

3. Staffing Services – Job Categories and Position Descriptions

Premier Staffing Source, Inc. (PSS, Inc.) will provide the following positions as outlined in the proposal:

Accountant – Entry, Intermediate, Advanced
Benefits Specialists - Entry, Intermediate, Advanced
Benefits Assistant - Entry, Intermediate, Advanced
Benefits Program and Policy Analyst - Entry, Intermediate, Advanced
Publications and Communications Specialist - Entry, Intermediate, Advanced
Training Officer/Coordinator - Entry, Intermediate, Advanced
Purchasing and Contracts Specialist - Entry, Intermediate, Advanced
Auditor (Internal) - Entry, Intermediate, Advanced
Budget Analyst - Entry, Intermediate, Advanced

Should ETF alter the requirements of the positions, PSS, Inc. will honor its proposed rates for these positions. The company's recruitment team ensures each job requested placed by ETF receives immediate response. The company will confirm receipt of the job request within two (2) hours, and provide ETF with routine updates until a suitable candidate has been confirmed. PSS, Inc. current database of professional candidates is updated daily. Recruiting efforts focused on the above labor position are incorporated into a customized recruiting plan for ETF.

PSS, Inc. confirms the company will allow Position Requests to call for requirements that are not listed in the Position currently – for *all* Job Categories covered. PSS, Inc. will work with ETF to craft position requirements and remain open to creative changes to make the positions work in the best interest of ETF.

3.10 Category: Other Positions as Needed

PSS, Inc. will provide *Other Positions as Needed* under this contract. PSS, Inc. confirms the company will allow Position Requests to call for requirements that are not listed in the Position currently – for *all* Job Categories covered. PSS, Inc. will work with ETF to craft position requirements and remain open to creative changes to make the positions work in the best interest of ETF.

(3.10.1) Description

PSS, Inc. affirms it will provide candidates for *Other Positions as Needed*.

(3.10.2) Duties/Skills

PSS, Inc. affirms it will provide candidates that meet the duties and skills.

(3.10.3) Other Positions as Needed – Entry, Intermediate and Advanced

PSS, Inc. affirms it will provide candidates that meet the specifications of each position.
