compliance for all remaining territory administration functions and key support for the centralized teams in Collections, Accounts Payable and Billing. Ensures data integrity and compliance with Federal, State and local laws, as well as company policies and procedures. Builds internal/external relationships through exceptional problem solving, ownership and follow-through. Sets up and supports new accounts for billing, process credit/debit memos, process refund check requests and price work orders where required.
Cable Tech	Prepares work area for installation of equipment. Verifies dimensions, alignments and clearances per drawings or plans. Connects wiring and equipment as per code and job specification. Operates equipment only if trained and certified to operate. Installs or helps install low-volt components. Must be able to read blueprints and electrical drawings and install as specified. Knowledge of ETHERNET, DS3, COLOR CODES, PUNCH DOWNS, Patch Panel, PULLING CABLE, Cat5, Cat6 is required.
CFO	Directs the overall financial plans and accounting practices of an organization. Oversees treasury, accounting, budget, tax and audit activities of the organization and its subsidiaries. Oversees financial and accounting system controls and standards and ensures timely financial and statistical reports for management and/or Board use. This is the top finance and accounting position for the organization.
Client/Server Development	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.
Contact Center Operation	Answers inbound calls as well as assist customers who have specific inquiries. Builds customer's interest in the services and products offered by the company. Updates the existing databases with changes and the status of each customer/prospective customer. Arranges for the dispatch of products, information packages, brochures etc. to clients and other interested parties. Follows up the calls of the client with clerical duties which includes faxing, filling up paperwork, doing checks on credit references as well as liaising with other departments. Requirements include excellent phone, listening, communication and typing skills. Familiarity of CRM solutions preferred.

Job Title	Description
CRM	Oversees the activities of Customer Relations Representatives or sales order processing staff. Develops customer service policies and procedures to ensure consistent customer service and satisfaction. Troubleshoots and resolves non-routine customer complaints. Resolves major problems with orders, delivery dates or service. Usually requires a degree and 3-5 years relevant experience or equivalent.
Data Center Facility Management	Plans, directs, supervises, and is responsible for all facility infrastructures including, but not limited to, maintenance and repair for backup generators, batteries, fire suppression, building security systems and safety. Manages and evaluates team of facility technicians and electricians. Determines priorities of work to be done and assigns appropriate staff to specific jobs. Supervises contractors and third party vendors relating to facility infrastructure maintenance and repairs. Ensures quality of vendor documentation. Plans and oversees maintenance and repair work for buildings, grounds, utility systems and other engineering specialties. Routinely inspects buildings and equipment to determine need of alterations or repair. Oversees repair work to ensure it meets our stringent quality standards. Ensures all safety, and maintain strict overall appearance and cleanliness of both facility and staff. Maintains SOP and MOP documentation that meets industry standards and best practices.
DBA	Develops, implements, administers, and maintains policies and procedures for ensuring the security and integrity of the company database. Implements data models, database designs, data access and table maintenance codes. Resolves database performance and capacity issues, and replication and other distributed data issues. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.
EDI	Manages, plans, and guides the daily activities of the electronic data interchange department. Ensures proper handling and timely processing of electronic data files. Coordinates file transfers between systems, business partners and customers. Hires and reviews non-management employees. Plans, directs and coordinates daily activities of a department/group/team.
General Affair	In charge for overall office general affairs, such as office maintenance, office procurement and supply of goods, document renewal, transportation, guests services, delivery dispatch and office assets inventory. Familiarity with day-to-day office operations, ability to multi-task, proficiency in Microsoft Office and excellent communication skills are a must.

Job Title	Description
Human Resources Management	Manages Human Resources activities or administers policies according to executive level direction. Also responsible for developing programs or policies. May control compensation and benefits, employee relations, staffing, training, safety, labor relations, and employment records. Supervises organization Human Resources staff. Typically the top HR level in small organizations or 2nd or 3rd level in larger organizations.
Human Resources Development	Manages the personnel needs of the company and is responsible for the screening and training of new employees. Coordinates employee benefits, updates manuals and job descriptions, and assists management with all personnel matters. Ensures potential employees are properly investigated and tested. Analyzes the effectiveness of personnel policies and practices. Ensures that employees are kept aware of personnel policies and employee benefit programs on a continuing basis. Maintains an active salary and position classification program, providing information to supervisors about the rationale, scope, and usage of classification procedures and assisting them, as necessary, in applying this information to job descriptions. Coordinates an annual maintenance review of job descriptions. Ensures that new employees receive proper orientation. Coordinates employee training activities, such as lectures, classes, seminars, conferences, and schools.
IT Asset Management	Oversees daily and long-term strategic management of software and technology-related hardware within the organization. Plans, monitors, and records software and/or hardware licenses to ensure compliance with vendor contracts. Assists in forming procurement strategies for technology spend across the organization. Develops and implements procedures for tracking company assets to oversee quality control throughout their lifecycles.
IT Help Desk	Provides helpdesk support for IT hardware, software, network, and operating system problems by answering calls from users and performing troubleshooting over the phone. Does password resets for domain accounts, SAP and VPN remote access. Tests and installs hardware/software. Identify threats to information security. Collects and processes forms for remote access, new users, application users. Requires minimum two years experience in Help Desk Support, basic understanding of PC hardware and connectivity components, strong knowledge of Windows XP and MAC OS X and strong knowledge of MS Office (Outlook, Word, Excel, Power Point, etc.). Solid customer service experience is required and strong written and verbal communication skills also required.
Network Engineering	Installs, configures, and maintains the organization's LAN server and workstations. Acts as primary organizational interface with vendor and provides internal analysis and support. Manages performance of a multiple hardware and software platform interface at the most complex level. Reports to an IS Operations Manager. Requires BS degree or equivalent technical training.

Job Title	Description
Output Fleet	<p>Manages large-scale fleets of business document output devices with focus to maximizing uptime, utilization and user satisfaction while minimizing costs. Assists in developing, implementing and managing ongoing site operations. Acts as a supporting interface to outside contractors for management of performance issues. Monitors and ensures timely parts and supplies procurement and distribution program, as well as an onsite inventory of key parts and supply items. Coordinates and tracks machine moves, machine removals and new machine installations. Tracks machine lease expiration and/or projected end of service life dates, as required. Manages the collection of periodic meter readings, including review and validation. Provides ongoing feedback for further program development, enhancement, correction and deployment of program. Makes recommendations for machine deployment, machine replacement, user training, etc. Four-year college degree or equivalent work experience required. Prior experience managing large-scale fleet implementations preferred</p>
Payroll (please see below)	
Payroll Manager	<p>Manages the preparation, distribution, and reporting processes for payroll. Oversees the calculation of wages, overtime, and deductions to ensure compliance with federal and state laws. Ensures that payments and government reports are disbursed timely and accurately. Establishes policies and procedures for the payroll function.</p>
Payroll Administrator	<p>Maintains production records, timesheets, and the payroll system. May be responsible for computing, withholding, and deductions associated with net earnings. May require an associate's degree or its equivalent and at least 4 years of experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.</p>
PC/NW Tech	<p>Oversees all aspects of network and PC-related technical support including the maintenance, analysis, troubleshooting and repair of customer computer systems, including phone support and outside support. Documents, maintains, upgrades, and replaces hardware and software systems. Supports and maintains user account information including rights, security, and system groups. Requires proficiency in various networking platforms as well as Windows operating systems (XP Pro, Vista Business, 7), ability to service personal computers, printers and scanners. Must have excellent oral & written communication skills.</p>
Project Management	<p>Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of</p>

Job Title	Description
	tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Purchase (additionally, please see below)	Accomplishes various purchasing assignments that are fairly complicated in nature. Requires ability to understand materials requirements and choose from several options. Compares prices and makes vendor selections or suggestions. Arranges delivery schedules. Usually an intermediate level.
Purchasing Clerk	Ensures that materials, equipment, and supplies are ordered and delivered in a timely manner. Chooses vendors, places orders, maintains records and handles returned goods. Usually requires a high school education.
Purchasing Manager	Evaluates suppliers based on cost, quality, service, availability, reliability, and selection variety. Examine vendor catalogs, commerce publications and directories in order to source the right suppliers. Attends meetings, trade shows and conferences to inspect products and services, evaluate production and distribution abilities and consider all other aspects that may influence purchasing decisions.
SAP Basis	Requires strong technical skills in SAP installations, upgrades, system copy, SAP performance tuning, authorization setup, TMS admin, language support, applying patches, and backup and restore. Possesses Basis consulting experience in managing Enterprise Portals, J2EE administration, and or SAP BIW with BW administration workbench, authorization and tuning. Experienced working in UNIX, Windows environment, and with Oracle database. Has detailed knowledge of SAP support for Security audits and certifications. Has knowledge of technical infrastructure, networking and system operations. Has knowledge of hardware capacity planning and high availability solutions. Has knowledge of project documentation. Familiar with SAP ASAP project implementation methodology. Experience in two full life-cycle implementation and upgrade projects preferred. SAP Basis Certification preferred. Candidate should also be an independent worker with effective communication and interpersonal skills.
SAP BW	Develops new datasources, infosources, ODS, master data and infocubes. Creates infopackages and do data loading as well as monitoring and fixing of load jobs. Develops new queries and web templates. Modifies existing datasources, infosources, ODS, master data and infocubes. Modifies existing queries and web templates. Performs user ID maintenance and sets up and maintains users' communications. Analyzes data from other sources which may or may not from R/3. Monitors system utilization and performance. Responsible for ensuring data accuracy in final reports.

Job Title	Description
SAP FI/CO	Supports clients in the selection, implementation, and support of SAP FICO module. This role uses consulting skills, business knowledge, and packaged solution expertise to effectively integrate packaged technology into the clients business environment in order to achieve client expected business results. The role is expected to deliver complex SAP solutions to challenging deadlines and requires understanding of FI and a strong project background in package implementations. Position will also include consulting and requires business knowledge, and packaged solution expertise to effectively incorporate packaged technology into the clients business environment in order to achieve client expected business outcome. SAP FICO experience is required. Must be proficient in MS Excel, Microsoft Project. A Bachelor's Degree in Finance/Accounting, ability to collaborate with clients, excellent communication written and verbal skills are preferred.
SAP Logistics	Uses experience in logistics module preferably support function. Integrates SAP technology solutions into business needs to ensure maximum utilization and system functionality. Records and efficiently responds to logistics support queries using SAP Solution Manager. Analyzes business and SAP function interaction and recommend procedure updates or enhancement to optimize business performance. Develops documentation related to change management procedure, business blue print addendum, testing of scenarios, business process procedures etc. Develops user-training plan and conduct user training. Develops reports using SAP ABAP queries. A degree in IT/ Business /Accounting is preferred. SAP Certification in Logistics Module SD, PP, or MM is preferred.
SCM	Responsible for overseeing the implementation of customer and supplier facing functions to support customer flexibility requirements, while achieving plant goals and targets with regards to costs, liability and inventory. Monitors and reports on inventory levels and liabilities within the supply chain. Oversees the implementation of the inventory management strategies to ensure continuity of supply to the customer base. Monitors supplier performance in areas of responsiveness and flexibility. Develops and manages operational performance indices in line with key performance metrics. Drives process improvements to ensure that the plant is meeting or exceeding defined targets. Requires a third level qualification, with a strong emphasis on materials supply and management.
Security Administration	Troubleshoots network access problems and implements network security policies and procedures. Ensures network (LAN/WAN, telecommunications, and voice) security access and protects against unauthorized access, modification, or destruction. Requires a bachelor's degree with at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is

Job Title	Description
	<p>expected. Typically reports to a supervisor or manager.</p>
<p>Solution Architecture</p>	<p>Reviews and analyzes current technology infrastructure and its ability to support strategic user objectives of an employer or customer. Works with organization's departments to assist in the improvement of business processes, testing systems to ensure functionality is satisfactory and recommending new systems or product upgrades. Designs computer systems, networks, applications and user interfaces for an organization. Works with internal and external customers to develop systems to required business specifications. Performs system and network modeling, analysis and planning to implement a solution that will meet business needs within financial budget guidelines. Researches software and hardware products or services, and finding best solutions and prices to meet business requirements. Presents and translates the design to customers to ensure the design will meet the customers' requirements. Educational requirements include at least a bachelor's degree in information systems, computer science, information technology or a related discipline. Certifications related to system and network architecture through popular technology providers such as Cisco and Microsoft may increase employment opportunities.</p>
<p>System Engineering</p>	<p>Installs, supports, and maintains a multi-user computer system, including a local-area network (LAN). Responsible for adding and configuring new workstations, setting up user accounts, and allocating mass storage space. in charge of troubleshooting, planning for and responding to service outages and other problems. Other duties may include scripting or light programming, project management for systems-related projects, supervising or training computer operators, and being the consultant for computer problems beyond the knowledge of technical support staff.</p>
<p>System Operation</p>	<p>Works with, coordinates and directs the work of system operations, dispatch and field service personnel in the operation of electrical transmission and distribution systems, and performs other related work as required. Plans, schedules, assigns and supervises the work of all system operations, dispatch and field service personnel to maintain appropriate staffing levels; monitors workloads, assigned projects and the quality of work output. Ensures the continuous safe and timely response to electric system emergencies by dispatch, system operations and field service personnel. Maintains logs and reporting functions involved in the transmission and distribution systems and customer assistance information, such as outage reports, system abnormal reports, and call center activity report. Investigates abnormal system operations. Reviews and revises system operations and procedures manuals; monitors procedures compliance.</p>

Job Title	Description
Technology Planning	<p>Provides IT strategy and vision as well as anticipates and solves problems at the enterprise level. Stays current on technical innovations/IT trends, understand company's specific business objectives and plan for future architecture needs and projects accordingly. Interfaces across several channels, acting as a visionary to assist in defining direction for future projects proactively. Remains continuously aware of business, technical, and infrastructure issues. Defines infrastructure and application architectures. Drives creation and execution of the infrastructure roadmap. Works in a matrix environment with ability to collaborate with the application development and infrastructure organizations, across technology planning, functional/technical design, build and implementation of key capabilities. Works closely with partner providers on developing and implementing our infrastructure roadmap. Defines technical standards for major areas of development.</p>
Telecom Tech	<p>Installs, troubleshoots, repairs and maintains telecommunications equipment. Provides reports, completes requests for new service, and determines methodology for installing telephone service. Determines appropriateness of moderate equipment changes or modifications including call switches, test trunks and test links, and installs communication circuits. May require an associate's degree or its equivalent and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.</p>
TIS : Technical Industry Specialist	<p>Analyzes technical, science, engineering, business, and all other data processing problems for application to electronic data processing systems. Evaluates user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May evaluate or recommend commercially available software. May supervise computer programmers.</p>
Web Development	<p>Conceptualizes, lays out and codes content for the Internet Web sites. Requires proficiency in creating and working with many types of media, including text, images, music, animations, videos, etc. Requires fluency in a range of technologies, hardware, software and mark-up languages, such as HTML and CSS, and server-side languages such as PHP and ASP. Must be highly proficient in using Web design and programming software.</p>