

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service

Authorized Federal Supply Schedule Price List



Cornerstone Environmental Consulting, LLC  
320 N Leroux Street, Suite A  
Flagstaff, Arizona 86001

**Contract Number:** 47QRAA19D0057

**Schedule Title:** *Professional Services Schedule*  
**Federal Supply Group:** 00CORP  
**Product Service Code:** F999

**Awarded SINS:** 899-1 Environmental Consulting  
899-7 Geographic Information Systems Services

**Contract Period:** *March 1, 2019 through February 29, 2024*  
**Business Size:** Small Business

**Contract Administrator:** Kevin Dickinson  
**Phone Number:** 928-522-4148  
**Website:** [www.swarchaeology.com](http://www.swarchaeology.com)

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

<http://www.gsaadvantage.gov>

For more information on ordering from Federal Supply Schedules, visit  
<http://www.gsa.gov/portal/content/197989>

Archaeology  
Biology  
Historic Preservation  
NEPA



## **Company Overview:**

Cornerstone Environmental Consulting, LLC (Cornerstone) provides clients with a full suite of environmental consulting services, with the majority of our work focused on archaeological surveys for federal undertakings. Located in Flagstaff, Arizona, our staff consists of four core individuals: one Principal Investigator, two supervisory archaeologists, and a GIS Specialist/Wildlife Biologist. Each of these individuals has over a decade of experience with regulatory compliance. Collectively, our staff has over 40 years of archeological experience, 17 years of wildlife and natural resources experience, and over 20 years of GIS experience. We draw from a reliable pool of temporary field technicians to maintain a lean staffing setup, which allows us to be flexible and responsive to our clients' needs while keeping overhead costs down.

Cornerstone staff have over two decades of experience with archaeology of the Southwest focusing on archaeological survey, testing, and data recovery at prehistoric and historic sites throughout Arizona and western New Mexico, including projects in California, Nevada, Colorado, Utah, Wyoming, and Texas. This experience is augmented by the Principal Investigator's international experience in Mexico, Germany, Northern Ireland, and Peru. Cornerstone has extensive experience with archaeological fieldwork and reporting, project management, geomorphology, artifact analysis, historic preservation, and historic building evaluation services.

Our environmental compliance expertise derives from extensive experience with National Environmental Policy Act (NEPA), Clean Water Act (CWA), Endangered Species Act (ESA), and National Historic Preservation Act (NHPA) projects that have been successfully completed for a variety of federal, state, tribal, and private clients. We have conducted Environmental Assessments (EA), Biological Evaluations (BE), Section 404 CWA permitting, preliminary Jurisdictional Waters Delineations (pJWD), Stormwater Pollution Prevention Plans (SWPPP), and ESA compliance and Section 7 consultations on a diverse array of species. Our team has the experience and capability to perform general and focused wildlife surveys, and protocol surveys for listed species.

Cornerstone maintains a professional office suite with security cameras, laboratory space and comparative collections, a climate-controlled storage facility, a secure computer server with continuous backups, and all the necessary equipment to complete field projects. This includes a 42 Megapixel Sony a7Rii digital camera, both Trimble and Garmin handheld GPS units (with GPS Pathfinder post-processing software) for field recording, a DJI Inspire 1 v2.0 drone (and Sec. 107-licensed pilot), and a high-power binocular microscope for laboratory analysis.



# Environmental consulting that works

Connecting you to the resources you need



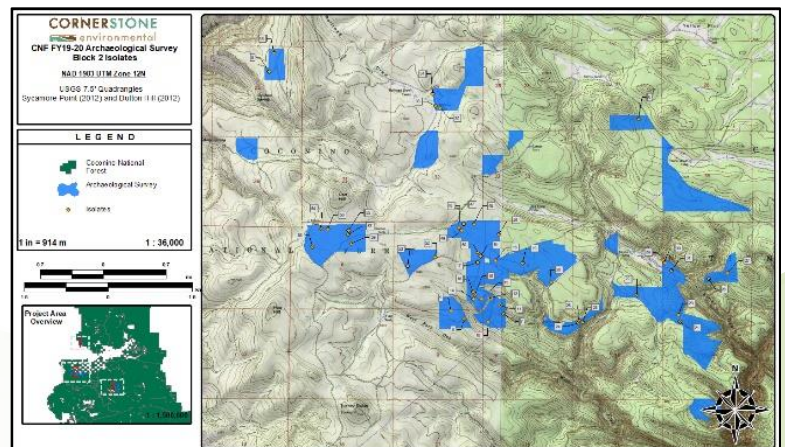
## CLIENTS

- Local Business Owners
- Home Owners
- Federal, State, and Local Governments
- A&E Firms
- Renewable Energy Industry
- Native American Tribes
- Transportation Departments
- Oil and Natural Gas Industry
- Utility Companies
- Mining and Quarrying
- Telecommunications Industry



## SERVICES

- Historic Preservation
- Archaeological Survey, Testing, and Data Recovery
- Tribal Consultation
- Geospatial Data Services (GIS)
- National Environmental Policy Act (NEPA) Compliance
- Noxious Weed Surveys
- Endangered Species Act Compliance
- Section 404 Clean Water Act Permitting Assistance
- Stormwater Pollution Prevention Plans (SWPPP)



# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

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### **Schedule for - Professional Services Schedule (PSS)**

**Federal Supply Group:** PSS      **Class:** class

**Contract Number:** 47QRAA19D0057

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period:** March 1, 2019 through February 29, 2024

**Contractor:** CORNERSTONE ENVIRONMENTAL CONSULTING, LLC  
320 N LEROUX ST  
SUITE A  
FLAGSTAFF, AZ 86001 4535

**Business Size:** Small Business

**Telephone:** 928-522-4148

**Web Site:** [www.swarchaeology.com](http://www.swarchaeology.com)

**E-mail:** [kdickinson@cornerstone-environmental.com](mailto:kdickinson@cornerstone-environmental.com)

**Contract Administration:** Kevin Dickinson

## **CUSTOMER INFORMATION:**

### **1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

| SINs  | Recovery SINs | SIN Descriptions                              |
|-------|---------------|---|
| 899-1 | N/A           | Environmental Consulting Services             |
| 899-7 | N/A           | Geographic Information Systems (GIS) Services |

### **Special Item Number (SIN) Descriptions**

#### **899-1 Environmental Consulting Services**

The services include, but are not limited to consultation in the areas of: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13693 in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological

and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Climate change adaptation and resiliency planning and implementation support, including but not limited to, identifying climate risks and impacts; applying and interpreting climate and impact assessment model outputs; development and/or implementation of solutions to build climate resilience, reduce identified climate risks, and/or provide both climate change mitigation and adaptation benefits; climate decision support, risk management, and vulnerability assessments and analyses; and climate risk communications and training; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

#### **899-7 Geographic Information Systems (GIS) Services**

Provides GIS services in support of environmental programs. Services include, but are not limited to: Creation/enforcement of environmental legislation; Cultural resource GIS (CRGIS); Environmental cost assessment; Environmental impact analyses; Environmental regulatory compliance; Groundwater monitoring; Growth forecast modeling; Habitat conservation plans; Habitat modeling; Image analysis support for emergency response; Mapping, Cartography, and Mashups (e.g., combining data from more than one source into a single integrated tool to include aerial mapping); Migration pattern analysis; Natural resource planning; Remote sensing for environmental studies; Terrestrial, marine, and/or atmospheric measuring/management; Vegetation mapping; and Watershed characterization for mitigation planning.

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic Only
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted).

7. **Quantity discounts:** Yes
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Numbering System (DUNS) number: 832575232

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

**27. Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

**Pricing**

Labor Categories Pricing

| Item | SIN             | Awarded Labor Category                                      | Site       | Year 1  | Year 2  | Year 3  | Year 4  | Year 5  |
|------|-----------------|---|------------|---------|---------|---------|---------|---------|
| 1    | 899-1,<br>899-7 | Administrative I *  | Contractor | \$35.26 | \$35.97 | \$36.69 | \$37.42 | \$38.17 |
| 2    | 899-1,<br>899-7 | Administrative III *  | Contractor | \$50.38 | \$51.39 | \$52.41 | \$53.46 | \$54.53 |
| 3    | 899-1           | Cultural Resources Specialist I *                           | Contractor | \$45.34 | \$46.25 | \$47.17 | \$48.12 | \$49.08 |
| 4    | 899-1           | Cultural Resources Specialist II *                          | Contractor | \$55.42 | \$56.52 | \$57.65 | \$58.81 | \$59.98 |
| 5    | 899-1           | Cultural Resources Specialist III *                         | Contractor | \$65.49 | \$66.80 | \$68.14 | \$69.50 | \$70.89 |
| 6    | 899-1           | Cultural Resources Specialist V                             | Contractor | \$75.57 | \$77.08 | \$78.62 | \$80.19 | \$81.80 |
| 7    | 899-1           | Cultural Resources Specialist VII                           | Contractor | \$85.64 | \$87.36 | \$89.10 | \$90.88 | \$92.70 |
| 8    | 899-1           | Environmental Resources Specialist I *                      | Contractor | \$55.42 | \$56.52 | \$57.65 | \$58.81 | \$59.98 |
| 9    | 899-1           | Environmental Resources Specialist II *                     | Contractor | \$60.45 | \$61.66 | \$62.90 | \$64.15 | \$65.44 |
| 10   | 899-1           | Environmental Resources Specialist III                      | Contractor | \$65.49 | \$66.80 | \$68.14 | \$69.50 | \$70.89 |
| 11   | 899-1           | Environmental Resources Specialist VII                      | Contractor | \$75.57 | \$77.08 | \$78.62 | \$80.19 | \$81.80 |
| 12   | 899-1,<br>899-7 | Geographic Information Systems<br>Specialist / Programmer * | Contractor | \$55.42 | \$56.52 | \$57.65 | \$58.81 | \$59.98 |
| 13   | 899-1,<br>899-7 | Geographic Information Systems Analyst<br>/ Programmer *    | Contractor | \$65.49 | \$66.80 | \$68.14 | \$69.50 | \$70.89 |
| 14   | 899-1,<br>899-7 | Project Manager III   | Contractor | \$65.49 | \$66.80 | \$68.14 | \$69.50 | \$70.89 |
| 15   | 899-1,<br>899-7 | Project Manager IV  | Contractor | \$75.57 | \$77.08 | \$78.62 | \$80.19 | \$81.80 |

\*\* - SCA Eligible Labor Categories

### Service Contract Act (SCA) Matrix

| SCA Eligible Labor Category                            | SCA Equivalent Code Title           | Wage Determination No |
|--|-------------------------------------|-----------------------|
| Administrative I                                       | 01111 General Clerk I               | 2015-5466             |
| Administrative III                                     | 01113 General Clerk III             | 2015-5466             |
| Cultural Resource Technician I                         | 30021 Archaeological Technician I   | 2015-5466             |
| Cultural Resources Specialist I                        | 30021 Archaeological Technician I   | 2015-5466             |
| Cultural Resource Specialist II                        | 30022 Archaeological Technician II  | 2015-5466             |
| Cultural Resource Specialist III                       | 30023 Archaeological Technician III | 2015-5466             |
| Environmental Resources Specialist I                   | 30022 Archaeological Technician II  | 2015-5466             |
| Environmental Resources Specialist II                  | 30022 Archaeological Technician II  | 2015-5466             |
| Geographic Information Systems Analyst / Programmer    | 30062 - Drafter/CAD Operator II     | 2015-5466             |
| Geographic Information Systems Specialist / Programmer | 30063 - Drafter/CAD Operator III    | 2015-5466             |
| Paleontologist Specialist I                            | 30022 Archaeological Technician II  | 2015-5466             |
| Paleontologist Specialist II                           | 30022 Archaeological Technician II  | 2015-5466             |

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).



| Category/Title   | Job Description/Responsibilities   |
|--|--|
| <b>Administrative I **</b><br>Minimum Education: H.S.<br>Minimum Experience: 0 Years                       | Aids Project Manager or Project Director in coordinating office services, such as personnel, records control, and special projects.  |
| <b>Administrative III **</b><br>Minimum Education: H.S.<br>Minimum Experience: 3 Years                     | Aids Project Manager or Project Director in coordinating office services, such as personnel, records control, and special projects.  |
| <b>Cultural Resources Specialist I **</b><br>Minimum Education: H.S.<br>Minimum Experience: 1 Years        | Under direct supervision of Crew Chief, and general supervision of Field Supervisor or Project Manager, performs unskilled and semi-skilled aspects of field archaeology including, survey, excavation, data recovery, monitoring, and testing. Assistance with field survey, excavation, data recovery, monitoring, or testing procedures; including walking survey area with other crew members searching for historic or prehistoric artifacts, hand digging and excavating, placing artifacts into marked bags for later analysis, and associated tasks.   |
| <b>Cultural Resources Specialist II **</b><br>Minimum Education: B.A./B.S.<br>Minimum Experience: 2 Years  | Under general supervision of Field Supervisor or Project Manager, performs skilled field tasks including, survey, excavation, data recovery, monitoring, and testing, while working with crew members. Participates in data analysis and assists in writing project reports. Conduct surveys and locates sites using topographic maps, compass, and aerial photographs. Completes or assigns completion of site forms and Archaeological Reconnaissance Reports (AARFs) and maps. Performs site file searches using museum, university, and federal and state records. May contribute to report writing and production, under supervision of Project Manager.  |
| <b>Cultural Resources Specialist III **</b><br>Minimum Education: B.A./B.S.<br>Minimum Experience: 3 Years | Under general supervision of Project Manager, leads and performs all aspects of field archaeology including, survey, excavation, data recovery, monitoring, and testing. Insures that the field crew conducts field research properly. Participates in data analysis and assists in writing project reports. Assists with scheduling of personnel, vehicles, and other resources. Conduct surveys and locates sites using topographic maps, compass, and aerial photographs. Completes or assigns completion of site forms and Archaeological Reconnaissance Reports (AARFs) and maps. Performs site file searches using museum, university, and federal and state records. May contribute to report writing and production, under supervision of Project Manager. |

| Category/Title   | Job Description/Responsibilities   |
|--|--|
| <p><b>Cultural Resources Specialist V</b></p> <p>Minimum Education: M.A./M.S.<br/>Minimum Experience: 5 Years</p>    | <p>Under general supervision of the Program Director, manages all aspects of small archaeology projects and tasks including, supervision of personnel and physical resources, budgeting, preparation of proposals and reports, monitoring field procedures, and performance of field procedures. Supervises and performs all aspects of field research, data analysis, and writing of project reports. Schedules personnel, vehicles, and other resources, and maintains budget requirements. Instructs field personnel on methods of inventory and provides verbal and written instructions for specific tasks. Instruct employees in special tasks and job techniques. Follows procedures and budgetary restraints outlined in proposals to conclude projects on budget and on time. Conducts field procedures, including surveys, monitoring, mapping, photographing, and data recovery activities. Performs site file searches using museum, university, and federal and state records. Produces or contributes to reports, proposals, and other documents.</p>  |
| <p><b>Cultural Resources Specialist VII</b></p> <p>Minimum Education: M.A./M.S.<br/>Minimum Experience: 7 Years</p>  | <p>Under general supervision of the Project Director, manages all aspects of small and large archaeology projects and tasks including, supervision of personnel and physical resources, budgeting, preparation of proposals and reports, monitoring field procedures, and performance of field procedures. Supervises and performs all aspects of field research, data analysis, and writing of project reports. Schedules personnel, vehicles, and other resources, and maintains budget requirements. Instructs field personnel on methods of inventory and provides verbal and written instructions for specific tasks. Instruct employees in special tasks and job techniques. Follows procedures and budgetary restraints outlined in proposals to conclude projects on budget and on time. Conducts field procedures, including surveys, monitoring, photographing, and data recovery activities. Performs site file searches using museum, university, and federal and state records. Produces or contributes to reports, proposals, and other documents.</p> |
| <p><b>Environmental Resources Specialist I **</b></p> <p>Minimum Education: H.S.<br/>Minimum Experience: 1 Years</p> | <p>Under direct Supervision of Environmental Specialist III and general supervision of Project Manager. Performs unskilled and semi-skilled aspects of field biology and natural resource management including field data collection, library research, and miscellaneous project-related tasks. Assists in conducting surveys and collection of field data concerning endangered species and other plant and animal life, as well as data collection for land use projects. Records data on field site forms or other forms. Assists with organizing field data and enters information into database for later interpretation. Uses topographic maps, aerial photographs, and other maps and tools to determine exact locations of project areas, habitat types, and associated landforms. Assists with mapping of project areas. Monitors project areas during construction or other activities that could be destructive to habitat or potentially hazardous to endangered or threatened species.</p>   |

| Category/Title  | Job Description/Responsibilities   |
|---|--|
| <b>Environmental Resources Specialist II **</b><br><br>Minimum Education: B.A./B.S.<br>Minimum Experience: 2 Years                  | Under direct supervision of Environmental Specialist III and under general supervision of Project Manager. Performs semi-skilled aspects of field biology and natural resource management including field data collection, library research, and miscellaneous project-related tasks. Works more independently than ES I: may perform some fieldwork alone when necessary on data collection or monitoring projects. Conducts surveys and collection of field data concerning endangered species and other plant and animal life, as well as data collection for land use projects. Records data on field site forms or other forms. Organizes field data and enters information into database for later interpretation. Uses topographic maps, aerial photographs, and other maps and tools to determine exact locations of project areas, habitat types, and associated landforms. Maps project areas. Conducts interviews to gather information about public opinion for proposed projects. Monitors project areas during construction or other activities that could be destructive to habitat or potentially hazardous to endangered or threatened species.                                       |
| <b>Environmental Resources Specialist III</b><br><br>Minimum Education: B.A./B.S.<br>Minimum Experience: 5 Years                    | Under general supervision of Project Manager, performs skilled aspects of field biology and natural resource management including field data collection, library research, report writing, and instructing and leading other field personnel. Conducts surveys and collection of field data concerning endangered species and other plant and animal life, as well as data collection for land use projects. Leads and instructs other field personnel in correct procedures for data collection. Under direction of Project Manager, schedules personnel, vehicles, and other resources. Determines work areas on a daily basis and assures that work is completed in a timely manner. Records data on field site forms or other forms or instructs others in proper recording techniques. Organizes field data and interprets data once they have been entered into a database. Uses topographic maps, aerial photographs, and other maps and tools to determine exact locations of project areas, habitat types, and associated landforms. Monitors project areas during construction or other activities that could be destructive to habitat or potentially hazardous to endangered or threatened |
| <b>Environmental Resources Specialist VII</b><br><br>Minimum Education: M.A./M.S.<br>Minimum Experience: 7 Years                    | Under the general supervision of the Program Director, supervises and manages field data collection, surveys, and monitoring projects, and other aspects of biology/land use projects, particularly larger projects demanding more management and/or field time. Supervises all aspects of field research, data analysis and interpretation, and writing of project reports. Schedules personnel, vehicles, and other equipment and resources, and maintains budget requirements. Instructs and oversees personnel in methods of data collection and provides verbal and written instructions for specific tasks. Follows procedures and budgetary restraints outlined in proposals to conclude projects on budget and on time. Produces proposals, reports, and other technical documents. Conducts field procedures, including surveys, monitoring, mapping, photographing, and data recovery.   |
| <b>Geographic Information Systems Specialist / Programmer **</b><br><br>Minimum Education: B.A./B.S.<br>Minimum Experience: 2 Years | Under supervision of GIS Analyst, produces digital production of maps and other graphics using GIS related software including Arc/Info, AutoCAD, AutoCAD, ArcGIS, and familiarity with other graphics software including ArcView, Adobe, Illustrator, and Photoshop.   |

| Category/Title   | Job Description/Responsibilities  |
|--|---|
| <b>Geographic Information Systems Analyst / Programmer **</b><br><br>Minimum Education: M.A./M.S.<br>Minimum Experience: 2 Years | Produces digital production of maps and other graphics using GIS related software including Arc/Info, AutoCAD, AutoCAD, ArcGIS, and familiarity with other graphics software including ArcView, Adobe, Illustrator, and Photoshop. Conducts spatial analysis for environmental or cultural projects using Spatial Analyst toolbox in ArcGIS.  |
| <b>Project Manager III</b><br><br>Minimum Education: B.A./B.S.<br>Minimum Experience: 7 Years                                    | Manage all aspects of projects and tasks, including conducting field work, supervision of personnel and physical resources. Manage project budgets, prepare proposals, reports, and other technical documents. Oversee all aspects of field work, including data collection, inventory, and analysis. Schedule personnel, manage resources, and establish procedures and budgetary restraints to ensure that projects are conducted within budget and on time. Effectively coordinate with client and ensure success according to the client's standards. |
| <b>Project Manager IV</b><br><br>Minimum Education: M.A./M.S.<br>Minimum Experience: 7 Years                                     | Manage all aspects of projects and tasks, including conducting field work, supervision of personnel and physical resources. Manage project budgets, prepare proposals, reports, and other technical documents. Oversee all aspects of field work, including data collection, inventory, and analysis. Schedule personnel, manage resources, and establish procedures and budgetary restraints to ensure that projects are conducted within budget and on time. Effectively coordinate with client and ensure success according to the client's standards. |