

**AUTHORIZED FEDERAL SUPPLY SERVICE  
GENERAL SERVICES ADMINISTRATION (GSA)  
MULTIPLE AWARD SCHEDULE (MAS) PRICELIST**

**Special Item No. 54151S** – Information Technology Professional Services

**Special Item No. 541330ENG** – Engineering Services

**Special Item No. 541611** – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

**Special Item No. 541614** – Deployment, Distribution and Transportation Logistics Services

**Special Item No. 611430** – Professional and Management Development Training

FPDS Class D301 IT Facility Operation and Maintenance

FPDS Class D302 IT Systems Development Services

FPDS Class D306 IT Systems Analysis Services

FPDS Class D307 Automated Information Systems Design and Integration Services

FPDS Class D308 Programming Services

FPDS Class D310 IT Backup and Security Services

FPDS Class D311 IT Data Conversion Services

FPDS Class D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services

FPDS Class D316 IT Network Management Services

FPDS Class D317 Creation/Retrieval of IT Related Automated New Services, Data Services, or Other Information Services

FPDS Class D399 Other Information Technology Services, Not Elsewhere Classified



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**Contract Number: 47QTCA19D00GD**

**Period Covered by Contract: July 29, 2019 through July 28, 2024**

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## Information for Ordering Offices

1. GEOGRAPHIC SCOPE OF CONTRACT: The geographic scope of this contract is domestic and overseas delivery only. Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities. Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U. S. Territories.
2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

**Ordering / Payment Address:**

Eclipse Technical Systems, LLC dba ETEK  
5520 Research Park Drive, Suite 100  
Baltimore, MD, 21228  
Phone Number: 301-529-3734  
Email: [erussell@etek-llc.com](mailto:erussell@etek-llc.com)

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

3. LIABILITY FOR INJURY OR DAMAGE.  
The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor unless such injury or damage is due to the fault or negligence of the Contractor.
4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:  
  
Block 9: G. Order/Modification under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS): 11-676-5612  
Block 30: Type of Contractor – C. Small Business  
Block 31: Woman-Owned Business - No  
Block 36: Contractor's Employer Identification Number (EIN): 83-2268032
  - a. CAGE Code: 87HA0
  - b. Contractor has registered with the Central Contractor Registration Database.
5. FOB DESTINATION:
6. COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULES)

- a. TIME OF DELIVERY. The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

<b>Items or Groups of ITEMS (SIN)</b>	<b>Delivery Time (Days ARO)</b>
54151S	As determined by the Ordering Agency and ETEK
541330ENG	As determined by the Ordering Agency and ETEK
541611	As determined by the Ordering Agency and ETEK
541614	As determined by the Ordering Agency and ETEK
611430	As determined by the Ordering Agency and ETEK

- b. EXPEDITED DELIVERY TIMES: None

7. DISCOUNTS:

- a. Prompt Payment: 2% at 10 days on Net-30 invoices.
- b. Quantity: 2% for anything over \$500,000.
- c. Dollar Volume: None offered
- d. Government Educational Institutions: N/A
- e. Other: None offered

8. TRADE AGREEMENT ACT OF 1979, AS AMENDED:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: All packaging meets export packaging requirements.

10. SMALL REQUIREMENTS:

The minimum dollar value of orders to be issued is one full working day for any IT category.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. SINs 54151S, 541330ENG, 541611, 541614, and 611430 : \$500,000.00

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS  
Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: Federal departments and agencies acquiring products from this schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

- a. FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publication (FIPS PUBS) is issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.
- b. FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institutes of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001).

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31 and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regard to this contract.

- c. Certifications, Licenses, and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule.
- d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials, or resources, as necessary.

- j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES: Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (see C.1.)

16. GSA ADVANTAGE! The GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- a. Manufacturer
- b. Manufacturer's Part Number
- c. Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is <http://www.fss.gsa.gov/>.

#### 17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

For administrative convenience, an ordering officer contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if -

- a. All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5)), competition requirements (Part 6), acquisition of commercial items (part 12), contracting methods (Parts, 13, 14 and 15), and small business programs (Part 19);
- b. The ordering officer contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable.
- c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

- d. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## 18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:
  - 1. Time of delivery/installation quotations for individual orders.
  - 2. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
  - 3. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule Contract.

## 19. OVERSEAS ACTIVITIES. The terms and conditions of this contract shall apply to all orders for installation, maintenance, and repair of equipment in areas listed in the pricelist outside the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U. S. Territories, except as indicated below:

The services offered are available to overseas activities outside the scope of this contract on an open market basis. They will be negotiated between ETEK and the ordering agency.

Upon request of the contractor, the Government may provide the contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis and will only be provided to the contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## 20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).



21. CONTRACTOR TEAM ARRANGEMENTS. Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## 22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration, or repair is segregable and exceeds \$2,000, then the requirement of the Davis-Bacon Act applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis- Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services.

## 23. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: <https://etek-llc.com>

Note: The EIT Standard can be found at: [www.Section508.gov/](http://www.Section508.gov/)

## 24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of a Federal Agency, shall follow the terms of the applicable schedule authorization and include with each order -

- a. A copy of the authorization from the Agency with whom the contractor had the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

b. The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_.

In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

## 25. INSURANCE - WORK ON A GOVERNMENT INSTALLATION

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective--
  1. For such period as the laws of the State in which this contract is to be performed prescribe; or
  2. Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractor's proofs of required insurance and shall make copies available to the Contracting Officer upon request.

## 26. SOFTWARE INTEROPERABILITY

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

## 27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).

## Terms and Conditions Applicable to Information Technology Professional Services (Special Item 54151S)

### 1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Services within the scope of this Multiple Award Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

### 2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### 3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000.00, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 - Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this

contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

a. When ordering services, ordering activities shall –

1. Prepare a Request (Request for Quote or other communication tool):

- i. A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- ii. The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes the determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm fixed price of the order should also include any travel costs or other incidental cost related to the performance of the services ordered, unless the order provides for reimbursement of travel costs at the rate provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and materials orders.
- iii. The request may request the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- iv. The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualifications of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) (i) below, the request for quotation shall notify the contractors that will be the case.

## 2. Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and pricelists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 54151S ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. The limitation is not applicable when buying supplies and/or services under SINS as well as SIN 54151S. The limitation may only be used when at least three (3) small business that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- i. The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- ii. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
- iii. In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- iv. Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

## 3. Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

- a. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall –
  1. Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established and

indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

- i. SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place an order directly under the established BPA when the need for the service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
  - ii. MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.
2. Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- b. The ordering activity should give preference to small business concerns when two or more contractors can provide the service at the same firm-fixed price or ceiling price.
- c. When the ordering activity's requirement involves both products as well as executive, administrative and/or professional services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404) (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.
- d. Ordering Procedures for other services available on schedule at fixed prices for specifically defined service or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering

Offices,” paragraph #12.

#### 4. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end date of the contract period; all services and delivery shall be made, and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which the funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of a conflict between a task order and the contract, the contract will take precedence.

#### 5. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### 6. INSPECTION OF SERVICES

The Inspection of Services - Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection - Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

#### 7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

#### 8. STOP WORK ORDER (FAR 52.242-15)(AUG 1989)

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either -

1. Cancel the stop-work order; or
2. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if -

1. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
2. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## 9. RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

## 10. INDEPENDENT CONTRACTOR



All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not an agent or employee of the Government.

## 11. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions. “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designated to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 12. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products.

Invoices shall be submitted monthly for recurring services performed during the preceding month.

The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract. If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, 52.232-34) or applicable agency procedures.

Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and the Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

## 13. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of

proper invoices or vouchers, the prices stipulated in this contract for services rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate I (APR 1984) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate II (DEC 2002) applies to labor-hour orders under this contract.

#### 14. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency upon request.

#### 15. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

#### 16. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any work called for in a task order.

#### 17. DESCRIPTION OF IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S. IT Services should be presented in the same manner as the Contractor sells to its commercial and other Government customers. If the contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices, e.g.' hourly rates, monthly rates, term rates, and/or fixed prices.

### Promoting Small Business Participation

#### PREAMBLE

ETEK provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and woman-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

#### COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor, and develop small, small disadvantaged and woman-owned small businesses by purchasing from these whenever practical.

To develop and promote company policy initiative that demonstrates our support for awarding contracts and subcontract to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and woman-owned small businesses to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and woman-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and woman-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact ETEK's Contracts Department at 301-529-3734 or via e-mail to [erussell@etek-llc.com](mailto:erussell@etek-llc.com).

## Simplified Acquisition Procedures and Blanket Purchase Agreement Information

The use of Blanket Purchase Agreements under the Federal Supply Schedule Program has been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.203-1 (f): "BPAs may also be established with Federal Supply Schedule Contracts...".

For BPAs, agencies are empowered and encouraged to seek further price reductions.

Teaming Agreements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6. Teaming Arrangements may be incorporated into your BPA.

FAR 13.2 provides the following procedures for establishing a BPA under the Simplified Acquisition Procedures:

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.
- A need for commercial sources of supply for one or more officials that do not have purchase authority access.
- To reduce the administrative burden of writing numerous purchase orders.

• Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.

### Blanket Purchase Agreement Sample

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE  
(SAMPLE - Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act\_\_\_\_\_(Agency)\_\_\_\_\_and  
\_\_\_\_(Contractor)\_\_\_\_\_enter into a cooperative agreement to further reduce the administrative  
costs of acquiring commercial items from the General Services Administration (GSA) Federal  
Supply Schedule Contract(s)\_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as:  
search for sources; the development of technical documents, solicitations and evaluation of bids  
and offers. Teaming Agreements are permitted with Federal Supply Schedule Contractors in  
accordance with Federal Acquisition Regulation (FAR) Part 9.6.

This BPA will further decrease costs, reduce paperwork and save time by eliminating the need  
for repetitive, individual purchases from the schedule contract. The end result is to create a  
purchasing mechanism for the Government that works better and costs less.

Signatures:

AGENCY

DATE

CONTRACTOR

DATE

BLANKET PURCHASE AGREEMENT (CUSTOMER NAME)

Pursuant to GSA Federal Supply Contract number(s) \_\_\_\_\_, Blanket Purchase Agreement(s), the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency)

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below.

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA: OFFICE

POINT OF CONTACT

\_\_\_\_\_

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information at a minimum:

(a) Name of Contractor; (b) Contract number; (c) BPA number; (d) Model number or National Stock Number (NSN) (e) Purchase order number; (f) Date of purchase; (g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and (h) Date of shipment.

(9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against the BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*Important—A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Teaming Agreements are permitted with Federal Supply contracts in accordance with FAR Part 9.6.

## Contractor Teaming Arrangements

### BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6 and GSAR 552.238-74) to provide solutions when responding to a customer agency requirement.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies the requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or –
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.

## SIN 54151S Labor Category Descriptions

### **Telecommunications Specialist I**

**Minimum/General Experience:** Telecommunications experience with minimal knowledge of design, development and evaluation of various telecommunications systems and equipment.

**Functional Responsibilities:** Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configurations of networks, performs general LAN/MAN/WAN administration, and assists with the integration and test of complex large-scale computer integrated networks.

Schedules conversions and cut-overs, monitors maintenance of systems, coordinates with all responsible users and sites, and provides direction to LAN/WAN Engineers. May also work with Avaya/PBX administration, Octel, Call Management System utilizing complex vectoring, T1 and trunk group administration, testing, installation, and ordering, T1's, T3's, routing and trunking, vectoring, and/or wire management skills.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Telecommunications Specialist II**

**Minimum/General Experience:** Telecommunications experience with intermediate knowledge of design, development and evaluation of various telecommunications systems and equipment.

**Functional Responsibilities:** Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configuration of networks, performs general LAN/MAN/WAN administration, and provides technical support in the integration and test of complex large-scale computer integrated networks. Schedules conversions and cut overs, supervises maintenance of systems, coordinates with all responsible users and sites, and provides direction to LAN/WAN Engineers. May also work with Avaya/PBX administration, Octel, Call Management System utilizing complex vectoring, T1 and trunk group administration, testing, installation, and ordering, T1's, T3's, routing and trunking, vectoring, and/or wire management skills.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Telecommunications Specialist III**

**Minimum/General Experience:** Telecommunications experience with expert knowledge of design, development and evaluation of various telecommunications systems and equipment.

**Functional Responsibilities:** Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configurations of networks, performs general LAN/MAN/WAN administration, and provides technical leadership in the integration and test of complex large-scale computer integrated networks. Schedules conversions and cut overs, supervises maintenance of systems, coordinates with all responsible users and sites, and provides direction to LAN/WAN Engineers.

May also work with Avaya/PBX administration, Octel, Call Management System utilizing complex vectoring, T1 and trunk group administration, testing, installation, and ordering, T1's, T3's, routing and trunking, vectoring, and/or wire management skills.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Network Engineer I**

**Minimum/General Experience:** Experience analyzing, identifying and resolving complex network hardware, circuit, and transmission logic problems. Knowledge of the design, installation and acceptance testing of complex high-speed networks. Applies the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

**Functional Responsibilities:** Under direct supervision designs and coordinates the installation and acceptance testing of the system network. Monitors network hardware operations to ensure properly set configuration options. Assist with plan implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** CCNA

## **Network Engineer II**

**Minimum/General Experience:** Experience analyzing, identifying and resolving complex network hardware, circuit, and transmission logic problems. Experience in the design, installation and acceptance testing of complex high-speed networks. Applies the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

**Functional Responsibilities:** Under minimal supervision designs and coordinates the installation and acceptance testing of the system network. Monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems. May provide daily supervision and direction to support staff.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** CCNA or CCNP



## Network Engineer III

**Minimum/General Experience:** Experience analyzing, identifying and resolving complex network hardware, circuit, and transmission logic problems. Experience in the design, installation and acceptance testing of complex high-speed networks. Applies the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

**Functional Responsibilities:** Supervises, designs and coordinates the installation and acceptance testing of the system network. Monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems. May provide daily supervision and direction to support staff.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** CCNA or CCNP

## Network Architect

**Minimum/General Experience:** Provide Subject Matter Expert guidance in local\ wide area networking, communications, and related software/hardware within a multi-platform operating environment. Must possess Subject Matter Expert experience in designing and implementing large-scale complex network solutions. Must have extensive experience publishing technical standards for design, defining engineering specifications, and developing basis of design documentation and analysis. Has extensive multi-tasking experience in managing project schedules and requirements, while working in a complex agile environment. Must lead Subject Matter Expert teams in planning next generation network design and define network overlay technologies, network function virtualization as well as integrations with existing technologies and internal systems. Possess expert written\verbal skills for presentations to senior level management and negotiations with vendors. Subject Matter Expert in understanding TCP/IP, SSL management, routing, access control lists, security, firewall and network traffic analysis. In addition, must be Internet savvy with regards to security, DNS, SMTP and Virtual Private Networks. Subject Matter Expert in management and configuration of Cisco ASR, SBC, edge routers/switches and Firewall, Remote Access servers, RIP, EIGRP, BGP, OSPF, HSRP, NAT, Layer 2 and Layer 3 VLANs, Fast/Gig Ether channel, L7 filtering and load balancing using load balancers. Expert experience with physical layer technologies-Gig/10G Ethernet, CAT5/6 cabling and Fiber. Strong experience in supporting SaaS/cloud applications ideally around collaboration tools.

**Functional Responsibilities:** Responsible for architecting, designing and engineering client network infrastructures. Also responsible for defining the standards and strategy for emerging network architectures within our customer's network footprint. Responsible for the integration of a total network including the planning, design, installation, maintenance, management, and coordination of a corporate LAN/WAN. Stay current on technological developments, applications, and evaluates vendor products to make recommendations for purchase.

Recommends network security and policies. Must create network roadmaps, presentations, cost- saving initiatives, and business cases for new products. Monitor protocol compatibility,

perform system tuning, and make recommendations for improvements. Integrate and schematically depict communication architectures, topologies, hardware, software, transmission and signaling links and protocols into complete network configurations. Provide data on system application network activity and give interpretation\guidance to relevant stakeholders. Detect, diagnose, and resolve network problems using methods that minimally impact production environment function. Lead monthly infrastructure capacity planning and expansion activities. Maintain network security controls and compliance on all network hardware. Maintain a service-oriented environment focused on problem prediction, detection, and resolution.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** CCIE

### **Cybersecurity Specialist I**

**Minimum/General Experience:** Establishing and satisfying complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Applies know-how to government systems requiring specialized security features and procedures.

**Functional Responsibilities:** Performs assessment of present levels of cyber security, defines acceptable levels of risk, trains all personnel in proper cyber hygiene and establishes formal maintenance procedures. Performs privacy impact assessments and provides PII data security and monitoring, and migration strategies. Identifies potential vulnerabilities to cyber and information security using penetration testing and red teams. Provides technologies for identification, modeling, and predictive analysis of cyber threats.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** CISSP

### **Cybersecurity Specialist II**

**Minimum/General Experience:** Establishing and satisfying complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Applies know-how to government systems requiring specialized security features and procedures.

**Functional Responsibilities:** Performs assessment of present levels of cyber security, defines acceptable levels of risk, trains all personnel in proper cyber hygiene, and establishes formal maintenance procedures. Performs privacy impact assessments and provides PII data security and monitoring, and migration strategies. Identifies potential vulnerabilities to cyber and information security using penetration testing and red teams. Provides technologies for identification, modeling, and predictive analysis of cyber threats.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** CISSP

### **Cybersecurity Specialist III**

**Minimum/General Experience:** Establishing and satisfying complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Applies know-how to government systems requiring specialized security features and procedures.

**Functional Responsibilities:** Performs assessment of present levels of cyber security, defines acceptable levels of risk, trains all personnel in proper cyber hygiene, and establishes formal maintenance procedures. Performs privacy impact assessments and provides PII data security and monitoring, and migration strategies. Identifies potential vulnerabilities to cyber and information security using penetration testing and red teams. Provides technologies for identification, modeling, and predictive analysis of cyber threats.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** CISSP

### **Biometrics Specialist I**

**Minimum/General Experience:** Knowledge and experience analyzing identity data such as biometric modalities of facial recognition (photos, iris scans, and fingerprints and biographic identifiers in the Law Enforcement, Defense, Financial Intelligence, Healthcare, or other related sectors).

**Functional Responsibilities:** Design, develop or recommend integrated security systems and physical control solutions that will ensure proprietary/confidential data and systems are protected. Provide technical services for the support of integrated security systems and solutions to manage information-related risks. Participates with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems and physical controls, and tests security products and systems to detect security weakness. Determines enterprise information assurance and security standards; Develops and implements information assurance/security standards and procedures; Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements; Identifies, reports, and resolves security violations; Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands; Supports customers at the highest levels in the development and implementation of doctrine and policies; Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures; Performs analysis, design, and development of security features for system architectures; Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers; Designs, develops, and implements solutions that meet security requirements; Provides integration and implementation of the computer system security solution; Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems; Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle; Ensures that all information systems are functional and secure.

**Minimum Years of Experience:** 1  
**Minimum Education:** Bachelors  
**Minimum Certification:** Biometric System cert

## **Biometrics Specialist II**

**Minimum/General Experience:** Knowledge and experience in operating and maintaining biometric appliances and shall possess experience in making advanced recommendations for supporting the security posture of biometric systems and its data in the Law Enforcement, Defense, Finance, Intelligence, Healthcare or other related sectors.

**Functional Responsibilities:** Design, develop or recommend integrated security systems and physical control solutions that will ensure proprietary/confidential data and systems are protected. Provide technical services for the support of integrated security systems and solutions to manage information-related risks. Participates with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems and physical controls, and tests security products and systems to detect security weakness. Determines enterprise information assurance and security standards; Develops and implements information assurance/security standards and procedures; Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements; Identifies, reports, and resolves security violations; Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands; Supports customers at the highest levels in the development and implementation of doctrine and policies; Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures; Performs analysis, design, and development of security features for system architectures; Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers; Designs, develops, and implements solutions that meet security requirements; Provides integration and implementation of the computer system security solution; Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems; Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle; Ensures that all information systems are functional and secure.

**Minimum Years of Experience:** 5  
**Minimum Education:** Bachelors  
**Minimum Certification:** Biometric System cert

## **Biometrics Specialist III**

**Minimum/General Experience:** Knowledge and experience in operating and maintaining biometric appliances and shall possess experience in making advanced recommendations for supporting the security posture of biometric systems and its data in the Law Enforcement, Defense, Finance, Intelligence, Healthcare or other related sectors.

**Functional Responsibilities:** Design, develop or recommend integrated security systems and

physical control solutions that will ensure proprietary/confidential data and systems are protected. Provide technical services for the support of integrated security systems and solutions to manage information-related risks. Participates with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems and physical controls, and tests security products and systems to detect security weakness. Determines enterprise information assurance and security standards; Develops and implements information assurance/security standards and procedures; Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements; Identifies, reports, and resolves security violations; Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands; Supports customers at the highest levels in the development and implementation of doctrine and policies; Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures; Performs analysis, design, and development of security features for system architectures; Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers; Designs, develops, and implements solutions that meet security requirements; Provides integration and implementation of the computer system security solution; Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems; Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle; Ensures that all information systems are functional and secure.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** Biometric System cert

## **Security Analyst I**

**Minimum/General Experience:** Experience with Information Assurance processes, procedures and audit tools.

**Functional Responsibilities:** Review and evaluate Plan of Action and Milestones (POA&M), system security plans, and technical requirements in accordance with DODI 8510 and Defense Information System Agency Security Technical Implementation Guides (DISA STIGS). Review Enterprise Information Technology Database Repository (EITDR) inputs, System Identification Profile (SIP), Defense Information Assurance Certification and Accreditation Process (DIACAP). Maintain the Network Infrastructure Description (NID), DIACAP Implementation Plan (DIP), network architecture diagrams, system checklists and software/hardware implementation proposals. Conduct quality assessment of system security packages on a quarterly basis. Perform an IA system compliance review either independently or in conjunction with Program Office technical personnel. Analyze the technical engineering support for requirements involving existing and planned communication-infrastructure upgrades.

**Minimum Years of Experience:** 3  
**Minimum Education:** Bachelors  
**Minimum Certification:** OS Certification, CISSP

## **Security Analyst II**

**Minimum/General Experience:** Experience with Information Assurance processes, procedures and audit tools.

**Functional Responsibilities:** Review and evaluate Plan of Action and Milestones (POA&M), system security plans, and technical requirements in accordance with DODI 8510 and Defense Information System Agency Security Technical Implementation Guides (DISA STIGS). Review Enterprise Information Technology Database Repository (EITDR) inputs, System Identification Profile (SIP), Defense Information Assurance Certification and Accreditation Process (DIACAP). Maintain the Network Infrastructure Description (NID), DIACAP Implementation Plan (DIP), network architecture diagrams, system checklists and software/hardware implementation proposals.

Conduct quality assessment of system security packages on a quarterly basis. Perform an IA system compliance review either independently or in conjunction with Program Office technical personnel. Analyze the technical engineering support for requirements involving existing and planned communication-infrastructure upgrades.

**Minimum Years of Experience:** 7  
**Minimum Education:** Bachelors  
**Minimum Certification:** OS Certification, CISSP

## **Security Analyst III**

**Minimum/General Experience:** Experience with Information Assurance processes, procedures and audit tools.

**Functional Responsibilities:** Review and evaluate Plan of Action and Milestones (POA&M), system security plans, and technical requirements in accordance with DODI 8510 and Defense Information System Agency Security Technical Implementation Guides (DISA STIGS). Review Enterprise Information Technology Database Repository (EITDR) inputs, System Identification Profile (SIP), Defense Information Assurance Certification and Accreditation Process (DIACAP). Maintain the Network Infrastructure Description (NID), DIACAP Implementation Plan (DIP), network architecture diagrams, system checklists and software/hardware implementation proposals. Conduct quality assessment of system security packages on a quarterly basis. Perform an IA system compliance review either independently or in conjunction with Program Office technical personnel. Analyze the technical engineering support for requirements involving existing and planned communication-infrastructure upgrades.

**Minimum Years of Experience:** 10  
**Minimum Education:** Bachelors  
**Minimum Certification:** OS Certification, CISSP

## Security Engineer I

**Minimum/General Experience:** Experience with IA security engineering, DIACAP and Risk Management Framework.

**Functional Responsibilities:** Skills and certifications are focused on Computer Network Defense Service Provision from an Information Assurance perspective. Responsibilities include but are not limited to functioning in a CNDSP position performing vulnerability scanning and reporting utilizing Defense Information Systems Agency (DISA) approved tools. Developing anti-malware techniques. Understanding and implementing INFOCON/CYBERCON changes within an enterprise. Managing an effective Information Assurance Vulnerability Management (IAVM) program across multiple enclaves. Fulfilling Network Security Monitoring/Intrusion Detection functions. Working network security incidents to include identification, reporting, and analysis. Skills are also required to provide technical security engineering support and apply system security engineering principles to provide realistic configuration management solutions designed to enhance the security posture. Specific expertise includes but not limited to patch management with a focus on utilizing DISA tools like Vulnerability Management System (VMS); Infrastructure Design; Troubleshooting Techniques; Systems Security; and Documentation Development. Will use strong writing and project management skills to produce documentation required for certification evaluation and assessments. Perform assessments of systems and networks within the networking environment or enclave and identify where those systems and networks deviate from acceptable configurations, enclave policy, or local policy. This is achieved through passive evaluations such as compliance audits and active evaluations such as vulnerability assessments. Establishes strict program control processes to ensure mitigation of risks and supports obtaining certification and accreditation of systems. Includes support of process, analysis, coordination, security certification test, security documentation, as well as investigations, software research, hardware introduction and release, emerging technology research inspections and periodic audits. Assist in the implementation of the required government policy (i.e., NISPOM, DCID 6-3), make recommendations on process tailoring, participate in and document process activities. Perform analyses to validate established security requirements and to recommend additional security requirements and safeguards. Support the formal Security Test and Evaluation (ST&E) required by each government accrediting authority through pre-test preparations, participation in the tests, analysis of the results and preparation of required reports. Document the results of Certification and Accreditation activities and technical or coordination activity and prepare the system Security Plans and update the Plan of Actions and Milestones POA&M. periodically conduct a complete review of each system's audits and monitor corrective actions until all actions are closed.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification, CISSP

## Security Engineer II

**Minimum/General Experience:** Experience with IA security engineering, DIACAP and Risk Management Framework.

**Functional Responsibilities:** Skills and certifications are focused on Computer Network Defense Service Provision from an Information Assurance perspective. Responsibilities include but are not limited to functioning in a CNDSP position performing vulnerability scanning and reporting utilizing Defense Information Systems Agency (DISA) approved tools. Developing anti-malware techniques. Understanding and implementing INFOCON/CYBERCON changes within an enterprise. Managing an effective Information Assurance Vulnerability Management (IAVM) program across multiple enclaves. Fulfilling Network Security Monitoring/Intrusion Detection functions. Working network security incidents to include identification, reporting, and analysis. Skills are also required to provide technical security engineering support and apply system security engineering principles to provide realistic configuration management solutions designed to enhance the security posture. Specific expertise includes but not limited to patch management with a focus on utilizing DISA tools like Vulnerability Management System (VMS); Infrastructure Design; Troubleshooting Techniques; Systems Security; and Documentation Development. Will use strong writing and project management skills to produce documentation required for certification evaluation and assessments. Perform assessments of systems and networks within the networking environment or enclave and identify where those systems and networks deviate from acceptable configurations, enclave policy, or local policy. This is achieved through passive evaluations such as compliance audits and active evaluations such as vulnerability assessments. Establishes strict program control processes to ensure mitigation of risks and supports obtaining certification and accreditation of systems. Includes support of process, analysis, coordination, security certification test, security documentation, as well as investigations, software research, hardware introduction and release, emerging technology research inspections and periodic audits. Assist in the implementation of the required government policy (i.e., NISPOM, DCID 6-3), make recommendations on process tailoring, participate in and document process activities. Perform analyses to validate established security requirements and to recommend additional security requirements and safeguards. Support the formal Security Test and Evaluation (ST&E) required by each government accrediting authority through pre-test preparations, participation in the tests, analysis of the results and preparation of required reports. Document the results of Certification and Accreditation activities and technical or coordination activity and prepare the system Security Plans and update the Plan of Actions and Milestones POA&M. periodically conduct a complete review of each system's audits and monitor corrective actions until all actions are closed.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification, CISSP

### **Security Engineer III**

**Minimum/General Experience:** Experience with IA security engineering, DIACAP and Risk Management Framework.

**Functional Responsibilities:** Skills and certifications are focused on Computer Network Defense Service Provision from an Information Assurance perspective. Responsibilities include but are not limited to functioning in a CNDSP position performing vulnerability scanning and reporting utilizing Defense Information Systems Agency (DISA) approved tools. Developing anti-



malware techniques. Understanding and implementing INFOCON/CYBERCON changes within an enterprise. Managing an effective Information Assurance Vulnerability Management (IAVM) program across multiple enclaves. Fulfilling Network Security Monitoring/Intrusion Detection functions. Working network security incidents to include identification, reporting, and analysis. Skills are also required to provide technical security engineering support and apply system security engineering principles to provide realistic configuration management solutions designed to enhance the security posture. Specific expertise includes but not limited to patch management with a focus on utilizing DISA tools like Vulnerability Management System (VMS); Infrastructure Design; Troubleshooting Techniques; Systems Security; and Documentation Development. Will use strong writing and project management skills to produce documentation required for certification evaluation and assessments. Perform assessments of systems and networks within the networking environment or enclave and identify where those systems and networks deviate from acceptable configurations, enclave policy, or local policy. This is achieved through passive evaluations such as compliance audits and active evaluations such as vulnerability assessments. Establishes strict program control processes to ensure mitigation of risks and supports obtaining certification and accreditation of systems. Includes support of process, analysis, coordination, security certification test, security documentation, as well as investigations, software research, hardware introduction and release, emerging technology research inspections and periodic audits. Assist in the implementation of the required government policy (i.e., NISPOM, DCID 6-3), make recommendations on process tailoring, participate in and document process activities. Perform analyses to validate established security requirements and to recommend additional security requirements and safeguards. Support the formal Security Test and Evaluation (ST&E) required by each government accrediting authority through pre-test preparations, participation in the tests, analysis of the results and preparation of required reports. Document the results of Certification and Accreditation activities and technical or coordination activity and prepare the system Security Plans and update the Plan of Actions and Milestones POA&M. periodically conduct a complete review of each system's audits and monitor corrective actions until all actions are closed.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification, CISSP

### **Information Assurance Analyst I**

**Minimum/General Experience:** Experience with Information Assurance processes, procedures and audit tools.

**Functional Responsibilities:** Participates in risk assessment during the Certification and Accreditation process. Designs, develops, implements, and integrates information assurance architecture, system, or system component for use within data center, network, and enclave environments. Participate in information systems risk assessments and designs security countermeasures to mitigate identified risks. Ensures that the architecture and design of information systems (IS) are functional and secure. As necessary, designs and develops IA or IA enabled products, interface specifications, and approaches to secure the environment. Entry-level position that applies knowledge of existing IA policy, procedures, and structures to

design, develop, and implement systems, components, or architectures. Ensures that the implementation of security designs properly mitigate identified threats. Documents system security design features and provides input to implementation plans and standard operating procedures.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification

## **Information Assurance Analyst II**

**Minimum/General Experience:** Experience with Information Assurance processes, procedures and audit tools.

**Functional Responsibilities:** Performs risk assessment during the Certification and Accreditation process. Designs, develops, implements, and integrates information assurance architecture, system, or system component for use within data center, network, and enclave environments.

Performs some information systems risk assessments and designs security countermeasures to mitigate identified risks. Ensures that the architecture and design of information systems (IS) are functional and secure. As necessary, designs and develops IA or IA enabled products, interface specifications, and approaches to secure the environment. Assesses threats to the environment and provides input on the adequacy of security designs and architectures.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification

## **Information Assurance Analyst III**

**Minimum/General Experience:** Experience with Information Assurance processes, procedures and audit tools.

**Functional Responsibilities:** Leads risk assessment during the Certification and Accreditation process. Designs, develops, implements, and integrates information assurance architecture, system, or system component for use within data center, network, and enclave environments. Leads information systems risk assessments and designs security countermeasures to mitigate identified risks. Ensures that the architecture and design of information systems (IS) are functional and secure. As necessary, designs and develops IA or IA enabled products, interface specifications, and approaches to secure the environment. Utilizes experience and judgment to plan and accomplish enclave security related goals. Supports system or network designs that encompass multiple data center or networks to include those with differing data protection/classification requirements.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification

## **Information Assurance Engineer I**

**Minimum/General Experience:** Experience auditing new and existing information systems

applications to ensure that appropriate controls exist, that processing is efficient, accurate, and systems procedures are in compliance with corporate standards.

**Functional Responsibilities:** Provides customer support in solving phases of complex technical problems. Reviews and recommends technical solutions to customer problems based on an understanding of products/systems test results. Conducts systems security analysis and implementation, system engineering, electrical design, design assurance, testing, software engineering, program design, configuration management, integration and testing of products and techniques. Solutions are based on a firm understanding of government/industry policy, practices, procedures, customer requirements, and emerging technologies and future trends in support of information systems and networks. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines and able to work on multiple tasks

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification, CISSP

### **Information Assurance Engineer II**

**Minimum/General Experience:** Experience developing information systems assurance programs and control guidelines; assists in resolving technical problems, priorities, and methods.

**Functional Responsibilities:** Provides customer support in solving phases of complex technical problems. Reviews and recommends technical solutions to customer problems based on an understanding of products/systems test results. Conducts systems security analysis and implementation, system engineering, electrical design, design assurance, testing, software engineering, program design, configuration management, integration and testing of products and techniques. Solutions are based on a firm understanding of government/industry policy, practices, procedures, customer requirements, and emerging technologies and future trends in support of information systems and networks. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines and able to work on multiple tasks

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification, CISSP

### **Information Assurance Engineer III**

**Minimum/General Experience:** Experience with all activities relating to Information Assurance procedures and systems. Develops information systems assurance programs and control guidelines. Confers with and advises subordinates on administrative policies and procedures and resolving technical problems, priorities, and methods. Consults with and advises other sections regarding internal controls and security procedures. Prepares activity and progress reports relating to the information systems audit function.

**Functional Responsibilities:** Provides customer support in solving phases of complex technical problems. Reviews and recommends technical solutions to customer problems based on an

understanding of products/systems test results. Conducts systems security analysis and implementation, system engineering, electrical design, design assurance, testing, software engineering, program design, configuration management, integration and testing of products and techniques. Solutions are based on a firm understanding of government/industry policy, practices, procedures, customer requirements, and emerging technologies and future trends in support of information systems and networks. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines and able to work on multiple tasks

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification, CISSP

### **Systems Analyst I**

**Minimum/General Experience:** Specialized experience includes analysis and design of business applications on complex systems for enterprise solutions, including experience in data base management concepts, use of programming languages, and/or DBMS. Knowledge of appropriate storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under general direction on requirements that are moderately complex to analyze, plan, program, and implement.

**Functional Responsibilities:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion.

Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes, analyzes proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Systems Analyst II**

**Minimum/General Experience:** Increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Requires experience with current technologies and, where required, emerging technologies. Must have managed or had

significant involvement with complex or substantive information technology projects including one year of experience in management and supervision.

**Functional Responsibilities:** Formulates and defines system scope and objectives for assigned projects. Prepares detailed specifications for programs. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge and responsibility of all phases of applications systems analysis and programming. Understands the business or function for which application is designed. Duties also include instructing, directing and checking the work of other systems analysts and programming personnel. Responsible for quality assurance review and for directing and monitoring the work of team members.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Systems Analyst III**

**Minimum/General Experience:** Increasingly complex and progressive experience in performing systems analysis, development, and implementation for business, mathematical, engineering or scientific settings using a variety of information technology resources. Requires experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibilities:** Formulates and defines system scope and objectives. Prepares detailed specifications for programs. Designs, codes, tests, debugs, and documents programs. Works at the highest technical level of all phases of applications, systems analysis and programming activities including the installation of enhancements, security features, and analytical tools. Provides guidance and training to less experienced analysts/programmers.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **UI/UX Specialist I**

**Minimum/General Experience:** Specialized experience includes analysis and design of business applications on complex systems for enterprise solutions, including experience in data base management concepts, use of programming languages, and/or DBMS. Knowledge of appropriate storage and retrieval methods, experience designing technical applications and processes on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

**Functional Responsibilities:** Work with analysts on the feasibility of a conceptual design by taking technical specifications and designing system components to meet the set requirements. Draw/develop detailed design documentation including charts and diagrams that indicate the various components involved. Prepare instructions for programmer implementation.

Collaborate with technical team members (analysts and programmers) to ensure functionality

according to systems specifications and develop solutions as problems or issues arise. Design monitoring and performance measurement processes.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## UI/UX Specialist II

**Minimum/General Experience:** Increasingly complex and progressive experience. Specialized experience includes: analysis and design of business applications on complex systems for enterprise solutions, including experience in data base management concepts, use of programming languages, and/or DBMS. Knowledge of appropriate storage and retrieval methods, experience designing technical applications and processes on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

**Functional Responsibilities:** Work with analysts on the feasibility of a conceptual design by taking technical specifications and designing system components to meet the set requirements. Draw/develop detailed design documentation including charts and diagrams that indicate the various components involved. Prepare instructions for programmer implementation.

Collaborate with technical team members (analysts and programmers) to ensure functionality according to systems specifications and develop solutions as problems or issues arise. Design monitoring and performance measurement processes. Lead, support and assist less experienced system designers on researching, developing and delivering detailed systems design documentation

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

## UI/UX Specialist III

**Minimum/General Experience:** Increasingly complex and progressive experience in performing systems analysis, design, development, and implementation for business, mathematical, engineering or scientific settings using a variety of information technology resources. Requires experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibilities:** Work with analysts on the feasibility of a conceptual design by taking technical specifications and designing system components to meet the set requirements. Draw/develop detailed design documentation including charts and diagrams that indicate the various components involved. Prepare instructions for programmer implementation.

Collaborate with technical team members (analysts and programmers) to ensure functionality according to systems specifications and develop solutions as problems or issues arise. Design monitoring and performance measurement processes. Works at the highest technical level of all phases of applications, analysis and programming activities including the installation of enhancements, security features, and analytical tools. Provides guidance and training to less experienced designers/programmers.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Application Developer I**

**Minimum/General Experience:** Specialized experience includes experience as an application developer on data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

**Functional Responsibilities:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. May take direction from application engineer to ensure program deadlines are met.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Application Developer II**

**Minimum/General Experience:** Increasingly complex and progressive experience in performing systems analysis, development, and implementation for business, mathematical, engineering or scientific settings using a variety of information technology resources. Requires experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibilities:** Formulates and defines system scope and objectives. Prepares detailed specifications for programs. Designs, codes, tests, debugs, and documents programs. Works at the highest technical level of all phases of applications, systems analysis and programming activities including the installation of enhancements, security features, and analytical tools. Provides guidance and training to less experienced analysts/programmers.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Application Developer III**

**Minimum/General Experience:** Increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, or scientific setting using a variety of information technology resources. Requires experience with current technologies and, where required for the task, emerging technologies. Must have managed or had significant independent responsibility for managing/delivering complex or substantive

features of information technology projects, including one year of experience in management and supervision.

**Functional Responsibilities:** Formulates and defines system scope and objectives for assigned projects. Prepares detailed specifications for programs. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge and responsibility of all phases of applications systems analysis and programming. Understands the business or function for which application is designed. Duties also include instructing, directing and checking the work of other systems analysts and programming personnel. Responsible for quality assurance review and for directing and monitoring the work of team members.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Database Administrator I**

**Minimum/General Experience:** Specialized experience includes demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently with general direction.

**Functional Responsibilities:** Provides technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Database Administrator II**

**Minimum/General Experience:** Increasingly complex and progressive experience, of which at least three years must be specialized. Specialized experience includes: demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Works at a high technical level of all phases of DBMS analysis and programming activities including the installation of enhancements, security features, and analytical tools. Provides guidance and training to less experienced analysts/programmers.

**Functional Responsibilities:** Provides specialized or highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None



### **Database Administrator III**

**Minimum/General Experience:** Specialized experience includes: demonstrated experience with data base design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

**Functional Responsibilities:** Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. May provide daily supervision and direction to support staff.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Integration and Testing Specialist I**

**Minimum/General Experience:** Intensive and progressive experience in a computer related field with one year experience in performing software testing of simple to moderately complex software hardware applications and/or systems.

**Functional Responsibilities:** Documents and performs testing activities for a particular project or subset of a larger project under supervision of more experienced test personnel. May participate in support of user requirements for simple to moderately complex software/hardware applications under the direction of a Senior Test Engineer. Documents and executes test cases and procedures. Assists with the collection of data and technical information used in the development of test documentation. Assist in the development of test data to be used in performing required tests. Responsible for Documentation of test results in the proper logs and/or tracking systems. Participates in selected phases of risk management assessment and software/hardware development under the direction of more experienced personnel. May participate in the development of test scripts and is responsible for ensuring proper execution of those test scripts. Under the direction of more experienced personnel, may be responsible for ensuring that test designs and documentation supports selected client, agency or industry standards and timelines. Responsible for ensuring that testing conclusions and recommendations are supported by test results. Responsible for or assists in the analysis of test results and documents conclusions.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Integration and Testing Specialist II**

**Minimum/General Experience:** Intensive and progressive experience in a computer related field with three years within the last six calendar years of intensive and progressive experience in performing software testing for complex to highly complex software hardware applications and/or systems.

**Functional Responsibilities:** Performs analysis of documented user requirements and directs or assists in the design of test plans in support of user requirements for moderately complex to complex software/hardware applications. Reviews user application system requirements documentation; designs, defines and documents unit and application test plans; Transforms test plans into test scripts and executes those scripts. May participate in all phases of risk management assessment and software/hardware development under the direction of a Senior Integration and Testing Specialist. Responsible for ensuring proper execution of test scripts and documentation of test results in test logs or defect tracking systems. Responsible for ensuring that the test designs and documentation support all applicable client, agency or industry standards, timelines and budgets. Responsible for the development of test data to be used in performing the required tests. Responsible that testing conclusions and recommendations are fully supported by test results, and those project managers are fully informed of testing status and application deviations from documented user requirements. Responsible for/or assists in the analysis of test results, documents conclusions and makes recommendations as supported by such analysis.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Integration and Testing Specialist III**

**Minimum/General Experience:** Intensive and progressive experience in a computer related field with five years within the last eight calendar years of intensive and progressive experience in performing software testing for complex to highly complex software hardware applications and/or systems.

**Functional Responsibilities:** Subject matter expert providing testing expertise in for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. Responsible for ensuring that the test design and documentation support all applicable client, agency, or industry standards timelines and budgets. Responsible for ensuring that testing conclusions and recommendations are fully supported by test results, and project managers are fully informed of testing status and application deviations from documented user requirements.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Functional Analyst I**

**Minimum/General Experience:** Requiring three years of unrelated technology project experience with a related degree.

**Functional Responsibilities:** Applies minimal subject matter knowledge to high level analysis, collection, assessment, design, development, modeling, simulation, integration, installation, documentation, and implementation. Participates in or carries out Joint Application Design

(JAD) operations, aggregates intimate/incumbent business knowledge to develop business-driven requirements. Resolves problems which require an minimal knowledge of the related technical subject matter. Applies principals and methods of the subject matter to specialized solutions. Includes but not limited to; identity management, medical and legal transcription, scientific encoding, environmental, scientific, maintenance and repair processes, business processes, and logistical support activities.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Functional Analyst II**

**Minimum/General Experience:** Requires seven years of general experience with two years of intensive and progressive experience in the applicable specialty field.

**Functional Responsibilities:** Applies intermediate subject matter knowledge to high level analysis, collection, assessment, design, development, modeling, simulation, integration, installation, documentation, and implementation. Participates in or carries out Joint Application Design (JAD) operations with general direction, aggregates intimate/incumbent business knowledge to develop business-driven requirements. Resolves problems, which require an intermediate knowledge of the related technical subject matter. Applies principles and methods of the subject matter to specialized solutions. Includes but not limited to; identity management, medical and legal transcription, scientific encoding environmental, scientific, maintenance and repair processes, business processes, and logistical support activities.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Functional Analyst III**

**Minimum/General Experience:** Requires ten years of general experience with five years of intensive and progressive experience in the applicable specialty field.

**Functional Responsibilities:** Applies expert subject matter knowledge to high level analysis, collection, assessment, design, development, modeling, simulation, integration, installation, documentation, and implementation. Plans, participates in and carries out Joint Application Design (JAD) operations, aggregating intimate/incumbent business knowledge to develop business-driven requirements. Resolves problems, which require an expert intimate knowledge of the related technical subject matter. Applies principles and methods of the subject matter to specialized solutions. Includes but not limited to; identity management, medical and legal transcription, scientific encoding, environmental, scientific, maintenance and repair processes, business processes, and logistical support activities.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Quality Assurance Specialist I

**Minimum/General Experience:** Requires a minimum of three years of experience, of which at least one year is specialized experience in areas such as the following: analysis and design of business applications on complex systems for large-scale computers, data base management, use of programming languages, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven understanding and application of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

**Functional Responsibilities:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Quality Assurance Specialist II

**Minimum/General Experience:** Requires a minimum of seven years of experience of increasing complexity with the planning, organization, and control of Quality Procedures for complex Automated Information Systems (AIS) projects as well as experience with current and emerging technologies.

**Functional Responsibilities:** Responsible for development of project Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Responsible for verifying that each functional component of the project follows a defined process which is in conformance with contractual requirements. Reports findings to project staff, line management of the organization, and the customer, as appropriate. Provides an independent assessment of how project processes are being implemented relative to the defined process and recommends methods to optimize the organization's process.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Quality Assurance Specialist III

**Minimum/General Experience:** Requires a minimum of ten years IT experience, of which at

least five years are specialized experience in QA areas such as the following: configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. Experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

**Functional Responsibilities:** Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. May provide daily supervision and direction to support staff.

**Minimum Years of Experience:**

**10 Minimum Education:** Bachelors

**Minimum Certification:** None

### **Modeling and Simulation Specialist I**

**Minimum/General Experience:** Requires three years of increasingly complex and progressive experience in subject matter related to simulation models being used.

**Functional Responsibilities:** Experience in modeling and simulation functions and/or data visualization operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields such as, but not limited to health, environmental, transportation, law enforcement, and security for military, and civil agencies. Provides support and guidance on the proper operation and use of simulation models and exercises. May support live, constructive, or virtual training.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Modeling and Simulation Specialist II**

**Minimum/General Experience:** Requires seven years of increasingly complex and progressive experience in subject matter related to simulation models being used.

**Functional Responsibilities:** Demonstrated leadership in modeling and simulation functions or data visualization operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields such as, but not limited to health, environmental, transportation, law enforcement, and security for military, and civil agencies. Provides supervision and guidance on the proper operation and use of simulation models and exercises. May support live, constructive, or virtual training.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Modeling and Simulation Specialist III**

**Minimum/General Experience:** Requires ten years of increasingly complex and progressive

experience in subject matter related to simulation models being used.

**Functional Responsibilities:** Expert in modeling and simulation functions and/or data visualization operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields such as, but not limited to health, environmental, transportation, law enforcement, and security for military, and civil agencies. Provides supervision and guidance on the proper operation and use of simulation models and exercises. May support live, constructive, or virtual training.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Data Warehouse Specialist I**

**Minimum/General Experience:** Requires a minimum of three years of experience, of which at least one year must be specialized. Specialized experience includes demonstrated experience participating in the daily operation of a data warehouse.

**Functional Responsibilities:** Responsible for the day-to-day activities of running a computer data warehouse. A wide degree of competency in computer programming is required for this position, and tasks include archiving, tracking data changes, migration, and monitoring data systems. The Data Warehouse Specialist performs technical administration duties for the development and maintenance of data warehouses. Provides technical support and coordination during warehouse design, testing and movement to production. The Data Warehouse Specialist acts as a liaison between engineers, data architects, programmers, and analysts. Implements and enforces standards and procedures to ensure data is managed consistently and properly integrated within the warehouse. Additionally, the Data Warehouse Specialist manipulates and combines data from various sources to enlarge and enhance the data warehouse.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Data Warehouse Specialist II**

**Minimum/General Experience:** Requires a minimum of six years of experience, of which at least 3 years must be specialized. Specialized experience includes demonstrated experience participating in the daily operation of a data warehouse.

**Functional Responsibilities:** Responsible for the day-to-day activities of running a computer data warehouse. A wide degree of competency in computer programming is required for this position, and tasks include archiving, tracking data changes, migration, and monitoring data systems. The Data Warehouse Specialist performs technical administration duties for the development and maintenance of data warehouses. Provides technical support and coordination during warehouse design, testing and movement to production. The Data Warehouse Specialist acts as a liaison between engineers, data architects, programmers, and analysts. Implements and enforces standards and procedures to ensure data is managed consistently and properly integrated within the warehouse. Additionally, the Data Warehouse Specialist manipulates and combines data from various sources to enlarge and enhance the data warehouse.

**Minimum Years of Experience: 6**  
**Minimum Education: Bachelors**  
**Minimum Certification: None**

## **Data Warehouse Specialist III**

**Minimum/General Experience:** Requires a minimum of ten years of experience, of which at least 5 years must be specialized. Specialized experience includes demonstrated experience participating in the daily operation of a data warehouse.

**Functional Responsibilities:** Responsible for the day-to-day activities of running a computer data warehouse. A wide degree of competency in computer programming is required for this position, and tasks include archiving, tracking data changes, migration, and monitoring data systems. The Data Warehouse Specialist performs technical administration duties for the development and maintenance of data warehouses. Provides technical support and coordination during warehouse design, testing and movement to production. The Data Warehouse Specialist acts as a liaison between engineers, data architects, programmers, and analysts. Implements and enforces standards and procedures to ensure data is managed consistently and properly integrated within the warehouse. Additionally, the Data Warehouse Specialist manipulates and combines data from various sources to enlarge and enhance the data warehouse.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Integration Engineer I**

**Minimum/General Experience:** Requires a minimum of three years of ensuring optimal performance for Enterprise Resource Planning (ERP) systems, ie Oracle, SAP, and Microsoft. Assist with the implementation, evaluation and the design of ERP systems and applications.

Troubleshoots ERP-related issues and monitors ERP systems security. This position requires assisting in the installation of new releases, system upgrades and patches, as required. This position relies on limited knowledge and professional discretion to achieve goals. Works under general supervision and usually reports to a manager.

**Functional Responsibilities:** Helps with the implementation and ongoing maintenance of the Enterprise Resource Planning (ERP) system. Tests ERP layout to ensure the system is meeting the businesses' needs. Customizes and configures workflow to facilitate ERP integration with other applications. This position relies on established guidelines and instructions to perform daily job functions. Evaluates, assesses and enhances the programming systems needed to support an organization's Enterprise Resource Planning (ERP) applications. Ensures other software can be fully integrated into the ERP system. Assist with developing new modules to enhance system performance. Works under immediate supervision.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Integration Engineer II**

**Minimum/General Experience:** Requires a minimum of seven years of ensuring optimal performance for Enterprise Resource Planning (ERP) systems. Assist with the implementation, evaluation and the design of ERP systems and applications. Troubleshoots ERP-related issues



and monitors ERP systems security. This position requires assisting in the installation of new releases, system upgrades and patches, as required. This position relies on limited knowledge and professional discretion to achieve goals. Works under general supervision and usually reports to a manager.

**Functional Responsibilities:** Helps with the implementation and ongoing maintenance of the Enterprise Resource Planning (ERP) system. Tests ERP layout to ensure the system is meeting the businesses' needs. Customizes and configures workflow to facilitate ERP integration with other applications. This position relies on established guidelines and instructions to perform daily job functions. Evaluates, assesses and enhances the programming systems needed to support an organization's Enterprise Resource Planning (ERP) applications. Ensures other software can be fully integrated into the ERP system. Assist with developing new modules to enhance system performance. Works under immediate supervision.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Integration Engineer III**

**Minimum/General Experience:** Requires a minimum of three years of ensuring optimal performance for Enterprise Resource Planning (ERP) systems. Assist with the implementation, evaluation and the design of ERP systems and applications. Troubleshoots ERP-related issues and monitors ERP systems security. This position requires assisting in the installation of new releases, system upgrades and patches, as required. This position relies on limited knowledge and professional discretion to achieve goals. Works under general supervision and usually reports to a manager.

**Functional Responsibilities:** Helps with the implementation and ongoing maintenance of the Enterprise Resource Planning (ERP) system. Tests ERP layout to ensure the system is meeting the businesses' needs. Customizes and configures workflow to facilitate ERP integration with other applications. This position relies on established guidelines and instructions to perform daily job functions. Evaluates, assesses and enhances the programming systems needed to support an organization's Enterprise Resource Planning (ERP) applications. Ensures other software can be fully integrated into the ERP system. Assist with developing new modules to enhance system performance. Works under immediate supervision.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Application Engineer I**

**Minimum/General Experience:** Requires a minimum of three years of application experience, of which at least two years must be specialized. Specialized experience includes: experience as an applications programmer on database management systems, limited knowledge of computer equipment and ability to develop general applications to satisfy design objectives. Generally works under supervised instructions.

**Functional Responsibilities:** Applies a systematic, disciplined, quantified engineering approach

to the development, operation and maintenance of applications. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer applications. Tests, debugs, and refines the computer application to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances applications to reduce operating time or improve efficiency.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Application Engineer II**

**Minimum/General Experience:** Requires a minimum of seven years of application experience, of which at least five years must be specialized. Specialized experience includes experience as an applications programmer on database management systems, limited knowledge of computer equipment and ability to develop general applications to satisfy design objectives. Generally, works under supervised instructions.

**Functional Responsibilities:** Applies a systematic, disciplined, quantified engineering approach to the development, operation and maintenance of applications. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer applications. Tests, debugs, and refines the computer application to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances applications to reduce operating time or improve efficiency.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Application Engineer III**

**Minimum/General Experience:** Requires a minimum of ten years of application experience, of which at least seven years must be specialized. Specialized experience includes experience as an applications programmer on database management systems, limited knowledge of computer equipment and ability to develop general applications to satisfy design objectives. Generally, works under supervised instructions.

**Functional Responsibilities:** Applies a systematic, disciplined, quantified engineering approach to the development, operation and maintenance of applications. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer applications. Tests, debugs, and refines the computer application to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances applications to reduce operating time or improve efficiency.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Technology Engineer I**

**Minimum/General Experience:** Requires three years of experience in researching, developing and creating processes for new products.

**Functional Responsibilities:** Assist in the design and testing of beta prototype products for systems. Assist in conducting research and creating design proposals for customer projects. Assist with design concepts, performance, and production criteria while providing input for design briefs. Calculate and relay all cost of production requirements to customer. Plan marketing initiative and operating procedures for customer product requirements. Must assist with improving product quality and securing product reliability by balancing cost of test and test coverage that could impact product life cycle.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Technology Engineer II**

**Minimum/General Experience:** Requires seven years of experience in researching, developing and creating processes for new products.

**Functional Responsibilities:** Design and test beta prototype products for systems. Conduct research and create design proposals for customer projects. Design concepts, performance, and production criteria while establishing design briefs. Calculate and relay all cost of production requirements to customer. Plan marketing initiative and operating procedures for customer product requirements. Improve product quality and secure product reliability by balancing cost of test and test coverage that could impact product life cycle.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Technology Engineer III**

**Minimum/General Experience:** Requires ten years of experience in researching, developing and creating processes for new products.

**Functional Responsibilities:** Design and test beta prototype products for systems. Conduct research and create design proposals for customer projects. Design concepts, performance, and production criteria while establishing design briefs. Calculate and relay all cost of production requirements to customer. Plan marketing initiative and operating procedures for customer product requirements. Improve product quality and secure product reliability by balancing cost of test and test coverage that could impact product life cycle.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Software Engineer I

**Minimum/General Experience:** Requires three years of experience in practical knowledge of one or more platforms/operating systems, and of programming languages. Normally requires knowledge of one or more system architectures such as client/server and distributed processing.

**Functional Responsibilities:** Assist in the design and coding of software product components, units and modules according to customer requirements. Participates in analysis and development of test plans. Provides test results and recommends corrections to senior developers.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Software Engineer II

**Minimum/General Experience:** Requires seven years of experience in software development and comprehensive knowledge of one or more platforms/operating systems, and programming languages. Normally requires knowledge of one or more systems architectures such as client/server and distributed processing.

**Functional Responsibilities:** Designs and codes software components, units, and modules that meet product specification and development schedules. Tests and debugs assigned components and units. Participates in large systems and subsystem planning. Adheres to product build and release schedules and strategies.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Software Engineer III

**Minimum/General Experience:** Requires ten years of experience in software development and comprehensive knowledge of one or more platforms/operating systems, and programming languages. Requires knowledge of multiple system architectures including client/server and distributed processing.

**Functional Responsibilities:** Designs and codes software components, units, and modules that meet product specification and development schedules. Tests and debugs assigned components and units. Leads large systems and subsystem planning. Adheres to product build and release schedules and strategies. Acts as a technical resource for lower-level engineers.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Test Engineer I

**Minimum/General Experience:** Requires three years of experience in a computer related field with two years of experience in performing software testing of simple to moderately complex software hardware applications and/or systems.

**Functional Responsibilities:** Performs system testing activities for a particular project or subset of a larger project under supervision of more senior test personnel. May participate in support of user requirements for simple to moderately complex software/hardware applications under the direction of a Senior Test Engineer. Executes defined test cases and procedures as detailed in the test documentation. Assists with the collection of data and technical information used in the development of test documentation. Assist in the development of test data to be used in performing required tests. Responsible for Documentation of test results in the proper logs and/or tracking systems. Participates in selected phases of risk management assessment and software/hardware development under the direction of more experienced personnel. May participate in the development of test scripts and is responsible for ensuring proper execution of those test scripts. Under the direction of more experienced personnel, may be responsible for ensuring that test designs and documentation supports selected client, agency or industry standards and timelines. Responsible for ensuring that testing conclusions and recommendations are supported by test results. Responsible for or assists in the analysis of test results and documents conclusions.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Test Engineer II

**Minimum/General Experience:** Requires seven years of experience in a computer related field with five years of experience in performing software testing for complex to highly complex software hardware applications and/or systems.

**Functional Responsibilities:** Performs analysis of documented user requirements and directs or assists in the design of test plans in support of customer requirements for moderately complex to complex software/hardware applications. Reviews user application system requirements documentation; designs, defines and documents unit and application test plans; Transforms test plans into test scripts and executes those scripts. Participates in all phases of risk management assessment and software/hardware development under the direction of a Senior Test Engineer. Responsible for ensuring proper execution of test scripts and documentation of test results in test logs or defect tracking systems. Responsible for ensuring the test designs and documentation support all applicable client, or industry standards, budgets and timelines. Responsible for validating test conclusions and recommendations are fully supported by test results, and those project managers are fully informed of testing status and application deviations from documented customer requirements. Responsible for/or assists in the analysis of test results, documents conclusions and makes recommendations as supported by such analysis.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Test Engineer III**

**Minimum/General Experience:** Requires ten years of experience in a computer related field with seven years of intensive and progressive experience in performing software testing for complex to highly complex software hardware applications and/or systems.

**Functional Responsibilities:** Provides testing expertise for the support of customer requirements on complex to highly complex software/hardware applications. Directs all phases of risk management assessments and software/hardware development with emphasis on analysis of customer requirements, test design and test tools validation. Responsible for ensuring the test design and documentation support all applicable client, or industry standards budgets and timelines. Responsible for ensuring testing conclusions and recommendations are fully supported by test results, and project managers are fully informed of testing status and application deviations from documented user requirements.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Systems Engineer I**

**Minimum/General Experience:** Requires three years of experience in performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Requires experience with current technologies and, emerging technologies. Must have had limited involvement with complex information technology projects.

**Functional Responsibilities:** Assist in creating and defining specifications for operating system applications or modifies and maintains existing applications using engineering updates and utilities from the manufacturer. Responsibilities include assisting with program design, modeling, simulation, coding, testing, debugging and documentation. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications/communications networks, computer accounting and advanced mathematical/scientific software packages. Responsible for quality assurance review and the evaluation of existing and new software products on all systems.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Systems Engineer II**

**Minimum/General Experience:** Requires seven years of experience in performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Requires experience with current technologies and, emerging technologies. Must have managed or had significant involvement with complex information technology projects.

**Functional Responsibilities:** Creates and defines specifications for operating system applications or modifies and maintains existing applications using engineering updates and utilities from the manufacturer. Responsibilities include program design, modeling, simulation, coding, testing, debugging and documentation. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications/communications networks, computer accounting and advanced mathematical/scientific software packages. Instructs, directs, and checks the work of other task engineers. Responsible for quality assurance review and the evaluation of existing and new software products on all systems.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification

### **Systems Engineer III**

**Minimum/General Experience:** Requires ten years of specialized experience. Ten years of specialized experience includes all aspects of network and computer communications software, and a mixture of experience of the operating systems and the demonstrated ability to work independently or under minimal supervision. Must have led the system engineering of large, complex, interconnected/distributed system environments. Demonstrated experience in developing, testing, installing, and operating network and computer (host) communications software using and implementing communications standards.

**Functional Responsibilities:** Performs complex analysis, design, development, integration, testing and debugging of computer software. Activities range from operating system architecture integration and software design to recommendation of products. Expert level knowledge of Operating Systems, LANs, WANs, VPNs, PKI, routers, firewalls, network protocols, data encryption, and key management. Provides functional and empirical analysis related to the design, development and implementation of software operating systems for products including, but not limited to, IA utility software, IA development software, and IA diagnostic software. Expert knowledge of Common Operating Environment (COE). Develops system level scripts in various common languages. Analyzes network and computer communications hardware characteristics for IA requirements. Assists and coordinates with communications network specialists in the area of communications hardware.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification

### **Information Engineer I**

**Minimum/General Experience:** Requires a minimum of three years of experience, of which at least two year must be specialized. Specialized experience includes information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Must have demonstrated experience in the implementation of information engineering projects; systems analysis, design

and programming, systems planning, business information planning, and business analysis. General works under supervisory direction.

**Functional Responsibilities:** Applies business process practices to re-engineer methodologies/principles and business process modernization projects. Applies, as required, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in creating standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs business improvement opportunities consistent with corporate information management guidelines, cost savings, and open system architecture objectives.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Information Engineer II**

**Minimum/General Experience:** Requires a minimum of seven years of experience, of which at least five years must be specialized. Specialized experience includes information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Must have demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming, systems planning, business information planning, and business analysis. Must possess the ability to work independently or under only general supervisory direction.

**Functional Responsibilities:** Applies business process practices to re-engineer methodologies/principles and business process modernization projects. Applies, as required, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in creating standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs business improvement opportunities consistent with corporate information management guidelines, cost savings, and open system architecture objectives. May provide some daily supervision and direction to staff.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Information Engineer III**

**Minimum/General Experience:** Requires a minimum of ten years of experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Of the ten years general experience, a minimum of seven years specialized experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming. Competent managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including



giving formal presentations to different audiences

**Functional Responsibilities:** Utilize an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Enterprise Architect I**

**Minimum/General Experience:** Requires a minimum of three years of specialized experience. Specialized experience includes: the daily activities of configuration and operation of cloud computing systems i.e. AWS and/or Azure, system architects, use of structured analysis, design methodologies and design tools, object-oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

**Functional Responsibilities:** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of an Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of organizational workflows and develops appropriate corrective action. May provide daily supervision and direction to other engineers.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certificate

## **Enterprise Architect II**

**Minimum/General Experience:** Requires a minimum of seven years of specialized experience. Specialized experience includes supervision of configuration and operation of cloud computing systems, ie. AWS and/or Azure, system architects, use of structured analysis, design

methodologies and design tools, object-oriented principles, and experience with the logical and

physical functional, operational, and technical architecture of large and complex information systems.

**Functional Responsibilities:** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of an Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of organizational workflows and develops appropriate corrective action. Provides daily supervision and direction to other engineers.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certificate

### **Enterprise Architect III**

**Minimum/General Experience:** Requires a minimum of ten years of specialized experience. Specialized experience includes supervision of system architects, use of structured analysis, design methodologies and design tools, object-oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

**Functional Responsibilities:** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of an Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of organizational workflows and develops appropriate corrective action. Provides daily supervision and direction to other engineers.

**Minimum Years of Experience:** 10

**Minimum Education:** Masters

**Minimum Certification:** OS Certificate

## **Subject Matter Expert (SME)**

**Minimum/General Experience:** Requires a minimum of twenty years of specialized experience.

**Functional Responsibilities:** Provides insight into industry trends and makes recommendations on future direction for the customer. Provides technical/analytical recommendations for improvement to IT Service processes. Often asked to review, improve, and approve technical work; to guide others; and to teach industry standards on a particular subject. Must provide expert oversight and supervision of a broad range of IT Service processes and research in an organization. Supports the planning, facilitation, and after-action needs for Community sessions and outreach initiatives to address integration matters. Supporting decision making and special projects to include the preparation, production, and coordination of written products and briefings for senior management, policy makers, military decisions makers, members of Congress, and other major stakeholders on efforts sponsored by the assigned office. Flexible to support surges in work, such as staging multiple events simultaneously at different locations. Ability to produce deliverables in formats as required by senior leadership. Formats may include standard Microsoft documents (Excel, Word, and PowerPoint), electronic/soft copy matrices and/or web-enabled formats. Ability to produce timely, logical, and concise work products. Ability to work with senior officials, to build and sustain professional networks in a diverse, fast-paced, multi-task environment, and to manage competing priorities. Be adaptable and flexible to perform a range of tasks and work with many different offices and organizations across the organization and the community. Be proactive in developing innovative ideas and in communicating them effectively to Government sponsors.

**Minimum Years of Experience:** 20

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Help Desk Manager I**

**Minimum/General Experience:** Requires a minimum of three years of experience or one year of specialized experience. Specialized experience includes management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

**Functional Responsibilities:** Provides daily supervision and direction to staff that are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Help Desk Manager II

**Minimum/General Experience:** Requires a minimum of seven years of experience or four years of specialized experience. Specialized experience includes management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

**Functional Responsibilities:** Provides daily supervision and direction to staff that are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Help Desk Manager III

**Minimum/General Experience:** Requires a minimum of ten years of experience or seven years of specialized experience. Specialized experience includes management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

**Functional Responsibilities:** Provides daily supervision and direction to staff that are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

## Task Manager I

**Minimum/General Experience:** Requires a minimum of three years of progressive and intensive experience managing with at least one year of relevant experience in a position with duties commensurate to those defined in the task order requirement or one year specialized experience in a position with duties commensurate to those defined in the task order requirement.

**Functional Responsibilities:** Responsible for applications systems analysis and programming activities for a Government site, facility or multiple locations. Identifies changes in computer and systems technology and interprets their meaning to senior management, bringing current

and future knowledge of technology and systems as applied to the client's requirements. Provides technical assistance to facilitate planning and directing the design, installation, modification and operation of an information systems capability. Prepares long and short-range plans for application selection, systems development, systems maintenance, production activities and for necessary support resources. Also responsible for applications systems analysis and programming activities for a group or section. Responsible for feasibility studies, time and cost estimates, and the establishment and implementation of new and revised applications systems and programs. Assists in projecting software and hardware requirements. Assigns personnel to various projects and directs their activities; reviews and evaluates their work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with personnel in other information systems sections to coordinate activities. Prepares activity and progress reports regarding the activities of the applications systems and programming section. Confers and consults with Government personnel regarding performance and scheduling issues on tasks.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Task Manager II**

**Minimum/General Experience:** Requires a minimum of seven years of progressive and intensive experience managing with at least four years of relevant experience in a position with duties commensurate to those defined in the task order requirement or five years specialized experience in a position with duties commensurate to those defined in the task order requirement.

**Functional Responsibilities:** Responsible for applications systems analysis and programming activities for a Government site, facility or multiple locations. Identifies changes in computer and systems technology and interprets their meaning to senior management, bringing current and future knowledge of technology and systems as applied to the client's requirements. Provides technical assistance to facilitate planning and directing the design, installation, modification and operation of an information systems capability. Prepares long and short-range plans for application selection, systems development, systems maintenance, production activities and for necessary support resources. Also responsible for applications systems analysis and programming activities for a group or section. Responsible for feasibility studies, time and cost estimates, and the establishment and implementation of new and revised applications systems and programs. Assists in projecting software and hardware requirements. Assigns personnel to various projects and directs their activities; reviews and evaluates their work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with personnel in other information systems sections to coordinate activities. Prepares activity and progress reports regarding the activities of the applications systems and programming section. Confers and consults with Government personnel regarding performance and scheduling issues on tasks.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

### **Task Manager III**

**Minimum/General Experience:** Requires a minimum of ten years of progressive and intensive experience managing with at least seven years of relevant experience in a position with duties commensurate to those defined in the task order requirement or five years specialized experience in a position with duties commensurate to those defined in the task order requirement.

**Functional Responsibilities:** Responsible for applications systems analysis and programming activities for a Government site, facility or multiple locations. Identifies changes in computer and systems technology and interprets their meaning to senior management, bringing current and future knowledge of technology and systems as applied to the client's requirements. Provides technical assistance to facilitate planning and directing the design, installation, modification and operation of an information systems capability. Prepares long and short-range plans for application selection, systems development, systems maintenance, production activities and for necessary support resources. Also responsible for applications systems analysis and programming activities for a group or section. Responsible for feasibility studies, time and cost estimates, and the establishment and implementation of new and revised applications systems and programs. Assists in projecting software and hardware requirements. Assigns personnel to various projects and directs their activities; reviews and evaluates their work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with personnel in other information systems sections to coordinate activities. Prepares activity and progress reports regarding the activities of the applications systems and programming section. Confers and consults with Government personnel regarding performance and scheduling issues on tasks.

**Minimum Years of Experience:** 10

**Minimum Education:** Masters

**Minimum Certification:** None

### **Quality Assurance (QA) Manager I**

**Minimum/General Experience:** Requires a minimum of three years IT experience, of which at least one year is specialized experience in QA areas such as the following: configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. Experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

**Functional Responsibilities:** Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. May provide daily supervision and direction to support staff.

**Minimum Years of Experience:** 3  
**Minimum Education:** Bachelors  
**Minimum Certification:** None

### **Quality Assurance (QA) Manager II**

**Minimum/General Experience:** Requires a minimum of seven years IT experience, of which at least five years are specialized experience in QA areas such as the following: configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. Experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

**Functional Responsibilities:** Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. May provide daily supervision and direction to support staff.

**Minimum Years of Experience:** 7  
**Minimum Education:** Bachelors  
**Minimum Certification:** None

### **Quality Assurance (QA) Manager III**

**Minimum/General Experience:** Requires a minimum of ten years IT experience, of which at least five years are specialized experience in QA areas such as the following: configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. Experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

**Functional Responsibilities:** Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. May provide daily supervision and direction to support staff.

**Minimum Years of Experience:** 10  
**Minimum Education:** Bachelors  
**Minimum Certification:** None

### **Project Manager I**

**Minimum/General Experience:** Requires a minimum of 3 years IT experience. Experience includes increasing responsibilities in information systems design and management.

**Functional Responsibilities:** Serves as project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the ordering activity Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), ordering activity management personnel and customer agency representatives. Under the guidance of the



Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Project Manager II**

**Minimum/General Experience:** Requires a minimum of seven years IT experience. Experience includes increasing responsibilities in information systems design and management.

**Functional Responsibilities:** Serves as project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the ordering activity Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), ordering activity management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** PMP

## **Project Manager III**

**Minimum/General Experience:** Requires a minimum of ten years IT experience. Experience includes increasing responsibilities in information systems design and management.

**Functional Responsibilities:** Serves as project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the ordering activity Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), ordering activity management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Minimum Years of Experience:** 10

**Minimum Education:** Masters

**Minimum Certification:** PMP

## **Program Manager I**

**Minimum/General Experience:** Requires a minimum of three years IT experience. Experience includes increasing responsibilities in information systems design and management.

**Functional Responsibilities:** Responsible for and leads team on large complex projects. Translates customer requirements into formal agreements and plans to culminate in customer acceptance or results. Possesses expert knowledge of business processes. Responsible for performance, cost, scope, schedule, quality, and appropriate business measurements for their project, according to their project charter. Has extensive professional knowledge of market segment/industry/technology/discipline trends. Works with client to identify business requirements and develops the proposal. Subsequently leads a team in the initiating, planning, controlling, executing, and closing tasks of a project (or segment of a project) to produce the solution deliverable. Executes a wide range of process activities beginning with the request for proposal through development, test, and final delivery. Anticipates future customer, industry, and business trends. Applies this understanding to complex problems to meet project objectives. As appropriate, challenges the validity of given procedures and processes with a view toward enhancement or improvement. Analyzes information and situations and implements actions independently and or through the management team, to ensure project objectives are met. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools and solution components. Possesses significant breadth of knowledge in business matters, finance, planning, and forecasting and personnel in order to manage team and business processes.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** PMP

## **Program Manager II**

**Minimum/General Experience:** Requires a minimum of seven years IT experience. Experience includes increasing responsibilities in information systems design and management.

**Functional Responsibilities:** Responsible for and leads team on large complex projects. Translates customer requirements into formal agreements and plans to culminate in customer acceptance or results. Possesses expert knowledge of business processes. Responsible for performance, cost, scope, schedule, quality, and appropriate business measurements for their project, according to their project charter. Has extensive professional knowledge of market segment/industry/technology/discipline trends. Works with client to identify business requirements and develops the proposal. Subsequently leads a team in the initiating, planning, controlling, executing, and closing tasks of a project (or segment of a project) to produce the solution deliverable. Executes a wide range of process activities beginning with the request for proposal through development, test, and final delivery. Anticipates future customer, industry, and business trends. Applies this understanding to complex problems to meet project objectives. As appropriate, challenges the validity of given procedures and processes with a view toward enhancement or improvement. Analyzes information and situations and implements actions independently and or through the management team, to ensure project objectives are met.

Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools and solution components. Possesses significant breadth of knowledge in business matters, finance, planning, and forecasting and personnel in order to manage team and business processes.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** PMP

### **Program Manager III**

**Minimum/General Experience:** Requires a minimum of ten years IT experience. Experience includes increasing responsibilities in information systems design and management.

**Functional Responsibilities:** Responsible for and leads team on large complex projects. Translates customer requirements into formal agreements and plans to culminate in customer acceptance or results. Possesses expert knowledge of business processes. Responsible for performance, cost, scope, schedule, quality, and appropriate business measurements for their project, according to their project charter. Has extensive professional knowledge of market segment/industry/technology/discipline trends. Works with client to identify business requirements and develops the proposal. Subsequently leads a team in the initiating, planning, controlling, executing, and closing tasks of a project (or segment of a project) to produce the solution deliverable. Executes a wide range of process activities beginning with the request for proposal through development, test, and final delivery. Anticipates future customer, industry, and business trends. Applies this understanding to complex problems to meet project objectives. As appropriate, challenges the validity of given procedures and processes with a view toward enhancement or improvement. Analyzes information and situations and implements actions independently and or through the management team, to ensure project objectives are met.

Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools and solution components. Possesses significant breadth of knowledge in business matters, finance, planning, and forecasting and personnel in order to manage team and business processes.

**Minimum Years of Experience:** 10

**Minimum Education:** Masters

**Minimum Certification:** PMP

### **Help Desk Analyst I**

**Minimum/General Experience:** Requires knowledge of the employer's (or client's) computer equipment and software.

**Functional Responsibilities:** Provides technical assistance to system users. Responds to users' requests for assistance by phone and in person. May staff a help desk or information center. Installs and modifies computer hardware and software.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Help Desk Analyst II**

**Minimum/General Experience:** Requires knowledge of the employer's (or client's) computer equipment and software.

**Functional Responsibilities:** Provides technical assistance to system users. Responds to users' requests for assistance by phone and in person. May staff a help desk or information center. Installs and modifies computer hardware and software.

**Minimum Years of Experience:** 5

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Help Desk Analyst III**

**Minimum/General Experience:** Requires knowledge of the employer's (or client's) computer equipment and software.

**Functional Responsibilities:** Provides technical assistance to system users. Responds to users' requests for assistance by phone and in person. May staff a help desk or information center. Installs and modifies computer hardware and software.

**Minimum Years of Experience:** 8

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **End User Specialist I**

**Minimum/General Experience:** Requires knowledge of employer's (or client's) computer equipment, software, and application processes. Requires experience in providing technical assistance and on-the-job training. Generally, requires extensive knowledge of one or more operating systems and environments.

**Functional Responsibilities:** Responds to user requests for assistance by phone and in person. Installs and modifies computer hardware and software. Diagnoses hardware, software, and operator problems and recommends remedial actions or procedural changes. May load and configure software such as operating systems and environments and application. Provides technical assistance and training to system users.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** Technical certification

## **End User Specialist II**

**Minimum/General Experience:** Requires knowledge of employer's (or client's) computer equipment, software, and application processes. Requires experience in providing technical

assistance and on-the-job training. Generally, requires extensive knowledge of one or more operating systems and environments.

**Functional Responsibilities:** Responds to user requests for assistance by phone and in person. Installs and modifies computer hardware and software. Diagnoses hardware, software, and operator problems and recommends remedial actions or procedural changes. May load and configure software such as operating systems and environments and application. Provides technical assistance and training to system users.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** Technical certification

### **End User Specialist III**

**Minimum/General Experience:** Requires knowledge of employer's (or client's) computer equipment, software, and application processes. Requires experience in providing technical assistance and on-the-job training. Generally, requires extensive knowledge of one or more operating systems and environments.

**Functional Responsibilities:** Responds to user requests for assistance by phone and in person. Installs and modifies computer hardware and software. Diagnoses hardware, software, and operator problems and recommends remedial actions or procedural changes. May load and configure software such as operating systems and environments and application. Provides technical assistance and training to system users.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** Technical certification

### **System Administrator I**

**Minimum/General Experience:** Requires a minimum of three years of experience, of which at least one year must be specialized experience in administrating computer systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Functional Responsibilities:** Consists of daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification

### **System Administrator II**

**Minimum/General Experience:** Requires a minimum of seven years of experience, of which at

least three years must be specialized experience in administrating computer systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Functional Responsibilities:** Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Aids users in accessing and using business systems.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification

### **System Administrator III**

**Minimum/General Experience:** Requires a minimum of ten years of experience, of which at least one year must be specialized experience in administrating computer systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Functional Responsibilities:** Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Aids users in accessing and using business systems.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification

### **Linux/UNIX System Administrator I**

**Minimum/General Experience:** Requires a minimum of three years of experience, of which at least one year must be specialized experience in administrating Linux/UNIX computer systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Functional Responsibilities:** Supervises and manages the daily activities of configuration and operation of Linux/UNIX enterprise or science data processing systems. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Helps users in accessing and using Linux/UNIX server and desktops systems.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification (Redhat/CentOS, or equivalent)

### **Linux/UNIX System Administrator II**

**Minimum/General Experience:** Requires a minimum of six years of experience, of which at least 3 years must be specialized experience in administrating Linux/UNIX computer systems.

General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Functional Responsibilities:** Supervises and manages the daily activities of configuration and operation of Linux/UNIX enterprise or science data processing systems. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Helps users in accessing and using Linux/UNIX server and desktops systems.

**Minimum Years of Experience:** 6

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification (Redhat/CentOS, or equivalent)

### **Linux/UNIX System Administrator III**

**Minimum/General Experience:** Requires a minimum of ten years of experience, of which at least 6 years must be specialized experience in administrating Linux/UNIX computer systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Functional Responsibilities:** Supervises and manages the daily activities of configuration and operation of Linux/UNIX enterprise or science data processing systems. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Helps users in accessing and using Linux/UNIX server and desktops systems.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification (Redhat/CentOS, or equivalent)

### **Linux/UNIX System Architect**

**Minimum/General Experience:** Requires a minimum of fifteen years of experience, of which at least 10 years must be specialized experience in administrating Linux/UNIX computer systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Functional Responsibilities:** Supervises and manages the daily activities of configuration and operation of Linux/UNIX enterprise or science data processing systems. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Helps users in accessing and using Linux/UNIX server and desktops systems.

**Minimum Years of Experience:** 15

**Minimum Education:** Bachelors

**Minimum Certification:** OS Certification (Redhat/CentOS, or equivalent)

### **Technical Writer/Editor I**

**Minimum/General Experience:** Requires a minimum of three years of experience, of which at least one year must be specialized. Specialized experience includes demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently

or under only general direction.

**Functional Responsibilities:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Technical Writer/Editor II**

**Minimum/General Experience:** Requires a minimum of seven years of experience, of which at least one year must be specialized. Specialized experience includes demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

**Functional Responsibilities:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **Technical Writer/Editor III**

**Minimum/General Experience:** Requires a minimum of ten years of experience, of which at least seven years must be specialized. Specialized experience includes demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

**Functional Responsibilities:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** None

## **High Performance Computing (HPC) Systems Administrator I**

**Minimum/General Experience:** Requires a minimum of three years of experience, of which at least one year must be specialized experience in administrating Linux HPC cluster management and job scheduling super-computing systems.

**Functional Responsibilities:** Participates in daily activities of configuration and operation of HPC systems. Optimizes system operation and resource utilization accounting and performs



system performance and environmental analysis. Helps users in accessing and using HPC cluster resources.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** Linux OS Certification

## **High Performance Computing (HPC) Systems Administrator II**

**Minimum/General Experience:** Requires a minimum of seven years of experience, of which at least three years must be specialized experience in administrating Linux HPC cluster management and job scheduling super-computing systems.

**Functional Responsibilities:** Supervises and manages the daily activities of configuration and operation of HPC systems. Optimizes system operation and resource utilization accounting and performs system performance and environmental analysis. Helps users in accessing and using HPC cluster resources.

**Minimum Years of Experience:** 7

**Minimum Education:** Bachelors

**Minimum Certification:** Linux OS Certification

## **High Performance Computing (HPC) Systems Administrator III**

**Minimum/General Experience:** Requires a minimum of ten years of experience, of which at least five years must be specialized experience in administrating Linux HPC cluster management and job scheduling super-computing systems.

**Functional Responsibilities:** Supervises and manages the daily activities of configuration and operation of HPC systems. Optimizes system operation and resource utilization accounting and performs system performance and environmental analysis. Helps users in accessing and using HPC cluster resources.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** Linux OS Certification

## **Cloud Computing Specialist I**

**Minimum/General Experience:** Requires a minimum of three years of experience, of which at least one year must be specialized experience in administrating cloud infrastructure systems such as AWS, Azure, or equivalent cloud infrastructure management.

**Functional Responsibilities:** Assists in activities of configuration and operation of cloud computing systems. Optimizes system operation and performs system performance analysis. Aids users in accessing and using cloud resources.

**Minimum Years of Experience:** 3

**Minimum Education:** Bachelors

**Minimum Certification:** Linux OS Certification

## **Cloud Computing Specialist II**

**Minimum/General Experience:** Requires a minimum of six years of experience, of which at least three years must be specialized experience in administrating cloud infrastructure systems such as AWS, Azure, or equivalent cloud infrastructure management.

**Functional Responsibilities:** Supervises and manages the daily activities of configuration and operation of cloud computing systems. Optimizes system operation and performs system performance analysis. Aids users in accessing and using cloud resources.

**Minimum Years of Experience:** 6

**Minimum Education:** Bachelors

**Minimum Certification:** Linux OS Certification

## **Cloud Computing Specialist III**

**Minimum/General Experience:** Requires a minimum of ten years of experience, of which at least five years must be specialized experience in administrating cloud infrastructure systems such as AWS, Azure, or equivalent cloud infrastructure management.

**Functional Responsibilities:** Supervises and manages the daily activities of configuration and operation of cloud computing systems. Optimizes system operation and performs system performance analysis. Aids users in accessing and using cloud resources.

**Minimum Years of Experience:** 10

**Minimum Education:** Bachelors

**Minimum Certification:** Linux OS Certification

## **Hardware Technician I**

**Minimum/General Experience:** Requires three years of experience in installing, modifying, and troubleshooting aerial and underground copper and fiber optic cable.

**Functional Responsibilities:** Configures computers, communications devices and peripheral equipment. Installs End User network hardware/software devices. Analyzes existing requirements and prepares specifications for hardware/software acquisitions. Trains site personnel in proper use of hardware/software. Adds, deletes, and modifies; as required, host, terminal, and network devices. Possess a thorough understanding of necessary requirements to support and install network infrastructure equipment including space, power, HVAC, network cabling and connectivity and have experience performing the installation of such equipment.

**Minimum Years of Experience:** 3

**Minimum Education:** HS Diploma

**Minimum Certification:** None

## Hardware Technician II

**Minimum/General Experience:** Requires seven years of experience in installing, modifying, and troubleshooting aerial and underground copper and fiber optic cable.

**Functional Responsibilities:** Assesses and documents current site network configuration and user requirements. Designs and optimize network topologies. Analyzes existing requirements and prepares specifications for hardware/software acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware/software installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices and peripheral equipment. Installs network hardware/software. Trains site personnel in proper use of hardware/software. Builds specialized interconnecting cables. Performs first line support for service interruptions such as printer routings, power outages, wiring problems, and malfunctioning servers. Escalates unresolved problems to expedite resolution.

**Minimum Years of Experience:** 7

**Minimum Education:** HS Diploma

**Minimum Certification:** None

## Hardware Technician III

**Minimum/General Experience:** Requires ten years of experience in installing, modifying, and troubleshooting aerial and underground copper and fiber optic cable.

**Functional Responsibilities:** Configures computers, communications devices and peripheral equipment. Possess a thorough understanding of necessary requirements to support and install network infrastructure equipment including space, power, HVAC, network cabling and connectivity and have experience performing the installation of such equipment. Monitors, operates and maintains hardware, and software, for computing platforms. Organizes and directs hardware installations on site surveys. Assesses and documents current site network configuration and user requirements. Maintains disaster recovery procedures for hardware and resident software, and related network communications equipment. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation technical design packages. Develops hardware installation schedules. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support. Performs system backup and recovery activities. Audits the hardware/software inventory to ensure integrity as well as licensing compliance. Updates and maintains site administration manual documentation. May provide user orientation on hardware and software operations.

**Minimum Years of Experience:** 10

**Minimum Education:** HS Diploma

**Minimum Certification:** None

## **Customer Service Representative I**

**Minimum/General Experience:** Minimum of one-year Customer Service, Documentation Skills, Positive Attitude, excellent Communications and the ability to multi-task, prioritize and manage time effectively. Ability to respond positively to different types of characters.

**Functional Responsibilities:** Reports directly to supervisor or manager. Ensures excellent customer service standards and maintains high customer satisfaction. Collects, processes and analyzes customer information and needs. Manages incoming calls and requests. Keeps accurate records of customer interactions. Follows communication procedures, guidelines and policies. Reports all issues or complaints to supervisor.

**Minimum Years of Experience:** 1

**Minimum Education:** HS Diploma

**Minimum Certification:** None

## **Customer Service Representative II**

**Minimum/General Experience:** Minimum of three years Customer Service, Documentation Skills, Positive Attitude, excellent Communications and the ability to multi-task, prioritize and manage time effectively. Ability to respond positively to different types of characters.

**Functional Responsibilities:** Reports directly to supervisor or manager. Ensures excellent customer service standards and maintains high customer satisfaction. Collects, processes and analyzes customer information and needs. Manages incoming calls and requests. Keeps accurate records of customer interactions. Follows communication procedures, guidelines and policies. Reports all issues or complaints to supervisor.

**Minimum Years of Experience:** 3

**Minimum Education:** HS Diploma

**Minimum Certification:** None

## **Customer Service Representative III**

**Minimum/General Experience:** Minimum of five years Customer Service, Documentation Skills, Positive Attitude, excellent Communications and the ability to multi-task, prioritize and manage time effectively. Ability to respond positively to different types of characters.

**Functional Responsibilities:** Reports directly to supervisor or manager. Ensures excellent customer service standards and maintains high customer satisfaction. Collects, processes and analyzes customer information and needs. Manages incoming calls and requests. Keeps accurate records of customer interactions. Follows communication procedures, guidelines and policies. Reports all issues or complaints to supervisor.

**Minimum Years of Experience:** 5

**Minimum Education:** HS Diploma

**Minimum Certification:** None

## Graphics Specialist I

**Minimum/General Experience:** Minimum of three years of experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, one year of specialized experience using commercial automated word processing, graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

**Functional Responsibilities:** Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

**Minimum Years of Experience:** 3

**Minimum Education:** HS Diploma

**Minimum Certification:** None

## Graphics Specialist II

**Minimum/General Experience:** Minimum of seven years of experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, three years of specialized experience using commercial automated word processing, graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

**Functional Responsibilities:** Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

**Minimum Years of Experience:** 7

**Minimum Education:** HS Diploma

**Minimum Certification:** None

## Graphics Specialist III

**Minimum/General Experience:** Minimum of ten years of experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, seven years of specialized experience using commercial automated word processing, graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

**Functional Responsibilities:** Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates

travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

**Minimum Years of Experience:** 10

**Minimum Education:** HS Diploma

**Minimum Certification:** None

### **Data Entry Technician I**

**Minimum/General Experience:** Minimum of one-year experience performing data entry of information to maintain databases through custom software.

**Functional Responsibilities:** Responsible for accuracy, efficiency and retrieval of processed data. The data entry technician will proof material entered as required and generate data reports as required.

**Minimum Years of Experience:** 1

**Minimum Education:** HS Diploma

**Minimum Certification:** None

### **Data Entry Technician II**

**Minimum/General Experience:** Minimum of three years' experience performing data entry of information to maintain databases through custom software.

**Functional Responsibilities:** Responsible for performing data entry using word processing , spread sheet or database commands and format material as required. Performs routine maintenance tasks, reviews discrepancies in data received and requests clarification or advises supervisor of issues related to data and makes recommendations

**Minimum Years of Experience:** 3

**Minimum Education:** HS Diploma

**Minimum Certification:** None

### **Data Entry Technician III**

**Minimum/General Experience:** Minimum of seven years' experience performing data entry of information to maintain databases through custom software.

**Functional Responsibilities:** Responsible for accuracy, efficiency and retrieval of processed data. The data entry technician will proof material entered as required and generate data reports as required.

**Minimum Years of Experience:** 7

**Minimum Education:** HS Diploma

**Minimum Certification:** None

## **VTC Technician I**

**Minimum/General Experience:** Requires three years of experience in supporting all aspects of videoconferencing including call set up, end user training, troubleshooting, and follows through on escalation of trouble incidents occurring during ticket incidents.

**Functional Responsibilities:** Knowledge of various VTC Technologies (Polycom VTC, CISCO/Tandberg VTC, etc.) Must exemplify exceptional communication and organization skills with limited experience in the integration of video conferencing and closely related technologies. Must possess limited problem-solving skills to troubleshoot general VTC problems. Troubleshoot system repairs as required. Perform first level problem determination and resolution. Assist, as required, with the support (hands-on if necessary) of meetings requiring videoconferencing support, as directed by client.

**Minimum Years of Experience:** 3

**Minimum Education:** HS Diploma

**Minimum Certification:** IAT I

## **VTC Technician II**

**Minimum/General Experience:** Requires seven years of experience in supporting all aspects of videoconferencing including call set up, end user training, troubleshooting, and follows through on escalation of trouble incidents occurring during ticket incidents.

**Functional Responsibilities:** Proficient with various VTC Technologies (Polycom VTC, CISCO/Tandberg VTC, etc.) Must exemplify exceptional communication and organization skills with intermediate experience in the integration of video conferencing and closely related technologies. Must possess excellent problem-solving skills to troubleshoot complex VTC problems. Troubleshoot, assess, and coordinate equipment and systems repair as required.

Interface with technology vendors for equipment servicing, training, etc. Perform second level problem determination and resolution. Lead, as required, with the support (hands-on if necessary) of special events/high profile meetings requiring videoconferencing coordination, as directed by client.

**Minimum Years of Experience:** 7

**Minimum Education:** HS Diploma

**Minimum Certification:** IAT I

## **VTC Technician III**

**Minimum/General Experience:** Requires ten years of experience in supporting all aspects of videoconferencing including call set up, end user training, troubleshooting, and follows through on escalation of trouble incidents occurring during ticket incidents.

**Functional Responsibilities:** Expert skill with various VTC Technologies (Polycom VTC, CISCO/Tandberg VTC, etc.) Must exemplify exceptional communication, organization and leadership skills with strong experience in the integration of video conferencing and closely related technologies. Must possess excellent problem-solving skills to troubleshoot complex VTC problems. Manage projects while leading in the installation of video conferencing units. Successfully plan, implement, test, train, and close high profile VTC projects. Troubleshoot,

assess, and coordinate equipment and systems repair as required. Interface with technology vendors for equipment servicing, training, etc. Perform third level problem determination and resolution. Lead, as required, with the support (hands-on if necessary) of special events/high profile meetings requiring videoconferencing coordination, as directed by client.

**Minimum Years of Experience:** 10

**Minimum Education:** HS Diploma

**Minimum Certification:** IAT II

### **Administrative Support I**

**Minimum/General Experience:** Minimum of three years of experience providing administrative duties or supervisor/manager of customer service teams that provide administrative support to ensure efficient operation of the organization's variety tasks, including travel, correspondence, memos, faxes, letters, reports, forms supplies, filing system, presentations, copying, binding, scanning and other office administrative duties as assigned.

**Functional Responsibilities:** Knowledge of office management systems, protocols, policies, processes, procedures and ability to communicate clearly, effectively and intelligently.

**Minimum Years of Experience:** 3

**Minimum Education:** HS Diploma

**Minimum Certification:** None

### **Administrative Support II**

**Minimum/General Experience:** Minimum of seven years of experience providing administrative duties or supervisor/manager of customer service teams that provide administrative support to ensure efficient operation of the organization's variety tasks, including travel, correspondence, memos, faxes, letters, reports, forms supplies, filing system, presentations, copying, binding, scanning and other office administrative duties as assigned.

**Functional Responsibilities:** Knowledge of office management systems, protocols, policies, processes, procedures and ability to communicate clearly, effectively and intelligently.

**Minimum Years of Experience:** 7

**Minimum Education:** HS Diploma

**Minimum Certification:** None

### **Administrative Support III**

**Minimum/General Experience:** Minimum of ten years of experience providing administrative duties or supervisor/manager of customer service teams that provide administrative support to ensure efficient operation of the organization's variety tasks, including travel, correspondence, memos, faxes, letters, reports, forms supplies, filing system, presentations, copying, binding, scanning and other office administrative duties as assigned.

**Functional Responsibilities:** Knowledge of office management systems, protocols, policies, processes, procedures and ability to communicate clearly, effectively and intelligently.



**Minimum Years of Experience: 10**  
**Minimum Education: HS Diploma**  
**Minimum Certification: None**

SIN 54151S Labor Category Rates  
**Government Site**

<b>Labor Categories</b>	<b>BY</b>	<b>OY1</b>	<b>OY2</b>	<b>OY3</b>	<b>OY4</b>
Telecommunications Specialist I	\$52.43	\$54.00	\$55.62	\$57.29	\$59.01
Telecommunications Specialist II	\$62.92	\$64.81	\$66.75	\$68.75	\$70.81
Telecommunications Specialist III	\$73.39	\$75.59	\$77.86	\$80.20	\$82.61
Network Engineer I	\$104.86	\$108.01	\$111.25	\$114.59	\$118.03
Network Engineer II	\$241.18	\$248.42	\$255.87	\$263.55	\$271.46
Network Engineer III	\$325.06	\$334.81	\$344.85	\$355.20	\$365.86
Network Architect	\$367.00	\$378.01	\$389.35	\$401.03	\$413.06
Cybersecurity Specialist I	\$71.30	\$73.44	\$75.64	\$77.91	\$80.25
Cybersecurity Specialist II	\$80.74	\$83.16	\$85.65	\$88.22	\$90.87
Cybersecurity Specialist III	\$90.19	\$92.90	\$95.69	\$98.56	\$101.52
Biometrics Specialist I	\$120.58	\$124.20	\$127.93	\$131.77	\$135.72
Biometrics Specialist II	\$131.07	\$135.00	\$139.05	\$143.22	\$147.52
Biometrics Specialist III	\$152.04	\$156.60	\$161.30	\$166.14	\$171.12
Security Analyst I	\$67.07	\$69.08	\$71.15	\$73.28	\$75.48
Security Analyst II	\$76.50	\$78.80	\$81.16	\$83.59	\$86.10
Security Analyst III	\$88.02	\$90.66	\$93.38	\$96.18	\$99.07
Security Engineer I	\$182.51	\$187.99	\$193.63	\$199.44	\$205.42
Security Engineer II	\$198.82	\$204.78	\$210.92	\$217.25	\$223.77
Security Engineer III	\$213.36	\$219.76	\$226.35	\$233.14	\$240.13
Information Assurance Analyst I	\$118.43	\$121.98	\$125.64	\$129.41	\$133.29
Information Assurance Analyst II	\$135.68	\$139.75	\$143.94	\$148.26	\$152.71
Information Assurance Analyst III	\$161.42	\$166.26	\$171.25	\$176.39	\$181.68
Information Assurance Engineer I	\$193.91	\$199.73	\$205.72	\$211.89	\$218.25
Information Assurance Engineer II	\$219.52	\$226.11	\$232.89	\$239.88	\$247.08
Information Assurance Engineer III	\$246.93	\$254.34	\$261.97	\$269.83	\$277.92
Systems Analyst I	\$72.79	\$74.97	\$77.22	\$79.54	\$81.93
Systems Analyst II	\$87.08	\$89.69	\$92.38	\$95.15	\$98.00
Systems Analyst III	\$109.92	\$113.22	\$116.62	\$120.12	\$123.72
UI/UX Specialist I	\$117.80	\$121.33	\$124.97	\$128.72	\$132.58
UI/UX Specialist II	\$135.22	\$139.28	\$143.46	\$147.76	\$152.19
UI/UX Specialist III	\$147.19	\$151.61	\$156.16	\$160.84	\$165.67
Application Developer I	\$199.72	\$205.71	\$211.88	\$218.24	\$224.79
Application Developer II	\$220.61	\$227.23	\$234.05	\$241.07	\$248.30
Application Developer III	\$250.19	\$257.70	\$265.43	\$273.39	\$281.59
Database Administrator I	\$94.87	\$97.72	\$100.65	\$103.67	\$106.78
Database Administrator II	\$111.08	\$114.41	\$117.84	\$121.38	\$125.02
Database Administrator III	\$121.67	\$125.32	\$129.08	\$132.95	\$136.94
Integration and Testing Specialist I	\$89.08	\$91.75	\$94.50	\$97.34	\$100.26
Integration and Testing Specialist II	\$102.71	\$105.79	\$108.96	\$112.23	\$115.60
Integration and Testing Specialist III	\$112.72	\$116.10	\$119.58	\$123.17	\$126.87

Functional Analyst I	\$71.63	\$73.78	\$75.99	\$78.27	\$80.62
Functional Analyst II	\$82.21	\$84.68	\$87.22	\$89.84	\$92.54
Functional Analyst III	\$96.51	\$99.41	\$102.39	\$105.46	\$108.62
Quality Assurance Specialist I	\$72.87	\$75.06	\$77.31	\$79.63	\$82.02
Quality Assurance Specialist II	\$84.47	\$87.00	\$89.61	\$92.30	\$95.07
Quality Assurance Specialist III	\$105.47	\$108.63	\$111.89	\$115.25	\$118.71
Modeling and Simulation Specialist I	\$78.62	\$80.98	\$83.41	\$85.91	\$88.49
Modeling and Simulation Specialist II	\$92.70	\$95.48	\$98.34	\$101.29	\$104.33
Modeling and Simulation Specialist III	\$109.01	\$112.28	\$115.65	\$119.12	\$122.69
Data Warehouse Specialist I	\$105.47	\$108.63	\$111.89	\$115.25	\$118.71
Data Warehouse Specialist II	\$121.30	\$124.94	\$128.69	\$132.55	\$136.53
Data Warehouse Specialist III	\$135.88	\$139.96	\$144.16	\$148.48	\$152.93
Integration Engineer I	\$145.20	\$149.56	\$154.05	\$158.67	\$163.43
Integration Engineer II	\$166.39	\$171.38	\$176.52	\$181.82	\$187.27
Integration Engineer III	\$183.07	\$188.56	\$194.22	\$200.05	\$206.05
Application Engineer I	\$100.73	\$103.75	\$106.86	\$110.07	\$113.37
Application Engineer II	\$119.28	\$122.86	\$126.55	\$130.35	\$134.26
Application Engineer III	\$145.21	\$149.57	\$154.06	\$158.68	\$163.44
Technology Engineer I	\$108.90	\$112.17	\$115.54	\$119.01	\$122.58
Technology Engineer II	\$133.58	\$137.59	\$141.72	\$145.97	\$150.35
Technology Engineer III	\$144.16	\$148.48	\$152.93	\$157.52	\$162.25
Software Engineer I	\$94.89	\$97.74	\$100.67	\$103.69	\$106.80
Software Engineer II	\$118.32	\$121.87	\$125.53	\$129.30	\$133.18
Software Engineer III	\$145.21	\$149.57	\$154.06	\$158.68	\$163.44
Test Engineer I	\$77.53	\$79.86	\$82.26	\$84.73	\$87.27
Test Engineer II	\$91.91	\$94.67	\$97.51	\$100.44	\$103.45
Test Engineer III	\$100.75	\$103.77	\$106.88	\$110.09	\$113.39
Systems Engineer I	\$91.16	\$93.89	\$96.71	\$99.61	\$102.60
Systems Engineer II	\$105.37	\$108.53	\$111.79	\$115.14	\$118.59
Systems Engineer III	\$124.23	\$127.96	\$131.80	\$135.75	\$139.82
Information Engineer I	\$66.95	\$68.96	\$71.03	\$73.16	\$75.35
Information Engineer II	\$83.34	\$85.84	\$88.42	\$91.07	\$93.80
Information Engineer III	\$117.80	\$121.33	\$124.97	\$128.72	\$132.58
Enterprise Architect I	\$144.16	\$148.48	\$152.93	\$157.52	\$162.25
Enterprise Architect II	\$167.60	\$172.63	\$177.81	\$183.14	\$188.63
Enterprise Architect III	\$183.45	\$188.95	\$194.62	\$200.46	\$206.47
Subject Matter Expert (SME) I	\$157.29	\$162.01	\$166.87	\$171.88	\$177.04
Subject Matter Expert (SME) II	\$209.71	\$216.00	\$222.48	\$229.15	\$236.02
Subject Matter Expert (SME) III	\$262.14	\$270.00	\$278.10	\$286.44	\$295.03
Help Desk Manager I	\$89.89	\$92.59	\$95.37	\$98.23	\$101.18
Help Desk Manager II	\$105.32	\$108.48	\$111.73	\$115.08	\$118.53
Help Desk Manager III	\$122.05	\$125.71	\$129.48	\$133.36	\$137.36
Task Manager I	\$110.60	\$113.92	\$117.34	\$120.86	\$124.49
Task Manager II	\$126.45	\$130.24	\$134.15	\$138.17	\$142.32

Task Manager III	\$142.55	\$146.83	\$151.23	\$155.77	\$160.44
Quality Assurance (QA) Manager I	\$108.90	\$112.17	\$115.54	\$119.01	\$122.58
Quality Assurance (QA) Manager II	\$119.50	\$123.09	\$126.78	\$130.58	\$134.50
Quality Assurance (QA) Manager III	\$134.72	\$138.76	\$142.92	\$147.21	\$151.63
Project Manager I	\$112.72	\$116.10	\$119.58	\$123.17	\$126.87
Project Manager II	\$128.44	\$132.29	\$136.26	\$140.35	\$144.56
Project Manager III	\$155.44	\$160.10	\$164.90	\$169.85	\$174.95
Program Manager I	\$126.44	\$130.23	\$134.14	\$138.16	\$142.30
Program Manager II	\$147.42	\$151.84	\$156.40	\$161.09	\$165.92
Program Manager III	\$168.29	\$173.34	\$178.54	\$183.90	\$189.42
Help Desk Analyst I	\$65.99	\$67.97	\$70.01	\$72.11	\$74.27
Help Desk Analyst II	\$79.15	\$81.52	\$83.97	\$86.49	\$89.08
Help Desk Analyst III	\$88.39	\$91.04	\$93.77	\$96.58	\$99.48
End User Specialist I	\$72.87	\$75.06	\$77.31	\$79.63	\$82.02
End User Specialist II	\$84.38	\$86.91	\$89.52	\$92.21	\$94.98
End User Specialist III	\$99.69	\$102.68	\$105.76	\$108.93	\$112.20
System Administrator I	\$99.69	\$102.68	\$105.76	\$108.93	\$112.20
System Administrator II	\$120.43	\$124.04	\$127.76	\$131.59	\$135.54
System Administrator III	\$136.61	\$140.71	\$144.93	\$149.28	\$153.76
Linux/UNIX System Administrator I	\$110.62	\$113.94	\$117.36	\$120.88	\$124.51
Linux/UNIX System Administrator II	\$134.72	\$138.76	\$142.92	\$147.21	\$151.63
Linux/UNIX System Administrator III	\$166.65	\$171.65	\$176.80	\$182.10	\$187.56
Linux/UNIX System Architect	\$246.26	\$253.65	\$261.26	\$269.10	\$277.17
Technical Writer/Editor I	\$61.55	\$63.40	\$65.30	\$67.26	\$69.28
Technical Writer/Editor II	\$75.45	\$77.71	\$80.04	\$82.44	\$84.91
Technical Writer/Editor III	\$90.12	\$92.82	\$95.60	\$98.47	\$101.42
High Performance Computing (HPC) Systems Administrator I	\$121.46	\$125.10	\$128.85	\$132.72	\$136.70
High Performance Computing (HPC) Systems Administrator II	\$141.41	\$145.65	\$150.02	\$154.52	\$159.16
High Performance Computing (HPC) Systems Administrator III	\$187.17	\$192.79	\$198.57	\$204.53	\$210.67
High Performance Computing (HPC) Linux/Unix Expert	\$269.99	\$278.09	\$286.43	\$295.02	\$303.87
Cloud Computing Specialist I	\$118.99	\$122.56	\$126.24	\$130.03	\$133.93
Cloud Computing Specialist II	\$134.07	\$138.09	\$142.23	\$146.50	\$150.90
Cloud Computing Specialist III	\$156.16	\$160.84	\$165.67	\$170.64	\$175.76
Hardware Technician I	\$39.44	\$40.62	\$41.84	\$43.10	\$44.39
Hardware Technician II	\$51.89	\$53.45	\$55.05	\$56.70	\$58.40
Hardware Technician III	\$63.31	\$65.21	\$67.17	\$69.19	\$71.27
Customer Service Representative I	\$42.44	\$43.71	\$45.02	\$46.37	\$47.76
Customer Service Representative II	\$58.67	\$60.43	\$62.24	\$64.11	\$66.03
Customer Service Representative III	\$72.79	\$74.97	\$77.22	\$79.54	\$81.93
Graphics Specialist I	\$47.90	\$49.34	\$50.82	\$52.34	\$53.91

Graphics Specialist II	\$61.78	\$63.63	\$65.54	\$67.51	\$69.54
Graphics Specialist III	\$79.37	\$81.75	\$84.20	\$86.73	\$89.33
Data Entry Technician I	\$46.09	\$47.47	\$48.89	\$50.36	\$51.87
Data Entry Technician II	\$60.28	\$62.09	\$63.95	\$65.87	\$67.85
Data Entry Technician III	\$75.45	\$77.71	\$80.04	\$82.44	\$84.91
VTC Technician I	\$53.15	\$54.74	\$56.38	\$58.07	\$59.81
VTC Technician II	\$69.03	\$71.10	\$73.23	\$75.43	\$77.69
VTC Technician III	\$84.49	\$87.02	\$89.63	\$92.32	\$95.09
Administrative Support I	\$46.76	\$48.16	\$49.60	\$51.09	\$52.62
Administrative Support II	\$59.50	\$61.29	\$63.13	\$65.02	\$66.97
Administrative Support III	\$73.99	\$76.21	\$78.50	\$80.86	\$83.29

**Contractor Site**

<b>Labor Categories</b>	<b>BY</b>	<b>OY1</b>	<b>OY2</b>	<b>OY3</b>	<b>OY4</b>
Telecommunications Specialist I	\$58.26	\$60.01	\$61.81	\$63.66	\$65.57
Telecommunications Specialist II	\$69.91	\$72.01	\$74.17	\$76.40	\$78.69

Telecommunications Specialist III	\$81.54	\$83.99	\$86.51	\$89.11	\$91.78
Network Engineer I	\$116.51	\$120.01	\$123.61	\$127.32	\$131.14
Network Engineer II	\$267.97	\$276.01	\$284.29	\$292.82	\$301.60
Network Engineer III	\$361.17	\$372.01	\$383.17	\$394.67	\$406.51
Network Architect	\$407.78	\$420.01	\$432.61	\$445.59	\$458.96
Cybersecurity Specialist I	\$79.21	\$81.59	\$84.04	\$86.56	\$89.16
Cybersecurity Specialist II	\$89.71	\$92.40	\$95.17	\$98.03	\$100.97
Cybersecurity Specialist III	\$100.21	\$103.22	\$106.32	\$109.51	\$112.80
Biometrics Specialist I	\$133.98	\$138.00	\$142.14	\$146.40	\$150.79
Biometrics Specialist II	\$145.64	\$150.01	\$154.51	\$159.15	\$163.92
Biometrics Specialist III	\$168.94	\$174.01	\$179.23	\$184.61	\$190.15
Security Analyst I	\$74.52	\$76.76	\$79.06	\$81.43	\$83.87
Security Analyst II	\$85.01	\$87.56	\$90.19	\$92.90	\$95.69
Security Analyst III	\$97.80	\$100.73	\$103.75	\$106.86	\$110.07
Security Engineer I	\$202.79	\$208.87	\$215.14	\$221.59	\$228.24
Security Engineer II	\$220.92	\$227.55	\$234.38	\$241.41	\$248.65
Security Engineer III	\$237.08	\$244.19	\$251.52	\$259.07	\$266.84
Information Assurance Analyst I	\$131.59	\$135.54	\$139.61	\$143.80	\$148.11
Information Assurance Analyst II	\$150.76	\$155.28	\$159.94	\$164.74	\$169.68
Information Assurance Analyst III	\$179.36	\$184.74	\$190.28	\$195.99	\$201.87
Information Assurance Engineer I	\$215.47	\$221.93	\$228.59	\$235.45	\$242.51
Information Assurance Engineer II	\$243.91	\$251.23	\$258.77	\$266.53	\$274.53
Information Assurance Engineer III	\$274.38	\$282.61	\$291.09	\$299.82	\$308.81
Systems Analyst I	\$80.87	\$83.30	\$85.80	\$88.37	\$91.02
Systems Analyst II	\$96.77	\$99.67	\$102.66	\$105.74	\$108.91
Systems Analyst III	\$122.14	\$125.80	\$129.57	\$133.46	\$137.46
UI/UX Specialist I	\$130.88	\$134.81	\$138.85	\$143.02	\$147.31
UI/UX Specialist II	\$150.25	\$154.76	\$159.40	\$164.18	\$169.11
UI/UX Specialist III	\$163.56	\$168.47	\$173.52	\$178.73	\$184.09
Application Developer I	\$221.90	\$228.56	\$235.42	\$242.48	\$249.75
Application Developer II	\$245.13	\$252.48	\$260.05	\$267.85	\$275.89
Application Developer III	\$277.98	\$286.32	\$294.91	\$303.76	\$312.87
Database Administrator I	\$105.41	\$108.57	\$111.83	\$115.18	\$118.64
Database Administrator II	\$123.42	\$127.12	\$130.93	\$134.86	\$138.91
Database Administrator III	\$135.20	\$139.26	\$143.44	\$147.74	\$152.17
Integration and Testing Specialist I	\$98.97	\$101.94	\$105.00	\$108.15	\$111.39
Integration and Testing Specialist II	\$114.12	\$117.54	\$121.07	\$124.70	\$128.44
Integration and Testing Specialist III	\$125.24	\$129.00	\$132.87	\$136.86	\$140.97
Functional Analyst I	\$79.58	\$81.97	\$84.43	\$86.96	\$89.57
Functional Analyst II	\$91.34	\$94.08	\$96.90	\$99.81	\$102.80
Functional Analyst III	\$107.23	\$110.45	\$113.76	\$117.17	\$120.69
Quality Assurance Specialist I	\$80.97	\$83.40	\$85.90	\$88.48	\$91.13
Quality Assurance Specialist II	\$93.86	\$96.68	\$99.58	\$102.57	\$105.65
Quality Assurance Specialist III	\$117.20	\$120.72	\$124.34	\$128.07	\$131.91

Modeling and Simulation Specialist I	\$87.37	\$89.99	\$92.69	\$95.47	\$98.33
Modeling and Simulation Specialist II	\$102.99	\$106.08	\$109.26	\$112.54	\$115.92
Modeling and Simulation Specialist III	\$121.12	\$124.75	\$128.49	\$132.34	\$136.31
Data Warehouse Specialist I	\$117.20	\$120.72	\$124.34	\$128.07	\$131.91
Data Warehouse Specialist II	\$134.79	\$138.83	\$142.99	\$147.28	\$151.70
Data Warehouse Specialist III	\$150.97	\$155.50	\$160.17	\$164.98	\$169.93
Integration Engineer I	\$161.32	\$166.16	\$171.14	\$176.27	\$181.56
Integration Engineer II	\$184.88	\$190.43	\$196.14	\$202.02	\$208.08
Integration Engineer III	\$203.42	\$209.52	\$215.81	\$222.28	\$228.95
Application Engineer I	\$111.91	\$115.27	\$118.73	\$122.29	\$125.96
Application Engineer II	\$132.53	\$136.51	\$140.61	\$144.83	\$149.17
Application Engineer III	\$161.34	\$166.18	\$171.17	\$176.31	\$181.60
Technology Engineer I	\$121.00	\$124.63	\$128.37	\$132.22	\$136.19
Technology Engineer II	\$148.43	\$152.88	\$157.47	\$162.19	\$167.06
Technology Engineer III	\$160.18	\$164.99	\$169.94	\$175.04	\$180.29
Software Engineer I	\$105.44	\$108.60	\$111.86	\$115.22	\$118.68
Software Engineer II	\$131.47	\$135.41	\$139.47	\$143.65	\$147.96
Software Engineer III	\$161.34	\$166.18	\$171.17	\$176.31	\$181.60
Test Engineer I	\$86.15	\$88.73	\$91.39	\$94.13	\$96.95
Test Engineer II	\$102.13	\$105.19	\$108.35	\$111.60	\$114.95
Test Engineer III	\$111.93	\$115.29	\$118.75	\$122.31	\$125.98
Systems Engineer I	\$101.30	\$104.34	\$107.47	\$110.69	\$114.01
Systems Engineer II	\$117.07	\$120.58	\$124.20	\$127.93	\$131.77
Systems Engineer III	\$138.04	\$142.18	\$146.45	\$150.84	\$155.37
Information Engineer I	\$74.40	\$76.63	\$78.93	\$81.30	\$83.74
Information Engineer II	\$92.59	\$95.37	\$98.23	\$101.18	\$104.22
Information Engineer III	\$130.88	\$134.81	\$138.85	\$143.02	\$147.31
Enterprise Architect I	\$160.18	\$164.99	\$169.94	\$175.04	\$180.29
Enterprise Architect II	\$186.21	\$191.80	\$197.55	\$203.48	\$209.58
Enterprise Architect III	\$203.83	\$209.94	\$216.24	\$222.73	\$229.41
Subject Matter Expert (SME) I	\$174.77	\$180.01	\$185.41	\$190.97	\$196.70
Subject Matter Expert (SME) II	\$233.01	\$240.00	\$247.20	\$254.62	\$262.26
Subject Matter Expert (SME) III	\$291.26	\$300.00	\$309.00	\$318.27	\$327.82
Help Desk Manager I	\$99.89	\$102.89	\$105.98	\$109.16	\$112.43
Help Desk Manager II	\$117.03	\$120.54	\$124.16	\$127.88	\$131.72
Help Desk Manager III	\$135.62	\$139.69	\$143.88	\$148.20	\$152.65
Task Manager I	\$122.89	\$126.58	\$130.38	\$134.29	\$138.32
Task Manager II	\$140.50	\$144.72	\$149.06	\$153.53	\$158.14
Task Manager III	\$158.40	\$163.15	\$168.04	\$173.08	\$178.27
Quality Assurance (QA) Manager I	\$121.00	\$124.63	\$128.37	\$132.22	\$136.19
Quality Assurance (QA) Manager II	\$132.78	\$136.76	\$140.86	\$145.09	\$149.44
Quality Assurance (QA) Manager III	\$149.69	\$154.18	\$158.81	\$163.57	\$168.48
Project Manager I	\$125.24	\$129.00	\$132.87	\$136.86	\$140.97
Project Manager II	\$142.72	\$147.00	\$151.41	\$155.95	\$160.63

Project Manager III	\$172.72	\$177.90	\$183.24	\$188.74	\$194.40
Program Manager I	\$140.48	\$144.69	\$149.03	\$153.50	\$158.11
Program Manager II	\$163.79	\$168.70	\$173.76	\$178.97	\$184.34
Program Manager III	\$186.98	\$192.59	\$198.37	\$204.32	\$210.45
Help Desk Analyst I	\$73.33	\$75.53	\$77.80	\$80.13	\$82.53
Help Desk Analyst II	\$87.95	\$90.59	\$93.31	\$96.11	\$98.99
Help Desk Analyst III	\$98.22	\$101.17	\$104.21	\$107.34	\$110.56
End User Specialist I	\$80.97	\$83.40	\$85.90	\$88.48	\$91.13
End User Specialist II	\$93.75	\$96.56	\$99.46	\$102.44	\$105.51
End User Specialist III	\$110.77	\$114.09	\$117.51	\$121.04	\$124.67
System Administrator I	\$110.77	\$114.09	\$117.51	\$121.04	\$124.67
System Administrator II	\$133.81	\$137.82	\$141.95	\$146.21	\$150.60
System Administrator III	\$151.80	\$156.35	\$161.04	\$165.87	\$170.85
Linux/UNIX System Administrator I	\$122.91	\$126.60	\$130.40	\$134.31	\$138.34
Linux/UNIX System Administrator II	\$149.69	\$154.18	\$158.81	\$163.57	\$168.48
Linux/UNIX System Administrator III	\$185.17	\$190.73	\$196.45	\$202.34	\$208.41
Linux/UNIX System Architect	\$273.62	\$281.83	\$290.28	\$298.99	\$307.96
Technical Writer/Editor I	\$68.39	\$70.44	\$72.55	\$74.73	\$76.97
Technical Writer/Editor II	\$83.82	\$86.33	\$88.92	\$91.59	\$94.34
Technical Writer/Editor III	\$100.13	\$103.13	\$106.22	\$109.41	\$112.69
High Performance Computing (HPC) Systems Administrator I	\$134.95	\$139.00	\$143.17	\$147.47	\$151.89
High Performance Computing (HPC) Systems Administrator II	\$157.13	\$161.84	\$166.70	\$171.70	\$176.85
High Performance Computing (HPC) Systems Administrator III	\$207.98	\$214.22	\$220.65	\$227.27	\$234.09
High Performance Computing (HPC) Linux/Unix Expert	\$299.99	\$308.99	\$318.26	\$327.81	\$337.64
Cloud Computing Specialist I	\$132.21	\$136.18	\$140.27	\$144.48	\$148.81
Cloud Computing Specialist II	\$148.97	\$153.44	\$158.04	\$162.78	\$167.66
Cloud Computing Specialist III	\$173.51	\$178.72	\$184.08	\$189.60	\$195.29
Hardware Technician I	\$43.81	\$45.12	\$46.47	\$47.86	\$49.30
Hardware Technician II	\$57.65	\$59.38	\$61.16	\$62.99	\$64.88
Hardware Technician III	\$70.36	\$72.47	\$74.64	\$76.88	\$79.19
Customer Service Representative I	\$47.16	\$48.57	\$50.03	\$51.53	\$53.08
Customer Service Representative II	\$65.19	\$67.15	\$69.16	\$71.23	\$73.37
Customer Service Representative III	\$80.87	\$83.30	\$85.80	\$88.37	\$91.02
Graphics Specialist I	\$53.22	\$54.82	\$56.46	\$58.15	\$59.89
Graphics Specialist II	\$68.64	\$70.70	\$72.82	\$75.00	\$77.25
Graphics Specialist III	\$88.18	\$90.83	\$93.55	\$96.36	\$99.25
Data Entry Technician I	\$51.21	\$52.75	\$54.33	\$55.96	\$57.64
Data Entry Technician II	\$66.98	\$68.99	\$71.06	\$73.19	\$75.39
Data Entry Technician III	\$83.82	\$86.33	\$88.92	\$91.59	\$94.34
VTC Technician I	\$59.06	\$60.83	\$62.65	\$64.53	\$66.47



VTC Technician II	\$76.70	\$79.00	\$81.37	\$83.81	\$86.32
VTC Technician III	\$93.88	\$96.70	\$99.60	\$102.59	\$105.67
Administrative Support I	\$51.96	\$53.52	\$55.13	\$56.78	\$58.48
Administrative Support II	\$66.12	\$68.10	\$70.14	\$72.24	\$74.41
Administrative Support III	\$82.23	\$84.70	\$87.24	\$89.86	\$92.56

## SIN 541330ENG Labor Category Descriptions

### **Program Manager**

**Experience:** Performs day-to-day management of overall contract support operations at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes corporate management structure to direct effective contract support activities. Has leadership experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis,

planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.). Must be capable of leading programs that involve the successful management of multi-functional teams.

**Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

**Project Manager**

**Experience:** Under the guidance of the Program Manager, the Project Manager is responsible for the overall management of the specific task order(s) and insuring that the technical, financial, budget, accounting solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

**Administrative Support I – III**

**Experience:** Provides general Administrative and clerical support for project tasks. Provides Administrative, project assistant, and Administrative oversight support. Support may include word processing, filing, graphics, database maintenance, and quality assurance. Prepares and maintains word processing, spreadsheets, databases and/or other software files and information. Reads, understands, and brings to management’s attention items requiring attention from the variety of data and reports sent to the office for action. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies

and procedures, including answering customer inquiries and acting as a liaison. Assists with the validation/ verification, discrepancies/deficiencies resolution and accuracy/adequacy assessment of technical manual requirements. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

**Minimum Qualifications:**

Administrative Support I: Associates degree and 3 years of experience

Administrative Support II: Associates degree and 7 years of experience

Administrative Support III: Bachelors degree and 10 years of experience

**Consultant**

**Experience:** Oversees multi-faceted program area. Provides support in building and sustaining successful cross- team management structure capable of providing range of subject matter support services. Meets regularly with program managers to discuss performance, propose initiatives, and establish priorities. Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address task order challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team’s objectives.

**Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

**Subject Matter Expert**

**Experience:** Provides technical, managerial, and Administrative direction for requirements development and implementation for complex to extremely complex systems or issues. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts in integrated management systems. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

**Systems Engineer I – III**

**Experience:** Working knowledge of computer systems and integrated software application programs. Excellent communications and analytical skills. Ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Performs a range of design development, analysis, or reviews tasks independently, providing supervision of contributing engineers. Responsible for complete designs, analyses, or design reviews independently or as the team leader. Generates complete design specifications for the most complex projects. May lead engineering teams and act as a mentor to engineering team members. Has experience to assist in areas involving but not limited to science, engineering & technology strategic planning, and other technical disciplines involving various agencies such as Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.

**Minimum Qualifications:**

Systems Engineer I: Bachelors degree and 3 years of experience

Systems Engineer II: Bachelors degree and 7 years of experience

Systems Engineer III: Bachelors degree and 10 years of experience

**Software Engineer I – III**

**Experience:** Provides expertise in the design, modification, maintenance, and enhancement of information systems and software. Provides interface, as appropriate, to existing systems, including legacy systems, to gather/provide needed information and data. Manages or assists with the implementation and roll-out of solutions. Develops and applies methods, theories and research techniques in the investigation and solution of software applications and problems. Experience includes analysis, design or maintenance of complex software systems, including simulations and modeling, client/server architectures, networking techniques and protocols, databases, programming languages, and/or operating systems. Experienced in developing standards-compliant software utilizing industry-leading operating systems, languages, protocols, and relational databases. May lead engineering teams and act as a mentor to engineering team members. Has experience to assist in areas involving but not limited to science, engineering & technology strategic planning, and other technical disciplines involving various agencies such as Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.

**Minimum Qualifications:**

Software Engineer I: Bachelors degree and 3 years of experience

Software Engineer II: Bachelors degree and 7 years of experience

Software Engineer III: Bachelors degree and 10 years of experience

**Engineering Manager I – III**

**Experience:** Performs a range of design development, analysis, or review tasks independently, providing supervision of contributing engineers. Responsible for complete designs, analyses, or design reviews independently or as the team leader. Acts as and is recognized as a Company/industry expert resource on the most complex engineering problems. Leads engineering teams and act as a mentor to engineering team members. Provide technical management and leadership to a group of employees for a given project, contract, or job, with overall responsibility for cost, schedule, technical and employee performance. Develops, interprets, and implements technical and Administrative operating policies and procedures. Maintains technical project responsibility for assigned tasks and advises management of progress in support of the technical and Administrative direction of project operations.

**Minimum Qualifications:**

Engineering Manager I: Bachelors degree and 3 years of experience

Engineering Manager II: Bachelors degree and 7 years of experience

Engineering Manager III: Bachelors degree and 10 years of experience

**Logistics Engineer I – III**

**Experience:** Directly supports and supervises logistical personnel supporting program managers performing tasking associated with engineering or acquisition projects. Prepares integrated logistic plans and policy and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in system development processes at each major milestone. Capable of system conceptualization, system level requirements definition and system test and evaluation. Must be familiar with probability, reliability, statistical analysis methods, sampling and test and evaluation techniques, data collection and applicable regulations and standards. Assists in performing analyses to determine system maintainability, reliability, and supportability requirements. Performs technical training, configuration management, and quality assurance. Assists in maintaining logistics support data, planning schedules, and documents. Performs expert-level review, analysis, and validation of engineering and logistics products, and prepares executive-level reports and briefs. Consults as industry expert with the logistics managers, program managers and customers, advising on

logistics program policy development, planning and implementation for various related task performance.

**Minimum Qualifications:**

Logistics Engineer I: Bachelors degree and 3 years of experience

Logistics Engineer II: Bachelors degree and 7 years of experience

Logistics Engineer III: Bachelors degree and 10 years of experience

**Engineer I – III**

**Experience:** Experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines. Applies an enterprise-wide set of disciplines and processes for planning, analyzing, designing, constructing, and implementing information engineering. Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the systems planning and analysis efforts, using manual and automated tools. Employs reverse engineering and reengineering disciplines to develop migration and planning documents. Supervises engineers assigned to support system development or analysis efforts. Leads and supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Performs risk assessments and analysis employing modeling and simulation techniques.

**Minimum Qualifications:**

Engineer I: Bachelors degree and 3 years of experience

Engineer II: Bachelors degree and 7 years of experience

Engineer III: Bachelors degree and 10 years of experience

**Functional Analyst I – III**

**Experience:** Possesses knowledge in designated field or discipline. Supports assessments of organization’s challenges using specializes skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team’s objectives. Works in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses a general understanding of business operations. Must be able to assess products and

procedures for compliance with government standards and sound financial management principles. Has experience to assist in areas involving but not limited to business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

Functional Analyst I: Bachelors degree and 3 years of experience

Functional Analyst II: Bachelors degree and 7 years of experience

Functional Analyst III: Bachelors degree and 10 years of experience

**Technical Writer I – III**

**Experience:** Prepares technical documentation in areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines. Excellent written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Interfaces with technical professionals in writing, editing, and publishing various types of documents such as specifications, manuals, reports, plans, training materials and presentations. Researches a wide variety of assigned topics and develops writing plans and outlines. Assists in developing supporting materials (illustrations, tables, etc.). Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides quality assurance check for all document deliverables. Investigates and implements best ways to produce documentation. Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

**Minimum Qualifications:**

Technical Writer I: Bachelors degree and 3 years of experience

Technical Writer II: Bachelors degree and 7 years of experience

Technical Writer III: Bachelors degree and 10 years of experience

**Systems Analyst I – III**

**Experience:** Working knowledge of computer systems and integrated software application programs are required. Has the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Performs customer

requirements analyses for existing or proposed systems to determine feasibility and objectives of requests. Designs or modifies system and prepares reports, schedules, data requirements, security access rules and system constraints. Writes, debugs and tests programs and procedures. Installs system and trains customer to use new or changed applications. Studies existing information systems to evaluate effectiveness and develops new systems where appropriate. Prepares detailed documented requirements for selected activities (i.e., data management, CM, and program management) May provide informal training in implementing programs based on user requirements.

**Minimum Qualifications:**

Systems Analyst I: Bachelors degree and 3 years of experience

Systems Analyst II: Bachelors degree and 7 years of experience

Systems Analyst III: Bachelors degree and 10 years of experience

**SIN 541330ENG Labor Category Rates  
Government Site**

<b>Labor Categories</b>	<b>BY</b>	<b>OY1</b>	<b>OY2</b>	<b>OY3</b>	<b>OY4</b>
Program Manager	\$198.07	\$203.02	\$208.10	\$213.30	\$218.63
Project Manager	\$171.29	\$175.57	\$179.96	\$184.46	\$189.07
Administrative Support I	\$53.54	\$54.88	\$56.25	\$57.66	\$59.10
Administrative Support II	\$74.93	\$76.80	\$78.72	\$80.69	\$82.71
Administrative Support III	\$96.35	\$98.76	\$101.23	\$103.76	\$106.35
Consultant	\$214.13	\$219.48	\$224.97	\$230.59	\$236.35
Subject Matter Expert	\$219.49	\$224.98	\$230.60	\$236.37	\$242.28
Systems Engineer I	\$80.30	\$82.31	\$84.37	\$86.48	\$88.64



Systems Engineer II	\$101.70	\$104.24	\$106.85	\$109.52	\$112.26
Systems Engineer III	\$160.60	\$164.62	\$168.74	\$172.96	\$177.28
Software Engineer I	\$96.35	\$98.76	\$101.23	\$103.76	\$106.35
Software Engineer II	\$128.47	\$131.68	\$134.97	\$138.34	\$141.80
Software Engineer III	\$176.66	\$181.08	\$185.61	\$190.25	\$195.01
Engineering Manager I	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Engineering Manager II	\$128.47	\$131.68	\$134.97	\$138.34	\$141.80
Engineering Manager III	\$187.36	\$192.04	\$196.84	\$201.76	\$206.80
Logistics Engineer I	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Logistics Engineer II	\$123.12	\$126.20	\$129.36	\$132.59	\$135.90
Logistics Engineer III	\$144.52	\$148.13	\$151.83	\$155.63	\$159.52
Engineer I	\$80.30	\$82.31	\$84.37	\$86.48	\$88.64
Engineer II	\$96.35	\$98.76	\$101.23	\$103.76	\$106.35
Engineer III	\$117.76	\$120.70	\$123.72	\$126.81	\$129.98
Functional Analyst I	\$74.93	\$76.80	\$78.72	\$80.69	\$82.71
Functional Analyst II	\$91.02	\$93.30	\$95.63	\$98.02	\$100.47
Functional Analyst III	\$112.41	\$115.22	\$118.10	\$121.05	\$124.08
Technical Writer I	\$69.59	\$71.33	\$73.11	\$74.94	\$76.81
Technical Writer II	\$85.64	\$87.78	\$89.97	\$92.22	\$94.53
Technical Writer III	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Systems Analyst I	\$69.59	\$71.33	\$73.11	\$74.94	\$76.81
Systems Analyst II	\$91.02	\$93.30	\$95.63	\$98.02	\$100.47
Systems Analyst III	\$123.12	\$126.20	\$129.36	\$132.59	\$135.90

**Contractor Site**

<b>Labor Categories</b>	<b>BY</b>	<b>OY1</b>	<b>OY2</b>	<b>OY3</b>	<b>OY4</b>
Program Manager	\$220.06	\$225.56	\$231.20	\$236.98	\$242.90
Project Manager	\$190.33	\$195.09	\$199.97	\$204.97	\$210.09
Administrative Support I	\$59.48	\$60.97	\$62.49	\$64.05	\$65.65
Administrative Support II	\$83.25	\$85.33	\$87.46	\$89.65	\$91.89
Administrative Support III	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Consultant	\$237.91	\$243.86	\$249.96	\$256.21	\$262.62
Subject Matter Expert	\$243.87	\$249.97	\$256.22	\$262.63	\$269.20
Systems Engineer I	\$89.23	\$91.46	\$93.75	\$96.09	\$98.49
Systems Engineer II	\$113.01	\$115.84	\$118.74	\$121.71	\$124.75
Systems Engineer III	\$178.45	\$182.91	\$187.48	\$192.17	\$196.97

Software Engineer I	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Software Engineer II	\$142.75	\$146.32	\$149.98	\$153.73	\$157.57
Software Engineer III	\$196.28	\$201.19	\$206.22	\$211.38	\$216.66
Engineering Manager I	\$118.97	\$121.94	\$124.99	\$128.11	\$131.31
Engineering Manager II	\$142.75	\$146.32	\$149.98	\$153.73	\$157.57
Engineering Manager III	\$208.17	\$213.37	\$218.70	\$224.17	\$229.77
Logistics Engineer I	\$118.97	\$121.94	\$124.99	\$128.11	\$131.31
Logistics Engineer II	\$136.81	\$140.23	\$143.74	\$147.33	\$151.01
Logistics Engineer III	\$160.58	\$164.59	\$168.70	\$172.92	\$177.24
Engineer I	\$89.23	\$91.46	\$93.75	\$96.09	\$98.49
Engineer II	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Engineer III	\$130.84	\$134.11	\$137.46	\$140.90	\$144.42
Functional Analyst I	\$83.25	\$85.33	\$87.46	\$89.65	\$91.89
Functional Analyst II	\$101.13	\$103.66	\$106.25	\$108.91	\$111.63
Functional Analyst III	\$124.91	\$128.03	\$131.23	\$134.51	\$137.87
Technical Writer I	\$77.33	\$79.26	\$81.24	\$83.27	\$85.35
Technical Writer II	\$95.16	\$97.54	\$99.98	\$102.48	\$105.04
Technical Writer III	\$118.97	\$121.94	\$124.99	\$128.11	\$131.31
Systems Analyst I	\$77.33	\$79.26	\$81.24	\$83.27	\$85.35
Systems Analyst II	\$101.13	\$103.66	\$106.25	\$108.91	\$111.63
Systems Analyst III	\$136.81	\$140.23	\$143.74	\$147.33	\$151.01

## SIN 541611 Labor Category Descriptions

### **Program Manager**

**Experience:** Performs day-to-day management of overall contract support operations at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes corporate management structure to direct effective contract support activities. Has leadership experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.). Must be capable of leading programs that involve the successful management of multi-

functional teams.

**Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

**Project Manager I – III**

**Experience:** Under the guidance of the Program Manager, the Project Manager is responsible for the overall management of the specific task order(s) and insuring that the technical, financial, budget, accounting solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

Project Manager I: Bachelors degree and 3 years of experience

Project Manager II: Bachelors degree and 7 years of experience

Project Manager III: Bachelors degree and 10 years of experience

**Consultant I – III**

**Experience:** Performs directed subject matter work. Supports team in producing high-quality deliverables in time-efficient manner. Assists with analysis, evaluation, and implementation of tasks, providing functional expertise and support. Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Develops strategy, dictating direction and management of support services. Has unique technical knowledge of contract requirements. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Has experience to include but not limited to areas involving business management, science, engineering & technology

strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

Consultant I: Bachelors degree and 3 years of experience

Consultant II: Bachelors degree and 7 years of experience

Consultant III: Bachelors degree and 10 years of experience

**Subject Matter Expert**

**Experience:** Provides technical, managerial and Administrative direction for requirements development and implementation for complex to extremely complex systems or issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated management systems. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

**Financial Manager I – III**

**Experience:** Serves as a leader ensuring that a group of financial management and analytical professionals are working in concert with automated complex business practices within the time frame specified by the customer and that all of the requirements are met. Possess a thorough knowledge of Federal financial and accounting systems requirements. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Is thoroughly familiar with activity-based costing, business case analysis, business technology management and outsourcing requirements. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business

analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

Financial Manager I: Bachelors degree and 3 years of experience

Financial Manager II: Bachelors degree and 7 years of experience

Financial Manager III: Bachelors degree and 10 years of experience

**Management Analyst I – III**

**Experience:** Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates multiple project teams to ensure enterprise wide integration of management efforts. Provides supervision and direction to personnel performing management analysis tasking. Generally, possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

Management Analyst I: Bachelors degree and 3 years of experience

Management Analyst II: Bachelors degree and 7 years of experience

Management Analyst III: Bachelors degree and 10 years of experience

### **Financial Analyst I – III**

**Experience:** Experience in Financial Management/Accounting in a Federal Government environment. Possesses an understanding of the budget allocation, execution, and Administration process. Has the ability to monitor and track obligation and expenditure of funds, detect, reconcile, and remedy fiscal discrepancies, and provide cost effective, insightful reporting to decision makers. Must be able to assess products and procedures for compliance with government standards, accounting principles and multi-tiered system application standards. May be familiar with activity-based costing, business case analysis and outsourcing requirements. Possess a thorough knowledge of Federal financial and accounting policies and system requirements. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

#### **Minimum Qualifications:**

Financial Analyst I: Bachelors degree and 3 years of experience

Financial Analyst II: Bachelors degree and 7 years of experience

Financial Analyst III: Bachelors degree and 10 years of experience

### **Business Analyst I – III**

**Experience:** Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Has experience to include but not limited to areas involving

business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

Business Analyst I: Bachelors degree and 3 years of experience

Business Analyst II: Bachelors degree and 7 years of experience

Business Analyst III: Bachelors degree and 10 years of experience

**Technical Writer I – III**

**Experience:** Prepares technical documentation in areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines. Excellent written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Interfaces with technical professionals in writing, editing, and publishing various types of documents such as specifications, manuals, reports, plans, training materials and presentations. Researches a wide variety of assigned topics and develops writing plans and outlines. Assists in developing supporting materials (illustrations, tables, etc.). Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides quality assurance check for all document deliverables. Investigates and implements best ways to produce documentation. Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

**Minimum Qualifications:**

Technical Writer I: Bachelors degree and 3 years of experience

Technical Writer II: Bachelors degree and 7 years of experience

Technical Writer III: Bachelors degree and 10 years of experience

**Functional Analyst I – III**

**Experience:** Possesses knowledge in designated field or discipline. Supports assessments of organization’s challenges using specializes skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or

standard methodologies. Conducts activities in support of the project team's objectives. Works in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses a general understanding of business operations. Must be able to assess products and procedures for compliance with government standards and sound financial management principles. Has experience to assist in areas involving but not limited to business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

Functional Analyst I: Bachelors degree and 3 years of experience

Functional Analyst II: Bachelors degree and 7 years of experience

Functional Analyst III: Bachelors degree and 10 years of experience

**Acquisition Support I – III**

**Experience:** Provides functional and technical support in the design, development, acquisition, production, fielding and post deployment support of government programs. Supports the government in overall product management policies, plans, requirements, execution, control and direction of the work and associated resources involved in providing life cycle management. Applies knowledge of DoD, Civilian, Scientific, and Intelligence acquisition processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of acquisition effectiveness and compliance. Develops and drafts acquisition documentation and ensuring quality control. May perform work measurement studies, program or operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions

**Minimum Qualifications:**

Acquisition Support I: Bachelors degree and 3 years of experience

Acquisition Support II: Bachelors degree and 7 years of experience

Acquisition Support III: Bachelors degree and 10 years of experience



**SIN 541611 Labor Category Rates  
Government Site**

<b>Labor Categories</b>	<b>BY</b>	<b>OY1</b>	<b>OY2</b>	<b>OY3</b>	<b>OY4</b>
Program Manager	\$198.07	\$203.02	\$208.10	\$213.30	\$218.63
Project Manager I	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Project Manager II	\$123.12	\$126.20	\$129.36	\$132.59	\$135.90
Project Manager III	\$155.23	\$159.11	\$163.09	\$167.17	\$171.35
Consultant I	\$128.47	\$131.68	\$134.97	\$138.34	\$141.80
Consultant II	\$171.29	\$175.57	\$179.96	\$184.46	\$189.07
Consultant III	\$224.84	\$230.46	\$236.22	\$242.13	\$248.18
Subject Matter Expert	\$219.49	\$224.98	\$230.60	\$236.37	\$242.28
Financial Manager I	\$80.30	\$82.31	\$84.37	\$86.48	\$88.64
Financial Manager II	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17

Financial Manager III	\$160.60	\$164.62	\$168.74	\$172.96	\$177.28
Management Analyst I	\$74.93	\$76.80	\$78.72	\$80.69	\$82.71
Management Analyst II	\$96.35	\$98.76	\$101.23	\$103.76	\$106.35
Management Analyst III	\$117.76	\$120.70	\$123.72	\$126.81	\$129.98
Financial Analyst I	\$64.25	\$65.86	\$67.51	\$69.20	\$70.93
Financial Analyst II	\$91.02	\$93.30	\$95.63	\$98.02	\$100.47
Financial Analyst III	\$112.41	\$115.22	\$118.10	\$121.05	\$124.08
Business Analyst I	\$69.59	\$71.33	\$73.11	\$74.94	\$76.81
Business Analyst II	\$96.35	\$98.76	\$101.23	\$103.76	\$106.35
Business Analyst III	\$117.76	\$120.70	\$123.72	\$126.81	\$129.98
Technical Writer I	\$69.59	\$71.33	\$73.11	\$74.94	\$76.81
Technical Writer II	\$85.64	\$87.78	\$89.97	\$92.22	\$94.53
Technical Writer III	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Functional Analyst I	\$74.93	\$76.80	\$78.72	\$80.69	\$82.71
Functional Analyst II	\$91.02	\$93.30	\$95.63	\$98.02	\$100.47
Functional Analyst III	\$112.41	\$115.22	\$118.10	\$121.05	\$124.08
Acquisition Support I	\$58.88	\$60.35	\$61.86	\$63.41	\$65.00
Acquisition Support II	\$74.93	\$76.80	\$78.72	\$80.69	\$82.71
Acquisition Support III	\$101.70	\$104.24	\$106.85	\$109.52	\$112.26

### Contractor Site

Labor Categories	BY	OY1	OY2	OY3	OY4
Program Manager	\$220.06	\$225.56	\$231.20	\$236.98	\$242.90
Project Manager I	\$118.97	\$121.94	\$124.99	\$128.11	\$131.31
Project Manager II	\$136.81	\$140.23	\$143.74	\$147.33	\$151.01
Project Manager III	\$172.49	\$176.80	\$181.22	\$185.75	\$190.39
Consultant I	\$142.75	\$146.32	\$149.98	\$153.73	\$157.57
Consultant II	\$190.33	\$195.09	\$199.97	\$204.97	\$210.09
Consultant III	\$249.81	\$256.06	\$262.46	\$269.02	\$275.75
Subject Matter Expert	\$243.87	\$249.97	\$256.22	\$262.63	\$269.20
Financial Manager I	\$89.23	\$91.46	\$93.75	\$96.09	\$98.49
Financial Manager II	\$118.97	\$121.94	\$124.99	\$128.11	\$131.31
Financial Manager III	\$178.45	\$182.91	\$187.48	\$192.17	\$196.97
Management Analyst I	\$83.25	\$85.33	\$87.46	\$89.65	\$91.89

Management Analyst II	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Management Analyst III	\$130.84	\$134.11	\$137.46	\$140.90	\$144.42
Financial Analyst I	\$71.39	\$73.17	\$75.00	\$76.88	\$78.80
Financial Analyst II	\$101.13	\$103.66	\$106.25	\$108.91	\$111.63
Financial Analyst III	\$124.91	\$128.03	\$131.23	\$134.51	\$137.87
Business Analyst I	\$77.33	\$79.26	\$81.24	\$83.27	\$85.35
Business Analyst II	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Business Analyst III	\$130.84	\$134.11	\$137.46	\$140.90	\$144.42
Technical Writer I	\$77.33	\$79.26	\$81.24	\$83.27	\$85.35
Technical Writer II	\$95.16	\$97.54	\$99.98	\$102.48	\$105.04
Technical Writer III	\$118.97	\$121.94	\$124.99	\$128.11	\$131.31
Functional Analyst I	\$83.25	\$85.33	\$87.46	\$89.65	\$91.89
Functional Analyst II	\$101.13	\$103.66	\$106.25	\$108.91	\$111.63
Functional Analyst III	\$124.91	\$128.03	\$131.23	\$134.51	\$137.87
Acquisition Support I	\$65.42	\$67.06	\$68.74	\$70.46	\$72.22
Acquisition Support II	\$83.25	\$85.33	\$87.46	\$89.65	\$91.89
Acquisition Support III	\$113.01	\$115.84	\$118.74	\$121.71	\$124.75

## SIN 541614 Labor Category Descriptions

### **Program Manager**

**Experience:** Performs day-to-day management of overall contract support operations at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes corporate management structure to direct effective contract support activities. Has leadership experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.). Must be capable of leading programs that involve the successful management of multi-functional teams.

**Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

**Project Manager**

**Experience:** Under the guidance of the Program Manager, the Project Manager is responsible for the overall management of the specific task order(s) and insuring that the technical, financial, budget, accounting solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

**Logistics Manager I – III**

**Experience:** Provides management support to task personnel involved in performing tasking associated with logistics engineering, analytical, or acquisition projects. Provides guidance on the preparation of integrated logistic plans and policies and procedures for logistic support for major systems. Ensures that proper logistics considerations are included in system development processes at each major milestone. Performs analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analyses associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance. Provides oversight and guidance various logistics teams.

**Minimum Qualifications:**

Logistics Manager I: Bachelors degree and 3 years of experience

Logistics Manager II: Bachelors degree and 7 years of experience

Logistics Manager III: Bachelors degree and 10 years of experience

### **Logistics Engineer I – III**

**Experience:** Directly supports and supervises logistical personnel supporting program managers performing tasking associated with engineering or acquisition projects. Prepares integrated logistic plans and policy and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in system development processes at each major milestone. Capable of system conceptualization, system level requirements definition and system test and evaluation. Must be familiar with probability, reliability, statistical analysis methods, sampling and test and evaluation techniques, data collection and applicable regulations and standards. Assists in performing analyses to determine system maintainability, reliability, and supportability requirements. Performs technical training, configuration management, and quality assurance. Assists in maintaining logistics support data, planning schedules, and documents. Performs expert-level review, analysis, and validation of engineering and logistics products, and prepares executive-level reports and briefs. Consults as industry expert with the logistics managers, program managers and customers, advising on logistics program policy development, planning and implementation for various related task performance.

#### **Minimum Qualifications:**

Logistics Engineer I: Bachelors degree and 3 years of experience

Logistics Engineer II: Bachelors degree and 7 years of experience

Logistics Engineer III: Bachelors degree and 10 years of experience

### **Logistics Specialist I – III**

**Experience:** Assists in the performance of logistics technical analyses. Reviews logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assist in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Assists in the conduct of system design alternatives analysis and other logistics analyses. Resolves logistics problems; and compiles data on standardization and interchangeability of parts to expedite logistic activities.

#### **Minimum Qualifications:**

Logistics Specialist I: Bachelors degree and 3 years of experience

Logistics Specialist II: Bachelors degree and 7 years of experience

Logistics Specialist III: Bachelors degree and 10 years of experience

### **Quality Assurance Manager**

**Experience:** Oversees quality assurance for all phases of the mission life-cycle including design, manufacturing, assembly, testing and operations. Plans, defines, documents, and executes quality requirements for products, processes, and systems that are suitable to the activity, proportional to the risk, and consistent with established regulations. Conducts destructive and non-destructive material testing and inspection techniques used to validate product compliance, including related contract data deliverable requirements.

#### **Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

### **Quality Assurance Specialist I – III**

**Experience:** Prepares and implements quality assurance policies and procedures. Performs routine inspections and quality tests. Identifies and resolves workflow and production issues. Ensures that standards and safety regulations are observed. Addresses and discusses issues and proposes solutions. Documents quality assurance activities and creates audit reports. Makes recommendations for improvement. Creates training materials and operating manuals.

#### **Minimum Qualifications:**

Quality Assurance Specialist I: Bachelors degree and 3 years of experience

Quality Assurance Specialist II: Bachelors degree and 7 years of experience

Quality Assurance Specialist III: Bachelors degree and 10 years of experience

### **Subject Matter Expert**

**Experience:** Provides technical, managerial, and Administrative direction for requirements development and implementation for complex to extremely complex systems or issues. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts in integrated management systems. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

**Transportation Specialist I – III**

**Experience:** Provides a full range of distribution and transportation analyses in support of Government programs. Provides direct management and analytical support in distribution system analysis, development, and management; location modeling; and distribution network analysis. Also assists with analytical support and/or management of fleet planning, operations, and maintenance; carrier management and routing; and freight management (forwarding, consolidation) activities. Provides analytical assistance and management of distribution and transportation technologies, including tracking system analysis, design, operations, and management. Performs day-to-day management of assigned task order projects in the transportation area. Organizes, directs, and supervises other project personnel in the execution of task order activities. Provide consultation on distribution and transportation technology, including tracking system analysis, design, operations, and management). Capable of managing separate task orders related to transportation and can provide overall management transportation specialist personnel.

**Minimum Qualifications:**

Transportation Specialist I: Bachelors degree and 3 years of experience

Transportation Specialist II: Bachelors degree and 7 years of experience

Transportation Specialist III: Bachelors degree and 10 years of experience

**Documentation Specialist I – III**

**Experience:** Assists in preparing technical documentation, which is to include researching for applicable standards. Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Has documentation experience to assist in areas involving but not limited to science, engineering & technology strategic planning, and other technical disciplines involving various agencies such as Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.

**Minimum Qualifications:**

Documentation Specialist I: Associates degree and 3 years of experience

Documentation Specialist II: Bachelors degree and 7 years of experience

Documentation Specialist III: Bachelors degree and 10 years of experience

**Trainer/Instructor I – III**

**Experience:** Develops and revises training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares all material (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Material developer for training courses and materials. Experience in conducting training courses. Trainers/Instructors shall have a professional understanding of the principals of learning and teaching methods and be able to demonstrate their ability to apply principals and methods. Conducts research necessary to develop and revise training courses and prepare appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, training staff.

**Minimum Qualifications:**

Trainer/Instructor I: Bachelors degree and 3 years of experience

Trainer/Instructor II: Bachelors degree and 7 years of experience

Trainer/Instructor III: Bachelors degree and 10 years of experience

**SIN 541614 Labor Category Rates  
Government Site**

<b>Labor Categories</b>	<b>BY</b>	<b>OY1</b>	<b>OY2</b>	<b>OY3</b>	<b>OY4</b>
Program Manager	\$198.07	\$203.02	\$208.10	\$213.30	\$218.63
Project Manager	\$171.29	\$175.57	\$179.96	\$184.46	\$189.07
Logistics Manager I	\$80.30	\$82.31	\$84.37	\$86.48	\$88.64
Logistics Manager II	\$91.02	\$93.30	\$95.63	\$98.02	\$100.47
Logistics Manager III	\$112.41	\$115.22	\$118.10	\$121.05	\$124.08
Logistics Engineer I	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Logistics Engineer II	\$123.12	\$126.20	\$129.36	\$132.59	\$135.90
Logistics Engineer III	\$144.52	\$148.13	\$151.83	\$155.63	\$159.52
Logistics Specialist I	\$53.54	\$54.88	\$56.25	\$57.66	\$59.10
Logistics Specialist II	\$74.93	\$76.80	\$78.72	\$80.69	\$82.71
Logistics Specialist III	\$101.70	\$104.24	\$106.85	\$109.52	\$112.26
Quality Assurance Manager	\$133.83	\$137.18	\$140.61	\$144.13	\$147.73



Quality Assurance Specialist I	\$69.59	\$71.33	\$73.11	\$74.94	\$76.81
Quality Assurance Specialist II	\$85.64	\$87.78	\$89.97	\$92.22	\$94.53
Quality Assurance Specialist III	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Subject Matter Expert	\$219.49	\$224.98	\$230.60	\$236.37	\$242.28
Transportation Specialist I	\$77.09	\$79.02	\$81.00	\$83.03	\$85.11
Transportation Specialist II	\$99.57	\$102.06	\$104.61	\$107.23	\$109.91
Transportation Specialist III	\$121.00	\$124.03	\$127.13	\$130.31	\$133.57
Documentation Specialist I	\$58.88	\$60.35	\$61.86	\$63.41	\$65.00
Documentation Specialist II	\$80.30	\$82.31	\$84.37	\$86.48	\$88.64
Documentation Specialist III	\$96.35	\$98.76	\$101.23	\$103.76	\$106.35
Trainer/Instructor I	\$86.72	\$88.89	\$91.11	\$93.39	\$95.72
Trainer/Instructor II	\$101.70	\$104.24	\$106.85	\$109.52	\$112.26
Trainer/Instructor III	\$133.83	\$137.18	\$140.61	\$144.13	\$147.73

### Contractor Site

Labor Categories	BY	OY1	OY2	OY3	OY4
Program Manager	\$220.06	\$225.56	\$231.20	\$236.98	\$242.90
Project Manager	\$190.33	\$195.09	\$199.97	\$204.97	\$210.09
Logistics Manager I	\$89.23	\$91.46	\$93.75	\$96.09	\$98.49
Logistics Manager II	\$101.13	\$103.66	\$106.25	\$108.91	\$111.63
Logistics Manager III	\$124.91	\$128.03	\$131.23	\$134.51	\$137.87
Logistics Engineer I	\$118.97	\$121.94	\$124.99	\$128.11	\$131.31
Logistics Engineer II	\$136.81	\$140.23	\$143.74	\$147.33	\$151.01
Logistics Engineer III	\$160.58	\$164.59	\$168.70	\$172.92	\$177.24
Logistics Specialist I	\$59.48	\$60.97	\$62.49	\$64.05	\$65.65
Logistics Specialist II	\$83.25	\$85.33	\$87.46	\$89.65	\$91.89
Logistics Specialist III	\$113.01	\$115.84	\$118.74	\$121.71	\$124.75
Quality Assurance Manager	\$148.72	\$152.44	\$156.25	\$160.16	\$164.16
Quality Assurance Specialist I	\$77.33	\$79.26	\$81.24	\$83.27	\$85.35
Quality Assurance Specialist II	\$95.16	\$97.54	\$99.98	\$102.48	\$105.04

Quality Assurance Specialist III	\$118.97	\$121.94	\$124.99	\$128.11	\$131.31
Subject Matter Expert	\$243.87	\$249.97	\$256.22	\$262.63	\$269.20
Transportation Specialist I	\$85.66	\$87.80	\$90.00	\$92.25	\$94.56
Transportation Specialist II	\$110.62	\$113.39	\$116.22	\$119.13	\$122.11
Transportation Specialist III	\$134.43	\$137.79	\$141.23	\$144.76	\$148.38
Documentation Specialist I	\$65.42	\$67.06	\$68.74	\$70.46	\$72.22
Documentation Specialist II	\$89.23	\$91.46	\$93.75	\$96.09	\$98.49
Documentation Specialist III	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Trainer/Instructor I	\$96.35	\$98.76	\$101.23	\$103.76	\$106.35
Trainer/Instructor II	\$113.01	\$115.84	\$118.74	\$121.71	\$124.75
Trainer/Instructor III	\$148.72	\$152.44	\$156.25	\$160.16	\$164.16

## SIN 611430 Labor Category Descriptions

### **Program Manager**

**Experience:** Performs day-to-day management of overall contract support operations at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes corporate management structure to direct effective contract support activities. Has leadership experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.). Must be capable of leading programs that involve the successful management of multi-functional teams.

### **Minimum Qualifications:**

- Education: Bachelors degree

- Years of Experience: 10

### **Project Manager**

**Experience:** Under the guidance of the Program Manager, the Project Manager is responsible for the overall management of the specific task order(s) and insuring that the technical, financial, budget, accounting solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

#### **Minimum Qualifications:**

- Education: Bachelors degree
- Years of Experience: 10

### **Consultant I – III**

**Experience:** Performs directed subject matter work. Supports team in producing high-quality deliverables in time-efficient manner. Assists with analysis, evaluation, and implementation of tasks, providing functional expertise and support. Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Develops strategy, dictating direction and management of support services. Has unique technical knowledge of contract requirements. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

#### **Minimum Qualifications:**

Consultant I: Bachelors degree and 3 years of experience

Consultant II: Bachelors degree and 7 years of experience

Consultant III: Bachelors degree and 10 years of experience

### **Technical Writer I – III**

**Experience:** Prepares technical documentation in areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines. Excellent written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Interfaces with technical professionals in writing, editing, and publishing various types of documents such as specifications, manuals, reports, plans, training materials and presentations. Researches a wide variety of assigned topics and develops writing plans and outlines. Assists in developing supporting materials (illustrations, tables, etc.). Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides quality assurance check for all document deliverables. Investigates and implements best ways to produce documentation. Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

#### **Minimum Qualifications:**

Technical Writer I: Bachelors degree and 3 years of experience

Technical Writer II: Bachelors degree and 7 years of experience

Technical Writer III: Bachelors degree and 10 years of experience

### **Management Analyst I – III**

**Experience:** Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates multiple project teams to ensure enterprise wide integration of management efforts. Provides supervision and direction to personnel performing management analysis tasking. Generally, possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational

assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

Management Analyst I: Bachelors degree and 3 years of experience

Management Analyst II: Bachelors degree and 7 years of experience

Management Analyst III: Bachelors degree and 10 years of experience

**Trainer/Instructor I – III**

**Experience:** Develops and revises training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares all material (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Material developer for training courses and materials. Experience in conducting training courses. Trainers/Instructors shall have a professional understanding of the principals of learning and teaching methods and be able to demonstrate their ability to apply principals and methods. Conducts research necessary to develop and revise training courses and prepare appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, training staff.

**Minimum Qualifications:**

Trainer/Instructor I: Bachelors degree and 3 years of experience

Trainer/Instructor II: Bachelors degree and 7 years of experience

Trainer/Instructor III: Bachelors degree and 10 years of experience

**Subject Matter Expert I – III**

**Experience:** Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants and SMEs with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated management systems. Has experience to include but not limited to areas involving business management, science, engineering & technology strategic planning, business analysis, planning, programming, budgeting & execution systems (PPBES) and other general and Administrative management technical disciplines (Defense, Civilian, Aerospace, Law Enforcement, Health/Medical, Environmental, Finance, Energy, Homeland Security etc.).

**Minimum Qualifications:**

Subject Matter Expert I: Bachelors degree and 3 years of experience

Subject Matter Expert II: Bachelors degree and 7 years of experience

Subject Matter Expert III: Bachelors degree and 10 years of experience

**Administrative Support I – III**

**Experience:** Provides general Administrative and clerical support for project tasks. Provides Administrative, project assistant, and Administrative oversight support. Support may include word processing, filing, graphics, database maintenance, and quality assurance. Prepares and maintains word processing, spreadsheets, databases and/or other software files and information. Reads, understands, and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison. Assists with the validation/ verification, discrepancies/deficiencies resolution and accuracy/adequacy assessment of technical manual requirements. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

**Minimum Qualifications:**

Administrative Support I: Associates degree and 3 years of experience

Administrative Support II: Associates degree and 7 years of experience

Administrative Support III: Bachelors degree and 10 years of experience

SIN 611430 Labor Category Rates  
**Government Site**

<b>Labor Categories</b>	<b>BY</b>	<b>OY1</b>	<b>OY2</b>	<b>OY3</b>	<b>OY4</b>
Program Manager	\$198.07	\$203.02	\$208.10	\$213.30	\$218.63
Project Manager	\$171.29	\$175.57	\$179.96	\$184.46	\$189.07
Consultant I	\$128.47	\$131.68	\$134.97	\$138.34	\$141.80
Consultant II	\$171.29	\$175.57	\$179.96	\$184.46	\$189.07
Consultant III	\$224.84	\$230.46	\$236.22	\$242.13	\$248.18
Technical Writer I	\$69.59	\$71.33	\$73.11	\$74.94	\$76.81
Technical Writer II	\$85.64	\$87.78	\$89.97	\$92.22	\$94.53
Technical Writer III	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Management Analyst I	\$74.93	\$76.80	\$78.72	\$80.69	\$82.71
Management Analyst II	\$96.35	\$98.76	\$101.23	\$103.76	\$106.35
Management Analyst III	\$117.76	\$120.70	\$123.72	\$126.81	\$129.98
Trainer/Instructor I	\$86.72	\$88.89	\$91.11	\$93.39	\$95.72
Trainer/Instructor II	\$101.70	\$104.24	\$106.85	\$109.52	\$112.26
Trainer/Instructor III	\$133.83	\$137.18	\$140.61	\$144.13	\$147.73

Subject Matter Expert I	\$133.83	\$137.18	\$140.61	\$144.13	\$147.73
Subject Matter Expert II	\$155.23	\$159.11	\$163.09	\$167.17	\$171.35
Subject Matter Expert III	\$224.84	\$230.46	\$236.22	\$242.13	\$248.18
Administrative Support I	\$53.54	\$54.88	\$56.25	\$57.66	\$59.10
Administrative Support II	\$74.93	\$76.80	\$78.72	\$80.69	\$82.71
Administrative Support III	\$96.35	\$98.76	\$101.23	\$103.76	\$106.35

### Contractor Site

Labor Categories	BY	OY1	OY2	OY3	OY4
Program Manager	\$220.06	\$225.56	\$231.20	\$236.98	\$242.90
Project Manager	\$190.33	\$195.09	\$199.97	\$204.97	\$210.09
Consultant I	\$142.75	\$146.32	\$149.98	\$153.73	\$157.57
Consultant II	\$190.33	\$195.09	\$199.97	\$204.97	\$210.09
Consultant III	\$249.81	\$256.06	\$262.46	\$269.02	\$275.75
Technical Writer I	\$77.33	\$79.26	\$81.24	\$83.27	\$85.35
Technical Writer II	\$95.16	\$97.54	\$99.98	\$102.48	\$105.04
Technical Writer III	\$118.97	\$121.94	\$124.99	\$128.11	\$131.31
Management Analyst I	\$83.25	\$85.33	\$87.46	\$89.65	\$91.89
Management Analyst II	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17
Management Analyst III	\$130.84	\$134.11	\$137.46	\$140.90	\$144.42
Trainer/Instructor I	\$96.35	\$98.76	\$101.23	\$103.76	\$106.35
Trainer/Instructor II	\$113.01	\$115.84	\$118.74	\$121.71	\$124.75
Trainer/Instructor III	\$148.72	\$152.44	\$156.25	\$160.16	\$164.16
Subject Matter Expert I	\$148.72	\$152.44	\$156.25	\$160.16	\$164.16
Subject Matter Expert II	\$172.49	\$176.80	\$181.22	\$185.75	\$190.39



Subject Matter Expert III	\$249.81	\$256.06	\$262.46	\$269.02	\$275.75
Administrative Support I	\$59.48	\$60.97	\$62.49	\$64.05	\$65.65
Administrative Support II	\$83.25	\$85.33	\$87.46	\$89.65	\$91.89
Administrative Support III	\$107.06	\$109.74	\$112.48	\$115.29	\$118.17