STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

May 11, 2016

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: SHANNON WROBEL
STATE CONTRACT PROCUREMENT OFFICER
302-857-4537

SUBJECT: **AWARD NOTICE – Addendum #10 effective July 1, 2019**
CONTRACT NO. GSS16112-TEMP_EMPL
Temporary Employment Services

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KEY CONTRACT INFORMATION

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GOVERNMENT SUPPORT SERVICES – CONTRACTING
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT

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REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

A portion of this contract has been established pursuant to 16 Delaware Code, Chapter 96 and is mandatory use for any "Agency of this State". Pursuant to 16 Delaware Code, Section 9602 (1) "Agency of this State" shall include all counties, towns, school districts or any other entity which is supported in whole or in part by funds appropriated by the General Assembly.

2. CONTRACT PERIOD

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Each Vendor's contract shall be valid for a two (2) year period from July 1, 2016 through June 30, 2018. Each contract may be renewed for three (3) one (1) year periods through negotiation between the Vendor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

Any vendor(s) awarded under this solicitation who does not bid, or for any reason whatsoever is not awarded a subsequent contract that has active placements shall have a requirement to transition placements within 90 days to any of the subsequently awarded vendor(s) under successor contracts, should the State desire placements. During that period of time, vendors shall perform in accordance with the terms and conditions of the award under which their placements were made. Such placements shall not incur any expense to the placed temporary employee or the State and non-compete agreements of any vendor(s) shall not prevent the opportunity of any current temporary placement to transition to a newly awarded vendor under successor contract.

Addendum #6 extends contract for a one year period through June 30, 2019.

Addendum #10 extends contract for a one year period through June 30, 2020.

3. VENDORS

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Vendor contact information can be found in the Pricing Spreadsheet associated with this contract award. The associated Pricing Spreadsheet document will also provide details on which vendor is awarded which position and their rates.

SET ASIDE PLACEMENTS
GSS16112-TEMP_EMPLV01 **Ability Network of Delaware (A.N.D.)** 100 W 10th Street, Suite 103 Wilmington, DE 19801 FSF:

GENERAL TEMPORARY EMPLOYMENT PLACEMENTS	
GSS16112-TEMP_EMPLV02 **22nd Century Technologies, Inc.** 1 Executive Drive, Suite 285 Somerset, NJ 08873 FSF: 0000142590	GSS16112-TEMP_EMPLV03 **Abacus Corporation** 610 Gusryan Street Baltimore, MD 21224 FSF: 0000180210
GSS16112-TEMP_EMPLV04 **Acro Service Corporation** 39209 Six Mile Road, Suite 250 Livonia, MI 48152 FSF: 0000288188	GSS16112-TEMP_EMPLV05 **Delmarva Temporary Staffing, Inc.** PO Box 264 Rehoboth Beach, DE 19971 FSF: 0000026950
GSS16112-TEMP_EMPLV06 **Delta-T Group, Inc.** 950 Haverford Road, Suite 200 Bryn Mawr, PA 19010 FSF: 0000018545	GSS16112-TEMP_EMPLV07 **DePaul Industries** 4950 NE MLK JR Blvd Portland, OR 97211 FSF: 0000292219
GSS16112-TEMP_EMPLV08 **Express Employment Professionals** 2 Penns Way, Suite 205 New Castle, DE 19720 FSF: 0000139258	GSS16112-TEMP_EMPLV09 **Goodwill Delaware & Delaware County PA** 300 East Lea Blvd. Wilmington, DE 19802 FSF: 0000024324
GSS16112-TEMP_EMPLV010 **Premier Staffing Source, Inc.** 4640 Forbes Boulevard, Suite 200A Lanham, MD 20706 FSF: 0000142353	~~GSS16112-TEMP_EMPLV11~~ ~~**TAD PGS, Inc. /AKA/ Adecco Government Solutions**~~ ~~1001 Third Ave. W. Suite 4609~~ ~~Bradenton, FL 34205~~ ~~FSF: 0000292214~~
~~GSS16112-TEMP_EMPLV12~~ ~~**US IT Solutions, Inc.**~~ ~~2570 N. First Street, 2nd Floor~~ ~~San Jose, CA 95131~~ ~~FSF: 0000287777~~	

Addendum #6 removes TAD PGS, Inc. /AKA/ Adecco Government Solutions effective July 1, 2018.

Addendum #10 removes US IT Solutions Inc. effective July 1, 2019.

4. PRICING

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Prices will remain firm for the term of the contract year. Refer to Pricing Spreadsheet.

Addendum #6 updates pricing through June 30, 2019. Refer to the pricing spreadsheet for details.

5. ADDENDUM HISTORY

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Addendum	Explanation	Effective
#1	Adds Cosmetologist	October 4, 2016
#2	Adds Lottery Field Representative	February 23, 2017
#3	Adds Plumbing Inspector	September 8, 2017
#4	Adds Conservation Specialist I	September 28, 2017
#5	Adds Physical Plant Maintenance/Trades Mechanic II	October 13, 2017
#6	Extends contract for one year through June 30, 2019, and removes TAG PGS, Inc. /AKA/ Adecco Government Solutions	July 1, 2018
#7	Adds Cultural Preservation Specialist	April 3, 2018
#8	Adds 12 Lab positions: Microbiologist I, Microbiologist II, Microbiologist III, Analytical Chemist I, Analytical Chemist II, Analytical Chemist III, Analytical Chemist IV, Laboratory Technician I, Laboratory Technician II, Laboratory Technician III, Laboratory Manager I, and Laboratory Manager II	August 30, 2018
#9	adds two set aside positions: Records Management Specialist & Sr. Data Entry Technician	November 30, 2018
#10	Extends contract for one year through June 30, 2020, and removes US IT Solutions, Inc.	July 1, 2019

ADDITIONAL TERMS AND CONDITIONS

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6. BILLING

The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

7. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

8. PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

9. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

10. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number GSS16112-TEMP_EMPL on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

11. REQUIREMENTS

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

12. HOLD HARMLESS

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

13. NON-PERFORMANCE

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

14. FORCE MAJEURE

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

15. AGENCY'S RESPONSIBILITIES

The Agency shall:

a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.

b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.

d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.

e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. http://gss.omb.delaware.gov/divisionwide/forms.shtml.

16. HOW TO FILL A TEMPORARY POSITION

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After an agency has determined they have a need to hire a temporary employee the person assigned the task of filling the placement needs to review the most current information in the contract. The contract provides you with the currently covered position titles and descriptions along with which vendor(s) is/are awarded the position and the awarded rates.

SET ASIDE POSITIONS

Certain positions in the contract are Set-Aside in accordance with the State Law Use Commission through Ability Network of Delaware (A.N.D.). A.N.D. is the first point of contact for placements falling under the following job titles:

Accounting Technician
Administrative Specialist I
Administrative Specialist II
Administrative Specialist III
Data Entry Technician
Sr. Data Entry Technician
Supply, Storage, Distribution Clerk: This job classification is a partial set aside. Duties under this classification pertaining to *internal Mail distribution* are set aside.
Operations Support Specialist
Social Worker/Case Manager
Clerical Assistant
Telephone Operator
Housekeeper
DART – Reservationist
DART – Customer Ride Checker
DART – Customer Ride Check Supervisor
Food Service Worker
Food Service Director
Records Management Specialist

In the event A.N.D. is unable to fill your need a waiver will be issued for you to fill the position through another vendor. You will be instructed to contact the contract officer for vendor contact information and rates. The waiver is only good for the one placement and valid for one year. Should the requesting agency still need the position after one year they will be required to either hire the employee on a permanent basis or contact A.N.D. for a replacement employee. Requesting Agency is required to forward this waiver approval to the State Contract Officer once the position has been filled, to include information relating to the position: Temporary Agency Utilized & Temporary Employee Name.

REQUEST FOR TEMPORARY EMPLOYEE

Agency requests for temporary employees shall *only* contain the job title to be filled. Additional job descriptions or modifications provided by an agency at the time of request shall not be utilized.

Requesting Agencies do not have the authority to authorize increases in pay and/or bill rates awarded as a result of this contract.

Vendors are only permitted to fill those positions for which they have been awarded. Awarded vendors are not authorized to fill positions they have not been awarded nor positions not on the contract.

17. ADDITIONAL POSITIONS

Job Descriptions for positions added to the contract following the initial award can be found in the following pages. New positions include:

- Cosmetologist
- Lottery Field Representative
- Plumbing Inspector
- Conservation Technician I
- Physical Plant Maintenance/Trades Mechanic II
- Cultural Preservation Specialist
- Microbiologist I
- Microbiologist II
- Microbiologist III
- Analytical Chemist I
- Analytical Chemist II
- Analytical Chemist III
- Analytical Chemist IV
- Laboratory Technician I
- Laboratory Technician II
- Laboratory Technician III
- Laboratory Manager I
- Laboratory Manager II
- Records Management Specialist (set aside)
- Sr. Data Entry Technician (set aside)

COSMETOLOGIST

Summary Statement

This class is responsible for cosmetology work at the skilled level.

Nature and Scope

A class incumbent reports to a technical or administrative superior and is responsible for providing beauty services to the physically and mentally ill or developmentally disabled at a State institution. Work is performed in accordance with standard cosmetology practices and general work instructions. Class incumbents wave, cut, style and color hair; give scalp and hair treatments and keep associated records from which the incumbent prepares summary reports. Principal contacts are with institutional staff to schedule patient appointments.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Assesses hair type, condition, growth pattern; cuts, sets and styles hair.
- Applies permanent waves, hair relaxers, tints and dyes.
- Applies shampoos, scalp and hair treatments.
- Sterilizes and sanitizes shop equipment and instruments and cleans work area.
- Records number and type of treatments and services administered; schedules patient appointments, prepares summary reports, inventories and recommends requisition of beauty shop supplies and equipment.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the principles and practices of cosmetology.
- Knowledge of the operation and routine maintenance of beauty shop equipment.
- Knowledge of the methods and techniques of cutting, setting and styling hair based upon assessment of hair type, condition, growth pattern and desired results.
- Knowledge of the proper application of permanent waves, hair relaxers, tints and dyes.
- Knowledge of the proper procedures for the sanitization and sterilization of beauty shop equipment and utensils.
- Knowledge of the practices and procedures of recordkeeping and routine report preparation.
- Skill in the practice of cosmetology.
- Ability to detect scalp, skin and hair problems and disorders.
- Ability to exercise patience and understanding while working with the physically and mentally ill and developmentally disabled.
- Ability to remain calm and exercise sound judgment when confronted with aberrant behavior.
- Ability to instruct auxiliary personnel in work methods and procedures.
- Ability to maintain accurate records.

Job Requirements

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Delaware Cosmetologist license.

Lottery Field Representative

Description of Occupational Work

This class series uses three levels in the Cultural and Information Resources Services occupational group, Marketing and Public Information occupational series and describes sales and marketing activities for the Delaware State Lottery Office.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Performs marketing and sale of lottery products.
- Develops and implements incentive programs to maximize retailer sales potential. Monitors retailer sales activities.
- Provides training to retailers in sales and marketing techniques, operating procedures, rules and regulations for selling lottery games
- Monitors retailer compliance with lottery rules and regulations.
- Arranges, sets-up and monitors retailer promotions.
- Provides resolution of retailer and player complaints.
- Coordinates field sales and marketing support activities performed by vendor staff.
- Identifies potential new retail locations. Coordinates new retailer recruitment efforts by vendor staff.
- Monitors vendor staff performance.
- Prepares a variety of reports.

Lottery Field Services Representative

This is the first level in the series responsible for performing the full range of essential functions.

- Reports to a technical superior.
- Performs field sales and marketing activities within an assigned territory.
- Assists in the recruitment of new retailers.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the Division of Lottery policies and procedures.
- Knowledge of public relations.
- Knowledge of conducting training courses.
- Knowledge of business accounting and recordkeeping.
- Skill in sales and marketing techniques and strategies including motivational sales techniques.
- Skill in territory account management.
- Skill in establishing and maintaining effective working relationships with sales agents.
- Ability to project a professional sales image.
- Ability to enforce Delaware Lottery rules and regulations.
- Ability to communicate effectively, both orally and in writing.

Job Requirements

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience in public relations, media relations or communications such as establishing and promoting a positive image with the public, informing or influencing specific audiences through the use of internal and external communications such as public forums, journalism, writing, marketing, advertising, promotions, or special events.

2. Six months experience in territory account management which includes developing and managing sales routes and traveling within an assigned geographic location visiting numerous retailer accounts.
3. Six months experience in sales and marketing to retail outlets.
4. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
5. Knowledge of presenting training courses using a variety of training methods such as lecture, structured exercises, role play or group discussion as well as the use of training materials such as overheads, PowerPoint, handouts or videos.
6. Possession of a valid Driver's License (not suspended, revoked or cancelled, or disqualified from driving).

Plumbing Inspector

Summary Statement

A class incumbent is responsible for ensuring plumbing construction, alteration, repair and installation work performed by licensed plumbers and private homeowners is in conformance with the State of Delaware plumbing code and related codes, ordinances, regulations and standards.

Nature and Scope

This class reports to an administrative superior. Assignments require evaluative thinking and are carried out in accordance with Title 16, Delaware Code; The Building Officials and Code Administrators (BOCA) National Plumbing Code; related federal, state, county and local building codes; and departmental practices and procedures. A class incumbent works independently with no direct technical supervision and is responsible for inspecting plumbing installations on new construction, renovations and repairs in commercial and private buildings; enforcing the State plumbing code; and issuing plumbing permits. Concurrently, an incumbent receives complaints concerning dangerous or improper conditions; provides consulting services and solves operational problems for licensed plumbers, private homeowners, and State, county and local officials. Significant aspects of work in this class include conducting investigations on plumbing work performed without a permit; enforcing codes, rules and regulations; serving as expert witness for court cases; and initiating corrective action for plumbing work that does not conform to applicable codes.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Receives and approves applications for plumbing permits. Determines applicable codes, ordinances, regulations and standards for perspective work. Evaluates required plans, drawings and specifications to ensure all requirements are met. Issues permits and coordinates with plumbers and homeowners to determine timing of site inspections.
- Inspects the installation of underground and roughed-in plumbing to assure work is done according to approved plans, specifications and acceptable plumbing standards by authorized persons. Performs final plumbing inspection upon completion of work. Contacts and/or meets with plumbers and homeowners to notify of work not in compliance with codes, regulations, etc. and to advise of requirements.
- Performs facilitating inspection services to enable health officials to insure the control of water and sewage related diseases.
- Receives, investigates and documents complaints and incidents concerning dangerous or improper conditions and water seepage and/or sewage. Determines causes and confers with property owners and/or tenants to explain and resolve problems. Notifies and/or coordinates with other appropriate enforcement/regulatory agencies, as necessary.
- Cites violation of codes, recommends and enforces corrective action. Conducts follow-up inspection(s). Works with superiors and the Attorney General's Office in cases that require legal action. Gathers evidence. Takes photographs of areas in violation. Testifies in court as necessary.
- Represents the agency in contacts with local, county and other State inspection and enforcement units on plumbing system issues. Performs special investigations of plumbing systems and/or develops and recommends corrective action plans.
- Interprets and explains plumbing code and related regulations to registered plumbers and homeowners.
- Prepares reports and maintains records pertinent to inspections and enforcement.
- Keeps abreast of changes in applicable codes, ordinances, regulations and standards.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of materials, tools, machinery, methods, practices and principles used in the plumbing trade.
- Knowledge of applicable federal, State, and local plumbing codes, ordinances and regulations.
- Knowledge of applicable sections of building, housing and fire codes and regulations, including those concerning the Americans with Disabilities Act and building accessibility for the handicapped.
- Knowledge of improper plumbing practices, methods, techniques and practices of correcting faulty, substandard or hazardous conditions.
- Knowledge of plumbing inspection methods and techniques.
- Skill in interpreting and applying codes, regulations and standards during the application review and inspection process.
- Skill in interpreting blueprints, plans, diagrams and specifications and in recognizing alterations or deviations from proposed plans during the inspection process.
- Skill in enforcing codes, ordinances and regulations.
- Skill in establishing effective working relationships with associates and the public.
- Ability to work independently with no direct technical supervision.
- Ability to effectively explain codes, rules, regulations to individuals and groups.
- Ability to document and record pertinent information, records and reports.

Job Requirements

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Certificate of Registry as a plumber by the State Board of Health.
2. At least ten years experience performing plumbing and sanitation work.
3. Six months experience in ensuring compliance with laws, rules, regulations, standards, policies, and procedures.

Conservation Technician I

Description of Occupational Work

This class series uses six levels of work in the Agricultural & Natural Resources Occupational Group, Natural Resources Services series and describes technical work applying natural resources preservation, conservation and management principles and practices, policies and procedures to support the various initiatives and programs involved in preserving, protecting, improving and maintaining these resources for safe public use and enjoyment. The focus of conservation technician services is to assist management and administrative staff in the implementation of natural resources management initiatives and programs. Work involves making evaluations and assessments in areas such as horticulture, agriculture, forestry, environmental conditions, wildlife habitat management and open water management in carrying out a variety of activities such as construction/building trades, landscaping, equipment operation, maintenance and repair, and public relations for State owned and/or maintained grounds and facilities, parks, forests, fish and wildlife habitat areas, shorelines, beaches and waterways.

Note : The career ladder incorporates levels, I, II, and III; therefore, all positions allocated into the career ladder are classified at the III level. The level I Technician is to provide entry for hiring new employees into the class series but does not preclude hiring new employees at higher levels. To implement the career ladder, current employees are assigned to the level for which they meet minimum qualifications and promotional standards. Employees are promoted through the career ladder in accordance with promotional standards. The promotional standards, a selection document under separate cover, sets forth the criteria that defines and describes the requirements that must be met at the various levels.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Applies conservation and preservation principles and practices in support of the management of the state's natural resources which includes such activities as propagating, seeding, transplanting, cultivating, harvesting and care of trees, flowers, shrubs, lawns and crops to include turf/grounds management, pest management, herbicide/fertilizer application, layout and design, assessment of soil composition and environmental conditions.
- Performs maintenance and repairs in a variety of labor/trades fields such as plumbing, carpentry, painting, welding, construction, grounds maintenance and assists higher level personnel on large scale projects. Operates marine, land-based and construction equipment and vehicles.
- Maintains and repairs a variety of equipment/vehicles.
- Provides information to the public as requested or responds to inquiries regarding agency initiatives/programs.
- Ensures the safe usage of state owned, managed, and/or maintained grounds and facilities by the public.
- Completes standard forms/applications; maintains records and reports detailing daily activity, tool and equipment inventory, fuel and service logs and related activities.

Conservation Technician I

This level describes entry into the series.

- Assignments are structured and performed under close supervision.
- Applies principles/practices and methods/techniques to basic natural resources conservation/preservation activities.
- Operates and maintains basic equipment /vehicles such as tractors, dump trucks, a variety of mowers and outboard motor boats.
- Performs less complex labor/trades; may assist technical superior in complex trades.

- Learns the operation of complex equipment and under close supervision operates some of the complex equipment.
- Performs routine preventative maintenance of vehicles, equipment, and tools such as fueling; lubrication including changing oil and greasing parts, tests for fluid levels and charge; checks, repairs and/or replaces various standard parts and assemblies such as alternators, wiper blades, fan belts, spark plugs, lights, and ignition systems.
- Contacts are typically to respond to general public inquiries.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSAs listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the principles, practices, techniques, goals and objectives of natural resources conservation, preservation, and management activities.
- Knowledge of the methods and techniques in applying natural resources preservation, conservation and management principles and practices.
- Knowledge of plant and animal life and agricultural/horticultural/arboricultural practices.
- Knowledge of the applicable natural resources and environmental rules, regulations and laws including safety regulations.
- Knowledge of chemical control, application and materials.
- Knowledge of routine preventative equipment and tool maintenance.
- Knowledge of the safe and efficient operation of basic marine, land-based and construction equipment operated on unstable terrain.
- Skill in less complex trades.
- Skill in the use of hand and machine tools.
- Ability to read and comprehend technical material including schematics.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to prepare records and reports.
- Ability to communicate effectively orally and in writing.

Job Requirements

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

Department of Agriculture:

1. Knowledge of operating and maintaining light and heavy farming, construction equipment and hand power tools.

Department of Health and Social Services:

1. Knowledge of operating and maintaining motor vehicles, landscaping and groundskeeping equipment and hand tools.
2. Knowledge of performing a variety of groundskeeping, mechanical, and building maintenance trades work.

Office of Management and Budget, Department of Transportation, Department of State:

1. Knowledge of operating and maintaining motor vehicles, landscaping and groundskeeping equipment and hand tools.
2. Knowledge of plant life, horticulture or arboriculture such as plant growth, pest or disease control, groundskeeping or landscaping.
3. Possession of a valid Driver's License (not suspended, revoked or cancelled, or disqualified from driving).

Department of Natural Resources and Environmental Control: Coastal Program:

1. Knowledge of operating and maintaining motor vehicles, landscaping and groundskeeping equipment and hand tools.

2. Knowledge of operating and maintaining small motor marine vessels, canoes and kayaks.
3. Knowledge of performing a variety of groundskeeping, mechanical, and building maintenance trades work.
4. Knowledge of land stewardship, plant life, pest or disease control, invasive species identification and management.
5. Possession of a valid Driver's License (not suspended, revoked or cancelled, or disqualified from driving).

Department of Natural Resources and Environmental Control: Field Operations:

1. Knowledge of operating hand power tools and land-based and/or marine-based construction equipment used for grading, excavating, pumping, or dredging.
2. Knowledge of routine maintenance of land and marine construction equipment, light trucks and vessels.
3. Possession of a valid Driver's License (not suspended, revoked or cancelled, or disqualified from driving).

Department of Natural Resources and Environmental Control: Division of Parks:

1. Knowledge of operating and maintaining motor vehicles, landscaping and groundskeeping equipment and hand tools.
2. Knowledge of performing a variety of groundskeeping, mechanical, and building maintenance trades work.
3. Possession of a valid Driver's License (not suspended, revoked or cancelled, or disqualified from driving).

Department of Natural Resources and Environmental Control: Regional Operations:

1. Knowledge of operating and maintaining equipment such as farming equipment, construction equipment, trucks, boats, or small motor equipment.
2. Knowledge of maintenance trades such as grounds keeping, mechanical, building, or general carpentry.
3. Knowledge of land management activities such as land stewardship, farming practices, invasive species identification and control, herbicide applications, or prescribed burning.
4. Knowledge of record keeping.
5. Possession of a valid Driver's License (not suspended, revoked or cancelled, or disqualified from driving).

Physical Plant Maintenance/Trades Mechanic II

Summary Statement

A class incumbent performs at the full-performance level carrying out routine and preventative maintenance on physical plants; bridges and equipment; working on on-going and short term projects to help ensure efficient operations of physical plant facilities; bridges and/or upkeep and restoration of historical buildings.

Nature and Scope

An incumbent reports to a technical or administrative supervisor and is involved in skilled and/or specialized work which includes making rounds of HVAC systems; doing basic repairs to system's elements, performing routine maintenance, inspecting gauges and pumps, lubricating and cleaning pumps, motors, filter lines and traps, adjusting temperatures and steamflow, replaces additives and filters in systems and maintaining compressors, pumps, treatment and disposal plants. Concurrently, an incumbent makes repairs and performs maintenance in one or more trade fields involving plumbing, carpentry, painting, welding concrete, masonry and plastering, and assists Maintenance/Trade Mechanic III's in complex or large-scale projects. Work in this class may include operating and maintaining life safety devices such as sprinkler systems and may operate and maintain oil-fired burners and auxiliary equipment to provide a supply of steam for facility use. Duties in this class may require working at heights using ladders or scaffolds.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Renovates equipment, builds partitions, furniture and structures to extend usage and/or meet specific needs.
  Performs maintenance in one or more trade fields including plumbing, carpentry, painting and assists in complex or large-scale projects.
  Inspects facilities, makes basic repairs to systems, structures and equipment and is engaged in preventative maintenance program.
  Inspects, maintains and repairs HVAC operation, water supply, pumps, wells, sanitary systems, compressors, treatment and disposal plants.
  May perform maintenance and preventative maintenance of vehicles and operate heavy equipment.
  Maintains records of materials, jobs, and other pertinent information.
  May perform highway lighting or drawbridge maintenance.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of advanced methods and techniques used in one or more traditional fields, such as plumbing, painting, carpentry, welding and plastering.
- Knowledge of safe and efficient use of tools commonly used in the building and mechanical trades.
- Knowledge of methods and techniques used in maintenance and repair of heating and cooling systems.
- Skill in the repair of a variety of structural and/or mechanical facilities in a variety of trade areas.
- Skill in following and understanding oral and written instructions sketches and plans.
- Skill in analyzing problems and taking corrective action.
- Ability to relate to co-workers, subordinates and general public.

Job Requirements

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience in operating and maintaining a variety of equipment, hand and power tools used in trades fields such as plumbing, carpentry, painting or HVAC.

2. Six months experience in performing work in a variety of trades fields such as plumbing, carpentry, painting or HVAC.
3. Knowledge of interpreting blueprints, schematics or technical drawings.
4. Knowledge of record keeping.
5. Possession of a valid Driver's License (not suspended, revoked or cancelled, or disqualified from driving).

Cultural Preservation Specialist

Summary Statement

This is cultural preservation work conducting and administering programs for the identification and protection of archaeological and historic resources.

Nature and Scope

Class incumbents report to a technical superior. Responsibilities include interpretative, consultative and advisory services to State/federal/local agencies, property owners, contractors, architects, archaeologists, and historians in the identification, evaluation and protection of Delaware's cultural resources. Incumbents administer one or more of a variety of state/federal programs including preservation/rehabilitation of historic buildings, nominations to the National Register of Historic Places, historic/cultural preservation planning, environmental review, and cultural resources survey. Incumbents plan and conduct various surveys to identify and assess cultural resources, evaluate the effects of federal/state/local projects on cultural resources and recommend alternatives to mitigate effects; coordinate programs with federal regulatory agencies; monitor projects and programs to ensure compliance; coordinate a public participation process to identify preservation priorities; and, periodically revise and update historic preservation plans.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Review projects for and evaluate the eligibility of architectural, archaeological, and/or historical properties; review plans, proposals, reports, applications or property nominations; determine and recommend revisions, certification, approval, eligibility, alternatives to mitigate effects; write or review scope of work; provide technical and program direction and guidance.
- Review and evaluate proposed work, work in progress, reports of completed projects, and previous project covenants and agreements to determine compliance.
- Plan and conduct cultural resource/historic property surveys; identify and assess significance of historic, pre-historic resources; conduct research.
- Plan and conduct archaeological excavations and analysis.
- Interpret and explain state/federal historic preservation program laws, regulations, standards, and procedures, and technical aspects of historic preservation to property owners, federal/state/local agencies, contractors, consultants, and the public.
- Write various activity, program, and research reports; prepare brochures, news articles, or other public relations materials: and, present talks on preservation topics to the public and other agency staff.
- Review restoration and development plans for historic structures and make recommendations as to their compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Coordinate public participation processes for historic and cultural preservation priorities; research and write program plans; and track implementation of plan priorities.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSAs listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of applicable State and Federal laws, rules, regulations, guidelines, policies and procedures governing archaeological and historic preservation.
- Knowledge of the principles, practices and theory of cultural preservation.
- Knowledge of Delaware and regional history, pre-history, anthropology, archeology, architectural history and design or historical architecture.
- Knowledge of the methods and techniques of conducting research including primary and secondary sources.
- Knowledge of the methods and techniques of recordkeeping and technical report preparation.

- Knowledge of the methods and techniques for conducting cultural resource and historic property surveys.
- Knowledge of the methods and techniques for conducting archaeological excavation and data analysis.
- Knowledge of the agency policies, procedures, programs, functions and responsibilities.
- Skill in effective written and oral communication.
- Skill in establishing and maintaining effective working relationships.
- Ability to coordinate people, programs, and functions.
- Ability to interpret and apply statutory and administrative regulations.
- Ability to identify problems and recommend corrective actions.
- Ability to analyze raw data according to scientific methods.
- Ability to read and interpret architectural plans and specifications.

Job Requirements

JOB REQUIREMENTS for Cultural Preservation Specialist - History

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelors degree or higher in History or related field AND at least two years of work experience in researching, writing, teaching, or interpreting at an academic institution, historic organization, museum, or other professional institution.
   OR
   Possession of a Masters degree or higher in History or related field.

JOB REQUIREMENTS for Cultural Preservation Specialist - Architectural History

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelors degree or higher in Architectural History or related field AND at least two years of work experience in historic preservation or restoration projects.
   OR
   Possession of a Masters degree or higher in Architectural History or related field.

JOB REQUIREMENTS for Cultural Preservation Specialist - Archeology

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelors degree or higher in Archeology, Anthropology or related field AND (1) at least one year of work experience in archeological research, administration or management OR (2) at least four months of supervised work experience in general North American archeology.
   OR
   Possession of a Masters degree or higher in Archeology, Anthropology or related field.

Analytical Chemist I, Analytical Chemist II, Analytical Chemist III, and Analytical Chemist IV

Description of Occupational Work

This class series uses four levels in the Agriculture, Natural Resource and Sciences occupational group, Sciences occupational series and describes quantitative and qualitative chemical analysis of organic and inorganic materials and biological specimens.

Note: This career ladder series incorporates levels I, II, III and IV. Based on the level of work applicable to the employing agency and functional area, positions can be allocated up to level III or IV. The I level is to provide entry for hiring new employees into the class series but does not preclude hiring new employees at higher levels. Employees may be promoted through the career ladder in accordance with minimum qualifications and promotional standards. Promotional standards, a selection document under separate cover, sets forth the criteria that defines and describes the requirements that must be met at each level. Advancement of employees through the career ladder is dependent on an agency's/department's operational needs and distribution of work.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Prepares samples for instrument analysis, interprets instrument recordings and documents test results.
- Uses analytical chemistry techniques including state-of-the-art instrumentation to gather data involving samples.
- Analyzes laboratory data to determine quantity and quality of toxins, pathogens, chemical and biochemical constituents.
- Prepares reports identifying samples, explains testing methods and documents findings and conclusions of analysis.

Levels of Work

Analytical Chemist I

This is the entry level.

- Receives close supervision from a technical superior.
- Develops knowledge, skills and abilities related to the employing agency's projects and programs.

- Conducts various standardized laboratory duties which are carried out according to protocols and methods established by various state and federal agencies.
- May provide technical guidance to laboratory technicians.
- Contacts include peers, higher level chemists, scientists and engineers within the public and private sector.

Analytical Chemist II

This is the full performance level.

- Reports to a technical/administrative superior.
- Reviews background information, applicable regulations, the condition of the sample and the analysis requested.
- Develops and recommends modified methods that will produce the desired results while improving cost efficiency.
- Meets with laboratory customers to review project plans and test results.
- May assist with training lower level chemists and laboratory technicians.
- May maintain strict chain of custody procedures in handling, analysis, and preservation of evidence.
- May prepare standards, reagents, and reaction solvent mixes/chemicals.
- May be required to appear as an expert witness in court.
- Contacts include peers in other state and federal agencies, attorneys, law enforcement personnel, supply and instrument vendors and other laboratory customers.

Analytical Chemist III

This is the lead level.

- Performs qualitative and quantitative characterizations of diverse and complex samples.
- Plans, coordinates and oversees laboratory analyses associated with compliance actions, emergency response, site studies, health/safety studies, investigations and remediation.
- Selects the methods and procedures, schedules and conducts or oversees the conduct of various analytical tests that will provide technically sound and legally defensible information.
- Performs data verification, coordinates and reviews work produced by lower level chemists and technical support staff.
- Reviews quality assurance plans and develops specifications for proposed laboratory analyses. Determines and recommends conditions for approval.

- May inspect/audit laboratory field activities and data to ensure the implementation of quality assurance throughout a laboratory entity.
- Contacts include peers in other state and federal agencies, attorneys, law enforcement personnel, supply and instrument vendors, lab customers, project engineers, scientists and/or medical professionals and public or private laboratories to plan and coordinate the analysis processes.

Analytical Chemist IV

This is the advanced level.

- Reports to an administrative superior.
- Develops parameters and oversees implementation of complex studies, surveys and investigations.
- Provides technical assistance to the Delaware and Federal Department of Justice, testifies as an expert for the State in court and public hearings and may respond to emergency situations.
- Provides technical guidance, direction and assistance to agency staff, other agencies, laboratories and consultants in the design and implementation of complex remedial actions and human health and ecological risk assessments on an interdepartmental, statewide and regional basis.
- Develops and implements quality systems, overseeing quality assurance, and reviewing project plans to ensure staff/consultants meet objectives in conjunction with applicable policies, procedures, and regulations.
- Represents the agency at various statewide, regional and national committees, councils and meetings and writes articles and technical reports for presentation and publication within the scientific community.
- Develops new and/or modified methods, techniques and procedures of analysis.
- Prepares program assessments, progress reports, budgetary activity, and special reports. Drafts budget proposals and grant applications.
- Reviews, comments and drafts legislation, regulatory measures and standards dealing with regional and statewide public health, resource protection or pollution control.
- Interprets complex data to support the formulation of policies and objectives. Provides recommendations that prove to be the basis for decisions having significant economic and financial impact on the regulated community.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the principles, practices and theory of analytical chemistry.

- Knowledge of the principles and practices of laboratory safety.
- Knowledge of the principles and practices of quality control.
- Knowledge of the protocols applicable to sample custody, preservation, storage and ultimate disposal.
- Knowledge of laboratory testing instruments, procedures and equipment.
- Knowledge of state and federal laws, rules, regulations, policies and procedures applicable to assigned projects and programs.
- Knowledge of test data interpretation.
- Skill in performing precise measurements.
- Skill in selecting test methods and procedures.
- Ability to organize and prioritize, particularly as it involves time sensitive procedures/issues.
- Ability to operating and troubleshooting sensitive instruments.
- Ability in the application, operation and troubleshooting of computerized analytical data systems.
- Ability in recordkeeping, technical report preparation and general written communication.
- Ability to establish and maintain effective working relationships.

In addition to the above knowledge, skills and abilities, the Analytical Chemist II requires:

- Knowledge of the procedures, methods and techniques of performing and interpreting chemical analysis.
- Knowledge of biochemistry as applicable to work assignments.
- Knowledge of statistics.
- Knowledge of principles and practices of field sampling.
- Knowledge of chemical laboratory procedures, equipment, media, reagents and supplies.
- Knowledge of the methods and techniques of recording, documenting, interpreting, and reporting chemical laboratory analysis.
- Skill in conducting data review.
- Skill in the application, care and maintenance and troubleshooting of state-of-the-art instrumentation and related computer equipment.
- Skill in selecting and modifying test methods and procedures, generating and interpreting chemical test data.
- Ability to select, adapt and develop the applicable methods and procedures.

- Ability to recognize and mediate diverse/conflicting priorities.

In addition to the above knowledge, skills and abilities, the Analytical Chemist III requires:

- Ability to interpret and verify complex scientific data.
- Ability to lead in a team environment, reviewing, planning and conducting laboratory tests.
- Ability to prepare accurate scientific reports.
- Ability to train others.

In addition to the above knowledge, skills and abilities, the Analytical Chemist IV requires:

- Knowledge of advanced principles, practices and theories of chemistry and other related disciplines.
- Knowledge of state and national goals and objectives pertaining to public health, resource protection or pollution control.
- Knowledge of the structure and functions of local, county and state government involving public health, resource protection or pollution control.
- Knowledge of socioeconomic factors impacting public health or environmental issues.
- Knowledge in planning, developing and directing special studies, surveys and investigative work pertaining to public health, resource protection or pollution control.
- Knowledge of state and federal budgetary/fiscal cycles, policies and procedures.
- Skill in the development and implementation of work methods for public health, resource protection or pollution control programs and projects.
- Skill in data interpretation, project analysis and evaluation.
- Skill in planning, coordinating and interpreting technical issues.
- Skill in analyzing, interpreting and explaining laws, rules, and regulations relating to public health, the protection of resources or the prevention of environmental pollution.
- Ability to design innovative and original methods, techniques and procedures to meet the needs and objectives of programs and projects.

Job Requirements

Analytical Chemist I

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Possession of a Bachelors degree or higher in Chemistry, Biochemistry, Biotechnology, Chemical Technology, Chemical Engineering, Environmental Engineering, Environmental Studies, Biology or related field.

OR

1. Six months experience in using laboratory equipment and instrumentation.

2. Six months experience in physical, organic, inorganic or analytical chemistry.

3. Six months experience in conducting clinical laboratory tests.

4. Six months experience in performing mathematical and statistical computations on laboratory test data.

Analytical Chemist II

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience in generating and interpreting chemical test data by performing quantitative and qualitative statistical analysis.

2. Six months experience in selecting laboratory test methods and procedures.

3. Six months experience in physical, organic, inorganic or analytical chemistry.

4. Six months experience in using laboratory equipment and instrumentation including calibration and maintenance.

5. Six months experience in technical report writing.

Analytical Chemist III

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Three years experience in generating and interpreting chemical test data by performing quantitative and qualitative statistical analysis.
2. Three years experience in selecting and modifying laboratory test methods and procedures.
3. Six months experience in conducting data review to ensure numerical input, calculations, formulas and interpretation of output is accurate, instruments were operating according to specifications, analytical procedures were followed and documentation is complete.
4. Three years experience in physical, organic, inorganic or analytical chemistry.
5. Three years experience in using laboratory equipment and instrumentation including calibration and maintenance.
6. Six months experience in technical report writing.

Analytical Chemist IV

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelors degree or higher in Chemistry or related field.

2. Possession of a Certification in Environmental Analytical Chemistry by either the National Registry in Clinical Chemistry or the American Institute of Chemists OR a Masters degree or higher in Chemistry.

3. Three years experience in developing new and modified methods for laboratory analysis.

4. Six months experience in interpreting environmental laws, rules, regulations, standards, policies and procedures.

5. Three years experience in generating and interpreting chemical test data by performing quantitative and qualitative statistical analysis.

6. Three years experience in conducting data review to ensure numerical input, calculations, formulas and interpretation of output is accurate, instruments were operating according to specifications, analytical procedures were followed and documentation is complete.

7. Six months experience in project management which includes planning, developing, implementing, managing and evaluating projects to ensure objectives are met.

8. Knowledge of budget management and control which includes managing a budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue and maintaining, monitoring, projecting and controlling a budget within set policies and procedures.

Laboratory Manager I and Laboratory Manager II

Description of Occupational Work

This class series uses two levels in the Agricultural, Natural Resources and Sciences occupational group, Sciences occupational series and describes laboratory management work for a variety of areas such as microbiology, chemistry, environmental science and materials research.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Plans, organizes and supervises professional and technical staff.
- Sets priorities and mediates conflicting priorities; schedules and operates laboratory functions, ensuring cost effective and accurate results.
- Develops, recommends and implements laboratory objectives and policies; oversees and participates in the development of modified/new methods, techniques and procedures.
- Assigns, oversees and reviews analytical work conducted by staff.
- Ensures all work is completed according to various state and federal laws, rules and regulations.
- Prepares activity and/or statistical reports.

Levels of Work

Laboratory Manager I

This level is administrative and supervisory work in the area of complex chemical/biological testing and analysis.

- Reports to a technical or administrative superior.
- Supervision is exercised over at least two or more merit full time positions per the Merit Rules. The elements of supervision include planning, assigning, reviewing, evaluating, coaching, training, recommending hire/fire and discipline.
- Supervises and participates in the response to unique or emergency testing.
- Prepares budgets and cost justifications regarding capital improvements and staffing.

- Contacts include active and potential laboratory users, project engineers, scientists, supply and vendor representatives, and peers throughout state and federal agencies.

Laboratory Manager II

This level is managerial work, directing the operation of multiple and diverse analytical chemistry laboratories. Laboratory work supports statewide and regional environmental and public health/safety programs.

- Reports to an administrative superior.
- Manages all activities associated with planning, coordinating, implementing and evaluating the work of multiple laboratory units.
- Plans and directs programs for development and improvement of laboratory services, protocols, methods and procedures particularly as required by changing state and federal laws, rules and regulations.
- Develops, recommends and implements long-term objectives including services offered and the required supporting resources.
- Provides agency liaison, interacting with laboratory users and various state and federal agencies to review laboratory capacities, on-going projects and completed work.
- Contacts include working closely with professionals of various other disciplines, such as medical, engineering, life and physical sciences to plan, coordinate and review analytical projects/programs.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of principles, practices and theory of chemical and/or biological analysis, including emerging technologies.
- Knowledge of complex testing and analysis.
- Knowledge of supervisory principles and practices.
- Knowledge of state and federal fiscal cycles, rules and regulations.
- Knowledge of state and federal laws, rules, regulations, policies and procedures.
- Skill in sample isolation and identification.
- Skill in the operation, maintenance and manipulation of complex laboratory equipment.
- Ability to develop and defend the results analytical methods unique to a specific situation.
- Ability to set priorities, recognize and mediate conflicting priorities, schedule and operate laboratory functions, ensuring cost effective and accurate results.

- Ability to establish and maintain effective working relationships.

In addition to the above knowledge, skills and abilities, the Laboratory Manager II requires:

- Knowledge of principles, practices and theory of environmental/analytical chemistry, including emerging technologies.
- Knowledge of principles and practices of applied research.
- Knowledge of other scientific/engineering disciplines as they relate to the objectives and services of an analytical chemistry laboratory.
- Knowledge of health/safety/OSHA practices and regulations applicable to an analytical chemistry laboratory.
- Ability to recognize the laboratory needs of local, state, interstate and federal agencies so as to promote the laboratory services.

Job Requirements

Laboratory Manager I

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelors degree or higher in Life or Physical Science or related field.
2. Three years experience in using laboratory equipment and instrumentation including calibration and maintenance.
3. Three years experience in conducting data review to ensure numerical input, calculations, formulas and interpretation of output is accurate, instruments were operating according to specifications, analytical procedures were followed and documentation is complete.
4. Three years experience in selecting and modifying laboratory test methods and procedures.
5. Six months experience in narrative report writing.
6. Knowledge of laboratory management which includes overseeing and directing the development, implementation and evaluation of laboratory services; planning short and long range goals and objectives; developing and implementing policies and procedures and ensuring compliance with laboratory regulations, standards, policies and procedures. Provides advice to other agency organizational units through consultation.
7. Knowledge of staff supervision acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising staff which may include planning, assigning, reviewing, and evaluating the work of others; OR supervising through subordinate supervisors a group of professional, technical, and clerical employees.

Laboratory Manager II

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelors degree or higher in Life or Physical Science or related field.
2. Three years experience in using laboratory equipment and instrumentation including calibration and maintenance.
3. Three years experience in conducting data review to ensure numerical input, calculations, formulas and interpretation of output is accurate, instruments were operating according to specifications, analytical procedures were followed and documentation is complete.
4. Three years experience in selecting and modifying laboratory test methods and procedures.
5. Six months experience in laboratory management which includes overseeing and directing the development, implementation and evaluation of laboratory services; planning short and long range goals and objectives; developing and implementing policies and procedures and ensuring compliance with laboratory regulations, standards, policies and procedures. Provides advice to other agency organizational units through consultation.
6. Six months experience in narrative report writing.
7. Six months experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.

Laboratory Technician I, Laboratory Technician II, and Laboratory Technician III

Description of Occupational Work

This class series uses three levels in Agriculture, Natural Resources and Sciences occupational group, Sciences occupational series and describes technical laboratory duties in support of environmental regulation/enforcement and public health/safety programs.

Note: This career ladder series incorporates levels I, II and III. The I level is to provide entry for hiring new employees into the class series but does not preclude hiring new employees at higher levels. Employees may be promoted through the career ladder in accordance with minimum qualifications and promotional standards. Promotional standards, a selection document under separate cover, sets forth the criteria that defines and describes the requirements that must be met at each level. Advancement of employees through the career ladder is dependent on an agency's/department's operational needs and distribution of work.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Prepares media, reagents and stains. Computes and measures quantity.
- Ensures orderly and environmentally correct storage of media, reagents, supplies, samples and equipment.
- Ensures technically correct cleaning, sterilization and solvent treatment of equipment.
- Conducts laboratory tests and analyses.
- Operates and maintains various laboratory equipment.
- Requisitions, inspects and distributes laboratory supplies and equipment.
- Records information on manual/computerized records, logs and related requests for analysis, shipping/transporting samples, ordering supplies/equipment, and status of water supply system.

- Packs and ships, picks up or delivers supplies, samples and equipment.

- May perform phlebotomy to obtain blood specimens for examination.

Levels of Work

Laboratory Technician I

This is first level of laboratory work responsible for performing support services related to laboratory testing and analysis.

- Work is performed under close supervision of a technical superior.
- Assists with performing routine laboratory tests.
- Performs routine, specific laboratory activities in accordance with established laboratory practices and procedures.

Laboratory Technician II

This is the second level of laboratory work responsible for conducting technical laboratory support services in performing a variety of sample preparations, testing and analysis.

- Work is performed with supervision from a technical superior
- Conducts a variety of standardized tests and analyses in accordance with established methods and procedures while ensuring quality control and time constraints are met.
- Ensures time critical and technically correct sample/specimen preparation and testing.
- Operates and maintains increasingly complex equipment.
- Prepares and performs quality control checks.
- Records sample/specimen/test information such as test results, type of test, observations and laboratory activities.

Laboratory Technician III

This is the third level of laboratory work responsible for conducting technical laboratory support services in performing a variety of sample preparations, testing and analysis.

- Work is performed with limited supervision and reviewed at random.
- Conducts a variety of quantitative and qualitative chemical, bacteriological or microscopic tests and analyses.
- Samples/matrices may be in extremely small quantity or in less than usual condition.

- Prepares, stains and analyzes slides when the quantity/condition of samples precludes analysis via instrumentation.
- Recommends alternative methods for dealing with problem samples.
- Provides guidance to lower level technicians.
- Operates standard and complex instrumentation. Examples include: determine quality and quantity of chemical analytes present in various tissue samples/body fluids/environmental matrices or develop data regarding blood cell components or analyze various plant, animal, soil, water or air samples to determine presence of toxins, disease and other abnormalities and/or pollutants.
- Performs daily quality control, standardization, calibration and instrument maintenance.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of laboratory practices, procedures and terminology.
- Knowledge of chemistry.
- Knowledge of proper sample handling, preservation and storage.
- Knowledge of inventory control procedures.
- Skill in the proper use, maintenance and storage of lab equipment, media and reagents.
- Skill in basic mathematics.
- Ability to conduct routine tests.
- Ability to prepare media, reagents and stains according to established procedures.
- Ability to compute correct amounts and measure ingredients.
- Ability to maintain accurate records.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships.

In addition to the above knowledge, skills and abilities, the Laboratory Technician II requires:

- Knowledge of the principles and practices of quality control.
- Knowledge of proper data reporting.
- Skill in laboratory testing and analysis.

- Skill in laboratory practices and procedures for area of discipline (e.g., analytical chemistry, medical/biological/microbiological).
- Ability to perform precise measurements and mathematical computations through algebra.

In addition to the above knowledge, skills and abilities, the Laboratory Technician III requires:

- Knowledge of the principles and practices for area of discipline (e.g., medical technology/microbiology; analytical chemistry).
- Knowledge of state and federal laws, rules and regulations applicable to assigned area, in particular, EPA requirements.
- Skill in operation, maintenance and troubleshooting of complex instrumentation.
- Skill in performing precise measurements and mathematical computations.
- Ability to recognize problem samples, determining alternative methods for testing or rejecting.
- Ability to train lower level staff.

Job Requirements

Laboratory Technician I

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Knowledge of math such as addition, subtraction, multiplication, division, percentages, or decimals.
2. Knowledge of laboratory practices such as testing, sample handling, preparing media, reagents and stains, shipment or storing.
3. Knowledge of chemistry.

Laboratory Technician II

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience in conducting chemical or biological laboratory tests.
2. Six months experience in using laboratory equipment and instrumentation.
3. Six months experience in laboratory sample handling.
4. Knowledge of performing mathematical and statistical computations on laboratory test data.

Laboratory Technician III

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. One year experience in conducting chemical or biological laboratory tests.
2. One year experience in using laboratory equipment and instrumentation.

3. One year experience in laboratory sample handling.

4. Six months experience in performing mathematical and statistical computations on laboratory test data.

Microbiologist I, Microbiologist II, Microbiologist III

Description of Occupational Work

This class series uses three levels in the Agriculture, Natural Resources and Sciences occupational group and Sciences occupational series and describes laboratory work in performing microbiological examinations to study growth, structure, development, and general characteristics of bacteria and other micro-organisms. Work involves various microbiological analysis of clinical or environmental specimens to determine the presence, absence or concentration of analytes, the identification of causative

Note: This career ladder series incorporates Microbiologist I and II. The Microbiologist I level is to provide entry for hiring new employees into the class series but does not preclude hiring new employees at higher levels. Employees may be promoted through the career ladder in accordance with minimum qualifications and promotional standards. Promotional standards, a selection document under separate cover, sets forth the criteria that defines and describes the requirements that must be met at each level. Advancement of employees through the career ladder is dependent on an agency's/department's operational needs and distribution of work.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Performs microbiological examinations on a variety of clinical specimens in order to identify and detect the presence or absence of opportunistic or pathogenic microorganisms.
- Performs quality control procedures.
- Maintains accurate records of test procedures and results of tests performed.
- Prepares reports of microbiological procedures performed.
- May participate on special response teams, involving epidemics or medical emergencies.

Levels of Work

Microbiologist I

This is entry level work performing routine microbiological and other laboratory tests and analysis.

- Work is performed with general supervision of a technical supervisor.
- Receives and processes specimens.
- Prepares culture media, stains, reagents and solutions.
- Performs routine microbiological and other tests. May maintain tissue cultures.

Microbiologist II

This is the full performance level performing complex microbiological and other bioanalytical laboratory testing and analysis to provide and confirm specific test results.

- Work is performed with limited supervision from an administrative or technical supervisor.
- Performs complex microbiological, virological, immunological, serological, bacteriological, biochemical and/or other biological tests and analysis.
- Completes analytical and statistical reports for tests and studies.
- Instructs and/or assists others in technical procedures.
- Participates in meetings, seminars and training sessions related to laboratory procedures and operations
- May participate in the care, breeding and inoculation of laboratory animals.
- May participate in developing and implementing plans, methods, standard operating procedures, quality control and quality assurance data.
- May specialize in one or more area of a laboratory.

Microbiologist III

This is the lead level providing administrative and technical support to a laboratory manager and performing the most complex microbiological and/or other bioanalytical laboratory testing, analysis and research.

- Work is performed under the direction of a technical/administrative superior.
- Assists in the day-to-day administrative and technical operation of the laboratory to include such activities as participating in developing, modifying and implementing new diagnostic techniques and procedures; ensuring record and report requirements are met; ordering supplies and equipment; and/or assisting with grant preparation or development, administration and monitoring of contracts.

- Serves as the first point of contact in problem resolution for other staff and provides technical guidance and assistance in addition to instructing or assisting others in routine and new procedures.
- Conducts advanced laboratory testing and research requiring the most complex analysis and participation in research, decision-making and supervision.
- May oversee the care, breeding and inoculation of laboratory animals.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of principles and practices of biological/microbiological sciences.
- Knowledge of standard microbiological, serological and immunological testing and analysis.
- Knowledge of the use and care of laboratory instruments, equipment, media and reagents.
- Knowledge of universal safety precautions for laboratories.
- Knowledge of methods and techniques of statistical analysis.
- Knowledge of quality assurance and quality control guidelines and procedures.
- Ability to prepare specimens and reagents for examination.
- Ability to maintain sterile living cell lines.
- Ability to analyze and interpret test results.
- Ability to work independently.
- Ability to keep accurate records and prepare statistical reports.
- Ability to follow written procedures.
- Ability to operate a computer to store, retrieve and/or analyzes data.

In addition to the above knowledge, skills and abilities, the Microbiologist II requires

- Skill in preparation of specimens and reagents for examination.
- Skill in maintenance of living cell lines.
- Skill in analyzing and interpreting test results.
- Skill in use and care of FA microscope.
- Ability to read and interpret cytopathological effects.

- Ability to instruct laboratory personnel in technical procedures.
- Ability to dissect animals and test tissue samples.
- Ability to understand, interpret and explain technical procedures and test results.
- Ability to work independently and to organize and plan workflow.

In addition to the above knowledge, skills and abilities, the Microbiologist III requires

- Knowledge of animal brain anatomy.
- Knowledge of supervisory methods and techniques.
- Skill in reading and interpreting cytopathological effects.
- Skill in instructing laboratory personnel in technical procedures.
- Skill in compiling analytical and statistical data.
- Skill in dissecting and analyzing animal brains and other tissue.

Job Requirements

Microbiologist I

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associates degree or higher in Life or Physical Science or related field.
2. Knowledge of laboratory procedures for preparation, isolation, identification or characterization of viruses, parasites, bacteria or metabolic disorders.
3. Knowledge of applying Universal Safety Precautions for laboratories.
4. Knowledge of analyzing and evaluating scientific data.
5. Knowledge of technical report writing.

Microbiologist II

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associates degree or higher in Life or Physical Science or related field.
2. Six months experience in laboratory procedures for preparation, isolation, identification or characterization of viruses, parasites, bacteria or metabolic disorders.
3. Six months experience in analyzing and evaluating scientific data.
4. Six months experience in applying Universal Safety Precautions for laboratories.
5. Six months experience in technical report writing.

Microbiologist III

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associates degree or higher in Life or Physical Science or related field.
2. Three years experience in laboratory procedures for preparation, isolation, identification or characterization of viruses, parasites, bacteria or metabolic disorders.
3. Three years experience in application of Universal Safety Precautions for laboratories.
4. Three years experience in analyzing and evaluating scientific data.
5. Six months experience in technical report writing.

Records Management Specialist

Summary Statement

A class incumbent is responsible for records management which includes the maintenance, storage, retrieval, retention and disposal of documents and reports.

Nature and Scope

A class incumbent reports to a technical superior and is responsible for organizing, prioritizing and coordinating records activities to ensure legal documents, annual reports and other required information is available for use by division staff and other authorized individuals. An incumbent in this class also ensures documents are accurate and maintained in accordance with division policies and applicable state and federal laws. An incumbent in this class establishes and maintains a system of records and logs of the location of various files and documents. Work also involves researching and tracing documents and corrects inaccuracies in permanent records. Principal contacts are with division staff, representatives of the Bureau of Archives and Records Management, private records storage facilities, and other records officials.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Researches, traces and locates permanent records identified as containing inaccurate documents and makes necessary corrections. Uses applicable information systems, imaging system, a variety of card files, microfiche records, microfilm records, computer printouts, and logs to locate documents and files.
- Assists in the preparation and maintenance of Division's records retention schedule by identifying and describing the various types of records. Researches and describes their uses and condition. Determines volume of the records.
- Recommends appropriate length of retention period, method or storage and disposal. Consults with the Bureau of Archives and Records Management, as required.
- Creates and maintains a variety of systems, logs and records to locate documents/files for tracking and research purposes.
- Implements retention schedule activities. Coordinates retrieval and destruction procedures for disposal of documents. Request micrographic services. Prepares documents and records for microfilming and storage in archives or with private storage facilities.
- Participates in the development and maintenance of quality control procedures by recommending guidelines for handling documents as they move through the system.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of applicable Division policies and procedures.
- Knowledge of applicable laws of Delaware as they pertain to document types and content.
- Knowledge of state and federal laws pertaining to records retention and preservation.
- Knowledge of past recordkeeping practices and methods.
- Knowledge of effective means of communication.
- Skill in locating and retrieving documents and records.
- Ability to understand and apply relevant laws.
- Ability to establish and maintain records systems.
- Ability to prepare and implement retention schedules.
- Ability to operate a computer terminal equipped with multi-window capabilities.

Job Requirements

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience in records management for the maintenance, storage, retrieval, retention and disposal of records throughout the life span of the records.
2. Six months experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.

   Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

Senior Data Entry Technician

Description of Occupational Work

This class series uses two levels in the Administrative Services occupational group, Administrative Support occupational series and describes work in operating data entry and verification equipment and for checking source documents for completeness and accuracy.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Receives, reviews source documents, compares documents to database information, edits, codes, corrects or returns documents.
- Sets up data transcription equipment by manipulating keys, switches and/or probe to the appropriate format.
- Inputs data from source documents to designated fields on magnetic tapes or discs.
- Identifies causes of data entry problems.
- May provide information system generated reports to management and others.
- May maintain records and files regarding work processed.
- Contacts are with initiators of source documents.

This is the lead level of data entry work.

- Functions as lead worker overseeing the work of technicians to include training and providing technical assistance and guidance concerning work procedures, research techniques for corrections and systems operations. Supervises lower level technicians during the absence of supervisor.
- Tapes completed data and prepares production transmittals.
- Writes reports and maintains log of work processed.
- Participates in the testing of new systems and programs.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the operation of key to disc, verification and related data processing equipment.
- Knowledge of mechanical set up procedures for transcription and verification of data.
- Knowledge of agency function, coding system and policies and procedures.
- Skill in the operation of key to disc, verification and related equipment.
- Ability to recognize errors in source documents and obtain correct information.
- Ability to input data quickly and accurately.
- Ability to effectively communicate.

In addition to the above knowledge, skills and abilities, the Senior Data Entry Technician requires:

- Ability to oversee, lead and train lower level technicians.
- Ability to write clear and concise reports and logs.
- Ability to establish effective working relationships with others.

Job Requirements

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience in office operations such as operating office machines, handling incoming and outgoing mail, postal and shipping services, answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies.

2. Six months experience in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others.

3. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

   Knowledge of creating reports which includes combining and presenting data from multiple sources in an organized format.