



# **GENERAL SERVICES ADMINISTRATION**

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

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

### **Multiple Award Schedule**

**Federal Supply Group: Professional Services**

**Contract Number: 47QRAA18D000R**

**For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.**

**Contract Period: 11/15/17 – 11/14/22**

**Effective as of PS-0005 dated 02/22/2021**

**Contractor:** Global Engineering & Technology, Inc.  
3191 Coral Way, Suite 403  
Miami, FL 33145-3220

**Business Size:** Small Business

**In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".**

**Telephone:** (305) 648-1102  
**FAX Number:** (305) 648-1126  
**Web Site:** [www.getinc.org](http://www.getinc.org)  
**E-mail:** [gsacontract@getinc.org](mailto:gsacontract@getinc.org)  
**Contract Administration:** Mark A Machi

### **COMPANY OVERVIEW**

For nearly two decades, Global Engineering & Technology, Inc. (GET) has provided professional services in support of federal agencies' mission-oriented business functions and engineering activities. During our service history, GET has developed extensive expertise and capabilities structuring, delivering and administering business management processes and engineering services for federal agencies. Our core competencies include engineering support; strategic planning; policy guidance; acquisition support; process and productivity improvement; nuclear operations management; nuclear safety basis and criticality development; classification/declassification determinations; development of performance measures and indicators; and analytical support. GET possesses a Department of Defense Top Secret facility clearance and conducts operations nationally.

## CUSTOMER INFORMATION

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

SIN	Recovery	SIN Description
541330ENG	541330ENGRC	Engineering Services
541380	541380RC	Testing Laboratory Services
541420	541420RC	Engineering System Design and Integration Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541715	541715RC	Engineering Research and Development and Strategic Planning
OLM	OLMRC	Order Level Materials

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Starting on page 4.**

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. Starting on page 8.**

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic Only

**5. Point(s) of production (city, county, and state or foreign country):** Same as company address

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.

**7. Quantity discounts:** None Offered

**8. Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9. Foreign items (list items by country of origin):** None

**10a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order

**10b. Expedited Delivery:** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

- 10c. Overnight and 2-day delivery:** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 10d. Urgent Requirements:** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 11. F.O.B Points(s):** Destination
- 12a. Ordering Address(es):** Same as Contractor
- 12b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment address(es):** Same as company address
- 14. Warranty provision:** Contractor’s standard commercial warranty.
- 15. Export Packing Charges (if applicable):** N/A
- 16. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 17. Terms and conditions of installation (if applicable):** N/A
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. Terms and conditions for any other services (if applicable):** N/A
- 19. List of service and distribution points (if applicable):** N/A
- 20. List of participating dealers (if applicable):** N/A
- 21. Preventive maintenance (if applicable):** N/A
- 22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 22b.** If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). N/A
- 23. Data Universal Numbering System (DUNS) number:** 104176974
- 24. Notification regarding registration in System for Award Management (SAM) database:** Registered

**LABOR CATEGORIES PRICING**

SIN	Awarded Labor Category	Site	Year 1 11/15/17 – 11/14/18	Year 2 11/15/18 – 11/14/19	Year 3 11/15/19 – 11/14/20	Year 4 11/15/20 – 11/14/ 21	Year 5 11/15/21- 11/14/22
541330ENG, 541380, 541420, 541715	Authorization Basis Documentation Analyst I	Both	N/A	N/A	N/A	\$150.19	\$153.04
541330ENG, 541380, 541420, 541715	Authorization Basis Documentation Analyst II	Both	N/A	N/A	N/A	\$157.53	\$160.52
541330ENG, 541380, 541420, 541715	Authorization Basis Documentation Analyst III	Both	N/A	N/A	N/A	\$163.62	\$166.73
541330ENG, 541380, 541420, 541715	Authorization Basis Documentation Analyst IV	Both	N/A	N/A	N/A	\$178.57	\$181.96
541330ENG, 541380, 541420, 541715	Criticality Safety Engineer III	Both	\$131.77	\$134.27	\$136.82	\$139.42	\$142.07
541330ENG, 541380, 541420, 541715	Engineer II	Both	\$96.07	\$97.90	\$99.76	\$101.65	\$103.58
541330ENG, 541380, 541420, 541715	Engineer IV	Both	\$135.40	\$137.97	\$140.59	\$143.27	\$145.99
541330ENG, 541380, 541420, 541715	Fire Protection Consultant I	Both	\$128.17	\$130.61	\$133.09	\$135.62	\$138.20
541330ENG, 541380, 541420, 541715	Fire Protection Consultant III	Both	\$170.64	\$173.88	\$177.19	\$180.55	\$183.98
541330ENG, 541380, 541420, 541715	Fire Protection Consultant IV	Both	N/A	N/A	N/A	\$188.21	\$191.79
541330ENG, 541380, 541420, 541715	Nuclear Operation & Safety Consultant I	Both	\$184.11	\$187.61	\$191.17	\$194.80	\$198.50
541330ENG, 541380, 541420, 541715	Principal Engineer	Both	N/A	N/A	N/A	\$249.64	\$254.38
541330ENG, 541380, 541420, 541715	Program Manager I/Advisor	Both	N/A	N/A	N/A	\$162.08	\$165.16
541330ENG, 541380, 541420, 541715	Safety Analyst	Both	\$159.94	\$162.98	\$166.08	\$169.23	\$172.45
541330ENG, 541380, 541420, 541715	Senior Engineer II	Both	\$138.66	\$141.29	\$143.98	\$146.71	\$149.50
541330ENG, 541380, 541420, 541715	Senior Engineer III	Both	\$158.65	\$161.66	\$164.74	\$167.87	\$171.06
541330ENG, 541380, 541420, 541715	Sr. Consultant	Both	N/A	N/A	N/A	\$151.66	\$154.54
541330ENG, 541380, 541420, 541715	Sr. Consultant I	Both	\$145.67	\$148.44	\$151.26	\$154.13	\$157.06
541330ENG, 541380, 541420, 541715	Sr. Consultant II	Both	N/A	N/A	N/A	\$173.26	\$176.55
541330ENG, 541380, 541420, 541715	Sr. Consultant III	Both	N/A	N/A	N/A	\$199.57	\$203.37
541330ENG, 541380, 541420, 541715	Sr. Consultant IV	Both	N/A	N/A	N/A	\$217.13	\$221.26
541330ENG, 541380, 541420, 541715	Sr. Criticality Safety Engineer I	Both	\$141.84	\$144.54	\$147.28	\$150.08	\$152.93

541330ENG, 541380, 541420, 541715	Sr. Criticality Safety Engineer II	Both	\$171.06	\$174.31	\$177.62	\$181.00	\$184.44
541330ENG, 541380, 541420, 541715	Sr. Criticality Safety Engineer III	Both	N/A	N/A	N/A	\$199.19	\$202.97
541330ENG, 541380, 541420, 541715	Sr. Criticality Safety Engineer IV	Both	N/A	N/A	N/A	\$210.13	\$214.12
541330ENG, 541380, 541420, 541715	Sr. Technical Operations Specialist I	Both	N/A	N/A	N/A	\$161.30	\$164.36
541330ENG, 541380, 541420, 541715	Sr. Technical Operations Specialist II	Both	N/A	N/A	N/A	\$182.94	\$186.42
541330ENG, 541380, 541420, 541715	Sr. Technical Operations Specialist III	Both	N/A	N/A	N/A	\$201.10	\$204.92
541330ENG, 541380, 541420, 541715	Technical Analyst I	Both	N/A	N/A	N/A	\$66.61	\$67.87
541330ENG, 541380, 541420, 541715	Technical Analyst II	Both	N/A	N/A	N/A	\$86.74	\$88.39
541330ENG, 541380, 541420, 541715	Technical Analyst III	Both	N/A	N/A	N/A	\$101.96	\$103.90
541330ENG, 541380, 541420, 541715	Technical Operations Specialist I	Both	N/A	N/A	N/A	\$62.87	\$64.06
541330ENG, 541380, 541420, 541715	Technical Operations Specialist II	Both	N/A	N/A	N/A	\$68.03	\$69.32
541330ENG, 541380, 541420, 541715	Technical Project Manager I/Advisor	Both	N/A	N/A	N/A	\$147.68	\$150.48
541611	Acquisition Support Tech	Both	\$58.17	\$59.28	\$60.40	\$61.55	\$62.72
541611	Administrative Support Specialist	Both	\$56.50	\$57.57	\$58.67	\$59.78	\$60.92
541611	Communication Specialist I	Both	N/A	N/A	N/A	\$79.43	\$80.94
541611	Consultant I	Both	\$90.25	\$91.96	\$93.71	\$95.49	\$97.30
541611	Consultant II	Both	\$99.57	\$101.46	\$103.39	\$105.35	\$107.35
541611	Consultant III	Both	\$128.18	\$130.62	\$133.10	\$135.63	\$138.21
541611	Consultant IV	Both	\$165.15	\$168.29	\$171.49	\$174.74	\$178.06
541611	Contracting Specialist I	Both	\$63.57	\$64.78	\$66.01	\$67.26	\$68.54
541611	Contracting Specialist II	Both	\$75.28	\$76.71	\$78.17	\$79.65	\$81.16
541611	Contracting Specialist III	Both	\$86.96	\$88.61	\$90.30	\$92.01	\$93.76
541611	Database Management I	Both	N/A	N/A	N/A	\$61.60	\$62.77
541611	Database Management II	Both	N/A	N/A	N/A	\$71.95	\$73.32
541611	eGuidance Developer	Both	N/A	N/A	N/A	\$138.21	\$140.83
541611	Operations Analysts I	Both	N/A	N/A	N/A	\$123.80	\$126.16
541611	Operations Analysts II	Both	N/A	N/A	N/A	\$149.52	\$152.36
541611	Operations Analysts III	Both	N/A	N/A	N/A	\$153.79	\$156.71

541611	Policy Analyst I	Both	N/A	N/A	N/A	\$71.00	\$72.35
541611	Policy Analyst II	Both	N/A	N/A	N/A	\$83.77	\$85.36
541611	Policy Analyst III	Both	N/A	N/A	N/A	\$98.47	\$100.34
541611	Program Manager	Both	\$181.89	\$185.35	\$188.87	\$192.46	\$196.12
541611	Project Control Specialist	Both	\$76.53	\$77.98	\$79.47	\$80.98	\$82.52
541611	Project Manager I	Both	N/A	N/A	N/A	\$121.45	\$123.76
541611	Project Manager II	Both	N/A	N/A	N/A	\$137.55	\$140.17
541611	Project Manager III	Both	N/A	N/A	N/A	\$150.92	\$153.78
541611	Records Analyst I	Both	\$39.87	\$40.63	\$41.40	\$42.19	\$42.99
541611	Records Analyst II	Both	\$49.89	\$50.84	\$51.80	\$52.79	\$53.79
541611	Records Analyst III	Both	\$64.91	\$66.14	\$67.40	\$68.68	\$69.98
541611	Records Analyst IV	Both	\$74.92	\$76.34	\$77.79	\$79.27	\$80.78
541611	Records Analyst V	Both	\$90.33	\$92.05	\$93.80	\$95.58	\$97.40
541611	Records Analyst VI	Both	\$100.35	\$102.26	\$104.20	\$106.18	\$108.20
541611	Records Analyst VII	Both	\$119.65	\$121.92	\$124.24	\$126.60	\$129.01
541611	Records Analyst VIII	Both	\$129.66	\$132.12	\$134.63	\$137.19	\$139.80
541611	Records Subject Matter Expert I	Both	\$144.62	\$147.37	\$150.17	\$153.02	\$155.93
541611	Security Specialist	Both	N/A	N/A	N/A	\$92.15	\$93.90
541611	Senior Contracting Specialist/Team Lead	Both	\$90.70	\$92.42	\$94.18	\$95.97	\$97.79
541611	Sr. Analyst	Both	N/A	N/A	N/A	\$153.79	\$156.71
541611	Sr. Policy Analyst I	Both	N/A	N/A	N/A	\$106.45	\$108.47
541611	Sr. Policy Analyst II	Both	N/A	N/A	N/A	\$126.28	\$128.68
541611	Sr. Training Specialist I	Both	N/A	N/A	N/A	\$123.73	\$126.08
541611	Sr. Training Specialist II	Both	N/A	N/A	N/A	\$134.99	\$137.55
541611	Sr. Training Specialist III	Both	N/A	N/A	N/A	\$153.07	\$155.98
541611	Subject Matter Expert	Both	\$230.86	\$235.25	\$239.72	\$244.27	\$248.91
541611	Technical Specialist I	Both	N/A	N/A	N/A	\$62.31	\$63.49
541611	Technical Specialist II	Both	N/A	N/A	N/A	\$68.28	\$69.58
541611	Technical Specialist III	Both	N/A	N/A	N/A	\$71.37	\$72.72
541611	Technical Specialist IV	Both	N/A	N/A	N/A	\$92.15	\$93.90
541611	Technical Specialist V	Both	N/A	N/A	N/A	\$101.43	\$103.36

541611	Training Specialist I	Both	N/A	N/A	N/A	\$86.51	\$88.15
541611	Training Specialist II	Both	N/A	N/A	N/A	\$94.76	\$96.56
541611	Training Specialist III	Both	N/A	N/A	N/A	\$103.98	\$105.95

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## LABOR CATEGORIES DESCRIPTIONS

**Note:** All position qualifications have specific educational requirements. However, two (2) years of experience relevant to each labor category may be substituted for one (1) year of education (e.g., eight (8) years of relevant experience is equivalent to a four (4) year Bachelor's Degree).

**SIN 541330ENG, 541380, 541420, 541715**

### *Authorization Basis Documentation Analyst I*

**Functional Responsibility:** Unreviewed Safety Question (USQ) process, nuclear material modeling, program assessments, and software tool development support. Development, review, and maintenance of requirements, policies, and procedures that implement rules, orders, standards, and guides applicable to nuclear facilities; the preparation and delivery of nuclear safety basis training courses; the review of documents for facility hazard categorization determinations; the preparation, review, and management of Documented Safety Analyses (DSAs), Technical Safety Requirements (TSRs), and Safety Basis Supplements (SBSs); the management of the USQ processes; the preparation and review of hazards identification, hazards analysis, hazards evaluation, event analysis, and accident analysis; and the assessment of facilities/operations for implementation of requirements. Support may include the development, programming, and maintenance of software tools which may include, but is not limited to: designing and developing automated tools to assist in the management of safety issues such as the electronic USQ; sealed source inventory system; exempted accelerators; and other tools as required by SB management.

**Experience:** Five (5) years of experience.

**Education/Certification:** Bachelor's Degree.

### *Authorization Basis Documentation Analyst II*

**Functional Responsibility:** Unreviewed Safety Question (USQ) process, nuclear material modeling, program assessments, and software tool development support. Development, review, and maintenance of requirements, policies, and procedures that implement rules, orders, standards, and guides applicable to nuclear facilities; the preparation and delivery of nuclear safety basis training courses; the review of documents for facility hazard categorization determinations; the preparation, review, and management of Documented Safety Analyses (DSAs), Technical Safety Requirements (TSRs), and Safety Basis Supplements (SBSs); the management of the USQ processes; the preparation and review of hazards identification, hazards analysis, hazards evaluation, event analysis, and accident analysis; and the assessment of facilities/operations for implementation of requirements. Support may include the development, programming, and maintenance of software tools which may include, but is not limited to: designing and developing automated tools to assist in the management of safety issues such as the electronic USQ; sealed source inventory system; exempted accelerators; and other tools as required by SB management.

**Experience:** Seven (7) years of experience.

**Education/Certification:** Bachelor's Degree.

### *Authorization Basis Documentation Analyst III*

**Functional Responsibility:** Unreviewed Safety Question (USQ) process, nuclear material modeling, program assessments, and software tool development support. Development, review, and maintenance of requirements, policies, and procedures that implement rules, orders, standards, and guides applicable to nuclear facilities; the preparation and delivery of nuclear safety basis training courses; the review of documents for facility hazard categorization determinations; the preparation, review, and management of Documented Safety Analyses (DSAs), Technical Safety Requirements (TSRs), and Safety Basis Supplements (SBSs); the management of the USQ processes; the preparation and review of hazards identification, hazards analysis, hazards evaluation, event analysis, and accident analysis; and the assessment of facilities/operations for implementation of requirements. Support may include the development, programming, and maintenance of software tools which may include, but is not limited to: designing and developing automated tools to assist in the management of safety issues such as the electronic USQ; sealed source inventory system; exempted accelerators; and other tools as required by SB management.

**Experience:** Ten (10) years of experience.

**Education/Certification:** Bachelor's Degree.

### *Authorization Basis Documentation Analyst IV*

**Functional Responsibility:** Unreviewed Safety Question (USQ) process, nuclear material modeling, program assessments, and software tool development support. Development, review, and maintenance of requirements, policies, and procedures that implement DOE rules, orders, standards, and guides applicable to DOE nuclear facilities; the preparation and delivery of nuclear safety basis training courses; the review of documents for facility hazard categorization determinations; the preparation, review, and management of Documented Safety Analyses (DSAs), Technical Safety Requirements (TSRs), and Safety Basis Supplements (SBSs); the management of the

Sandia Unreviewed Safety Question (USQ) processes; the preparation and review of hazards identification, hazards analysis, hazards evaluation, event analysis, and accident analysis; and the assessment of facilities/operations for implementation of requirements. Support may include the development, programming, and maintenance of software tools which may include, but is not limited to: designing and developing automated tools to assist in the management of safety issues such as the electronic USQ; sealed source inventory system; exempted accelerators; and other tools as required by SB management.

**Experience:** Twelve (12) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Criticality Safety Engineer III***

**Functional Responsibilities:** Support criticality safety programs with the preparation of criticality safety evaluations (CSEs) and its implementation, with duties to include: document safety procedure preparation and reviews, unreviewed safety question determinations, hazard and accident analyses, and the preparation of documentation to support the development of Safety Analysis and Technical Safety Requirement systems and processes. Requires interaction and coordination with various site organizations, e.g., Engineering, Work Control, Operations, QA, Maintenance, Packaging and Transportation, and Regulatory Environmental Services. Address compliance issues from internal and external sources. Overview internal and external reviews of nuclear safety programs. Follow corrective actions through completion or resolution. Assure auditable documentation is maintained.

**Experience:** Eight (8) years of relevant experience. Experience in criticality safety, including supporting criticality safety programs with the preparation of criticality safety evaluations (CSEs) and its implementation; experience integrating it with other programs (e.g., operations, design, SB documentation).

**Education/Certification:** Bachelor of Science. Certified criticality safety engineer.

**Substitution Methodology:** PhD (engineering or science – preferable in nuclear engineering) degree with 5 years of experience, M.S. degree with 7 years of experience; or B.S. with at least 8 years of experience.

### ***Engineer II***

**Functional Responsibilities:** Applies understanding of a wide range of technical principles, theories, and concepts, in an engineering or technical discipline to perform technical tasks. Provides solutions to difficult technical issues associated with specific projects, usually under the review of a lead engineer. Provides engineering technical support, including the development and implementation of safety and risk analysis activities and safety basis documentation. Leads or supports the implementation of safety & operational programs such as criticality. Performs unreviewed safety question determination and screenings.

**Experience:** Four (4) years of relevant experience. Holds specific expertise in an engineering discipline with general knowledge of other related disciplines.

**Education/Certification:** Bachelor of Science, Engineering.

### ***Engineer IV***

**Functional Responsibilities:** Applies advanced technical principles, techniques, theories, and concepts to solve unusually complex engineering and technical problems requiring ingenuity and innovation. Provides engineering technical support, including the development and implementation of safety and risk analysis activities and safety basis documentation. Manages effort to develop engineering requirements. Establishes and leads efforts to integrate safety into design and operations. Develops systems requirements. Establish and manages safety and implementation of programs, including among others, unreviewed safety determination and screenings, criticality safety, system engineering, and configuration management. Develops advanced technological ideas and approaches and guides their development into a final result. Provides advice and leadership on significant technical matters.

Manages the successful completion of PES projects or technical solutions. Leads the activities of others as required.

**Experience:** Ten (10) years of relevant experience. Holds extensive specific expertise and experience in a technical discipline with general knowledge of many related disciplines.

**Education/Certification:** Registered professional engineer; Master of Science, Engineering.

### ***Fire Protection Consultant I***

**Functional Responsibilities:** Support the implementation and assessment of fire protection programs, including developing building and fire code reports; developing performance based fire engineering and fire modeling analyses; developing fire alarm and fire suppression system design; editing and writing specifications for fire alarm and fire suppression system design; collaborating with mechanical, electrical and plumbing design staff and assisting them with fire engineering and building code consulting related work; and collaborating with architects, contractors and developers to deliver building and fire code compliant projects into a complete and functional systems.

**Experience:** Twelve (12) years of relevant experience. Experience in integrating fire protection into design and

operating facilities, and interpreting and implementing regulatory requirements.

**Education/Certification:** Bachelor of Science.

**Substitution Methodology:** PhD degree with 7 years of experience, M.S. degree with 10 years of experience, or B.S. with at least 12 years of relevant experience. If not a licensed fire protection engineer, an extra two years of relevant experience is required.

#### ***Fire Protection Consultant III***

**Functional Responsibilities:** Lead the implementation and assessment of fire protection programs, including developing building and fire code reports; developing performance based fire engineering and fire modeling analyses; developing fire alarm and fire suppression system design; editing and writing specifications for fire alarm and fire suppression system design; collaborating with mechanical, electrical and plumbing design staff and assisting them with fire engineering and building code consulting related work; and collaborating with architects, contractors and developers to deliver building and fire code compliant projects into a complete and functional systems.

**Experience:** Eighteen (18) years of relevant experience. Experience in integrating fire protection into design and operating facilities, and interpreting and implementing regulatory requirements.

**Education/Certification:** Bachelor of Science.

**Substitution Methodology:** PhD degree with 12 years of experience, M.S. degree with 15 years of experience, or B.S. with at least 18 years of relevant experience. If not a licensed fire protection engineer, an extra two years of relevant experience is required.

#### ***Fire Protection Consultant IV***

**Functional Responsibility:** Lead the implementation and assessment of fire protection programs, including developing building and fire code reports; developing performance based fire engineering and fire modeling analyses; developing fire alarm and fire suppression system design; editing and writing specifications for fire alarm and fire suppression system design; collaborating with mechanical, electrical and plumbing design staff and assisting them with fire engineering and building code consulting related work; and collaborating with architects, contractors, and developers to deliver building and fire code compliant projects into a complete and functional systems. Experience in integrating fire protection into design and operating nuclear facilities, and interpreting and implementing NFPA and fire protection requirements.

**Experience:** Twenty (20) years of experience.

**Education/Certification:** Bachelor's Degree.

#### ***Nuclear Operation & Safety Consultant I***

**Functional Responsibility:** Assist in the establishment and management a nuclear safety management program compliant with 10 CFR 830, including preparation of needed nuclear safety management procedures compatible with the NTS procedure program. Provide subject matter expertise (SME) in the development of criticality safety programs compliant with appropriate ANSI/ANS requirements including preparation of needed nuclear safety management procedures compatible with the NTS procedure program. Provide project and program management skills to coordinate these activities into the program's procedure.

**Experience:** Twenty (20) years of relevant experience. Documented history of providing technical and executive management to nuclear operations and safety programs.

**Education/Certification:** Bachelor of Science.

**Substitution Methodology:** PhD degree with 10 years of experience, M.S. degree with 18 years of experience, or B.S. degree with 20 years of experience.

#### ***Principal Engineer***

**Functional Responsibility:** Management-level requiring a high degree of professional skill and knowledge in planning, administering, evaluating complex engineering/geological programs such as engineering and/or geological studies and related environmental documentation, administration and management of construction, installation, and/or service contracts, inspection of facilities and installations, contract preparation and review, client development and maintenance, and regulatory interaction. Manages and supervises a staff that can include professional engineers, scientists, technicians, and/or administrative personnel with responsibilities for making significant recommendations/decisions. Develops the overall strategy, approach, philosophy, and vision for complex environmental investigation and/or remediation projects. Prepares or supervises the preparation of project documents, submittals, deliverables, work plans, and reports. Provides difficult technical, administrative, and career assistance to other company staff, as appropriate.

**Experience:** Fifteen (15) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Program Manager I/Advisor***

**Functional Responsibility:** Provide program direction (including planning/scheduling) to ensure implementation, execution, and completion of quality business, technical, and financial management of programs and associated projects. Provide program benchmarking or quality process milestones in order to establish process performance monitoring, evaluation and quality improvement measures and subsequent integration into the program. Ensure that all program objectives are met or exceeded and the necessary resources are available and are used efficiently. Assign and supervise personnel according to professional knowledge and experience to provide comprehensive management matched with scope of program. Communicate to ensure understanding of program goals, milestones, deliverables, and individual's functional responsibilities. Evaluate progression of program milestones and modifies methodology as applicable to ensure overall program goals, objectives, and budget are being attained. Interfaces with and provides program compliance and progress updates and closeout services as appropriate with client/contract management. Must be well versed in functioning as a business or program representative to the stakeholders in briefings and meetings with the stakeholders and providing support services and leadership. Must have experience representing the client in public as well as improving public relations. Provide a level of expertise both managerially and technically to government and corporate management.

**Experience:** Five (5) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Safety Analyst***

**Functional Responsibility:** Recognized as a subject matter expert based on leadership in development and implementation of Safety Basis documentation for a wide variety of complex facilities. Safety analysis expertise shall include such areas as risk assessment, hazard categorization, hazard and accident analysis methods, applicable safety regulations, and safety basis issues.

**Experience:** Fifteen (15) years of safety analysis experience.

**Education/Certification:** Bachelor's Degree in Engineering or related field of science with minimum of 15 years of safety analysis experience.

**Substitution Methodology:** Master's Degree in Engineering or related field of science with minimum of 12 of years of safety analysis experience.

### ***Senior Engineer II***

**Functional Responsibilities:** Provides engineering technical support, including safety and risk analyses activities. Organizes and coordinates efforts to develop and assist in the implementation of engineering documentation, including readiness assessments. Manages efforts to develop technical engineering evaluations. Establishes and leads efforts to integrate safety into design and operations. Develops systems requirements. Establishes and manages safety and implementation of engineering programs, system engineering, and configuration management. Provides comprehensive high level leadership, planning, organization, integration, and direction of complex engineering projects. Acts as a senior consultant and advisor to project and top level management. Directs the activities of others as required.

**Experience:** Twelve (12) years of engineering experience. Documented history of maintaining comprehensive current knowledge of field of expertise and applying the expertise to work effort activities identified. Holds extensive specific expertise and experience in a technical discipline with extensive knowledge of many related disciplines.

**Education/Certification:** Bachelor of Science.

**Substitution Methodology:** PhD degree with 7 years of experience, M.S. degree with 10 years of experience, or B.S. degree with 12 years of experience.

### ***Senior Engineer III***

**Functional Responsibilities:** Provides engineering technical support, including safety and risk analyses activities. Organizes and coordinates efforts to develop and assist in the implementation of engineering documentation, including readiness assessments. Manages efforts to develop technical engineering evaluations. Establishes and leads efforts to integrate safety into design and operations. Develops systems requirements. Establishes and manages safety and implementation of engineering programs, system engineering, and configuration management. Provides comprehensive high level leadership, planning, organization, integration, and direction of complex engineering projects. Acts as a senior consultant and advisor to project and top level management. Directs the activities of others as required.

**Experience:** Fifteen (15) years of engineering experience. Documented history of managing smaller technical projects or leading the implementation of major activities in his/her area of expertise as related to areas identified. Holds extensive specific expertise and experience in a technical discipline with extensive knowledge of many related disciplines.

**Education/Certification:** Bachelors of Science.

**Substitution Methodology:** PhD degree with 10 years of experience, M.S. degree with 14 years of experience, or B.S. degree with 15 years of experience.

***Sr Consultant***

**Functional Responsibility:** Performs the functions of an emerging expert in a relevant engineering, scientific, or program management field in support of major projects or system development. Consults, provides guidance, leadership, and advice on advanced technical or project issues. Applies expertise in defining and resolving issues, performing analysis, and developing plans and requirements in the subject matter area for engineering projects. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of projects and systems. May combine expertise and knowledge from a wide variety of fields to meet customer requirements. May direct the work of employees assigned to the program from technical and administrative areas.

**Experience:** Eight (8) years of experience.

**Education/Certification:** Bachelor's Degree.

***Sr. Consultant I***

**Functional Responsibility:** Performs the functions of an emerging expert in a relevant engineering, scientific, or program management field in support of major projects or system development. Consults, provides guidance, leadership, and advice on advanced technical or project issues. Applies expertise in defining and resolving issues, performing analysis, and developing plans and requirements in the subject matter area for engineering projects. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of projects and systems. May combine expertise and knowledge from a wide variety of fields to meet customer requirements. May direct the work of employees assigned to the program from technical and administrative areas.

**Experience:** Seventeen (17) years of experience in related field.

**Education/Certification:** Bachelor of Science.

**Substitution Methodology:** PhD degree with 12 years of experience, M.S. degree with 15 years of experience, or B.S. with at least 17 years of relevant experience.

***Sr. Consultant II***

**Functional Responsibility:** Performs the functions of an emerging expert in a relevant engineering, scientific, or program management field in support of major projects or system development. Consults, provides guidance, leadership, and advice on advanced technical or project issues. Applies expertise in defining and resolving issues, performing analysis, and developing plans and requirements in the subject matter area for engineering projects. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of projects and systems. May combine expertise and knowledge from a wide variety of fields to meet customer requirements. May direct the work of employees assigned to the program from technical and administrative areas.

**Experience:** Ten (10) years of experience.

**Education/Certification:** Bachelor's Degree.

***Sr. Consultant III***

**Functional Responsibility:** Performs the functions of an emerging expert in a relevant engineering, scientific, or program management field in support of major projects or system development. Consults, provides guidance, leadership, and advice on advanced technical or project issues. Applies expertise in defining and resolving issues, performing analysis, and developing plans and requirements in the subject matter area for engineering projects. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of projects and systems. May combine expertise and knowledge from a wide variety of fields to meet customer requirements. May direct the work of employees assigned to the program from technical and administrative areas.

**Experience:** Twelve (12) years of experience.

**Education/Certification:** Bachelor's Degree.

***Sr. Consultant IV***

**Functional Responsibility:** Performs the functions of an emerging expert in a relevant engineering, scientific, or program management field in support of major projects or system development. Consults, provides guidance, leadership, and advice on advanced technical or project issues. Applies expertise in defining and resolving issues, performing analysis, and developing plans and requirements in the subject matter area for engineering projects. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of projects and systems. May combine expertise and knowledge from a wide variety of fields to meet customer requirements. May direct the work of employees assigned to the program from technical and administrative areas.

**Experience:** Fifteen (15) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Criticality Safety Engineer I***

**Functional Responsibilities:** Support the development, implementation and/or assessment of criticality safety programs with duties to include: document safety procedure preparation and reviews, unreviewed safety question determinations, hazard and accident analyses, and the preparation of documentation to support the development of Safety Analysis and Technical Safety Requirement systems and processes. Requires interaction and coordination with various site organizations, e.g., Engineering, Work Control, Operations, QA, Maintenance, Packaging and Transportation, and Regulatory Environmental Services. Address compliance issues from internal and external sources. Overview internal and external reviews of nuclear safety programs. Follow corrective actions through completion or resolution. Assure auditable documentation is maintained.

**Experience:** Twelve (12) years of relevant experience. Extensive experience in criticality safety, considered to be a subject matter expert in the field. Experience integrating criticality safety with other programs. Also, must have experience in supporting criticality or reactor safety review committees.

**Education/Certification:** Bachelor of Science. Certified criticality safety engineer.

**Substitution Methodology:** PhD (engineering or science – preferable in nuclear engineering) degree with 8 years of experience, M.S. degree with 10 years of experience, or B.S. with 12 years of experience.

### ***Sr. Criticality Safety Engineer II***

**Functional Responsibilities:** Lead the development, implementation and/or assessment of criticality safety programs, with duties to include: document safety procedure preparation and reviews, unreviewed safety question determinations, hazard and accident analyses, and the preparation of documentation to support the development of Safety Analysis and Technical Safety Requirement systems and processes. Requires interaction and coordination with various site organizations, e.g., Engineering, Work Control, Operations, QA, Maintenance, Packaging and Transportation, and Regulatory Environmental Services. Address compliance issues from internal and external sources. Overview internal and external reviews of nuclear safety programs. Follow corrective actions through completion or resolution. Assure auditable documentation is maintained.

**Experience:** Fifteen (15) years of relevant experience. Extensive experience in criticality safety, considered to be a subject matter expert in the field. Extensive experience integrating criticality safety with other programs. Must have experience in supporting criticality or reactor safety review committees.

**Education/Certification:** Bachelor of Science. Certified criticality safety engineer.

**Substitution Methodology:** PhD (engineering or science – preferable in nuclear engineering) degree with 10 years of experience, M.S. degree with 12 years of experience; or B.S. with at least 15 years of experience.

### ***Sr. Criticality Safety Engineer III***

**Functional Responsibility:** Provide support to the Safety Basis Program to include program/project management, document management, and SB program self-assessments. Support may include, but is not limited to: developing project plans with scope, schedules, and budgets; providing resumes of company personnel for requested support activities; resolving contract issues such as invoicing and contract issues; use of enterprise software for document management; technical writing; develop and provide Safety Basis training; and completing programmatic assessments for the department.

**Experience:** Three (3) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Criticality Safety Engineer IV***

**Functional Responsibility:** Provide support to the Safety Basis Program to include program/project management, document management, and SB program self-assessments. Support may include, but is not limited to, developing project plans with scope, schedules, and budgets; providing resumes of company personnel for requested support activities; resolving contract issues such as invoicing and contract issues; use of enterprise software for document management; technical writing; develop and provide Safety Basis training; and completing programmatic assessments for the department.

**Experience:** Five (5) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Technical Operations Specialist I***

**Functional Responsibility:** Interface with customers to help them understand the process and identify ways to help them better achieve their objectives; Provides customer support on use of the software, data requests, and on support questions; Performs quality reviews. Work with customers to assist them in resolving issues with their associated processes; Performs periodic field assessments (walkdowns) to assess accuracy, quality, and programmatic effectiveness; Interfaces with software programmers to address development, modifications, and problem correction. Provide operational review and testing support; Support development of new version releases driven by a regulatory or process driver: a. Develop, update, and compile system documentation (question sets, help, and software specifications), c. Provide content Quality Assurance (QA). Technical knowledge based off of scientific/engineering

standard concepts, principles, and techniques. Duties may include programming, technical writing, and document control.

**Experience:** Six (6) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Technical Operations Specialist II***

**Functional Responsibility:** Interface with customers to help them understand the process and identify ways to help them better achieve their objectives; Provides customer support on use of the software, data requests, and on support questions; Performs quality reviews. Work with customers to assist them in resolving issues with their associated processes; Performs periodic field assessments (walkdowns) to assess accuracy, quality, and programmatic effectiveness; Interfaces with software programmers to address development, modifications, and problem correction. Provide operational review and testing support; Support development of new version releases driven by a regulatory or process driver: a. Develop, update, and compile system documentation (question sets, help, and software specifications), c. Provide content QA. Technical knowledge based off of scientific/engineering standard concepts, principles, and techniques. Duties may include programming, technical writing, and document control.

**Experience:** Ten (10) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Technical Operations Specialist III***

**Functional Responsibility:** Interface with customers to help them understand the process and identify ways to help them better achieve their objectives; Provides customer support on use of the software, data requests, and on support questions; Performs quality reviews. Work with customers to assist them in resolving issues with their associated processes; Performs periodic field assessments (walkdowns) to assess accuracy, quality, and programmatic effectiveness; Interfaces with software programmers to address development, modifications, and problem correction. Provide operational review and testing support; Support development of new version releases driven by a regulatory or process driver: a. Develop, update, and compile system documentation (question sets, help, software specifications), c. Provide content QA. Technical knowledge based off of scientific/engineering standard concepts, principles, and techniques. Duties may include programming, technical writing, and document control. May provide technical services to senior managers and professional staff in accordance with or directly related to program and project. Experience in facility management, requirements-based assessments, execution planning, and conduct of operations and readiness assessment reviews strongly preferred. Possess knowledge of site work management systems.

**Experience:** Fifteen (15) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Technical Analyst I***

**Functional Responsibility:** Provides assistance and support in technical areas that can include either radio, emergency, security networks, and/or other various technical requirements. Provides assistance to site design, planning, installation, implementation, and operation of facility and security. Work also includes a testing and preventive maintenance program. Provides support for the installation, maintenance, and operation of the access control system, plus related camera equipment installed facilities.

**Experience:** Three (3) years of experience.

**Education/Certification:** High School Diploma.

### ***Technical Analyst II***

**Functional Responsibility:** Provides assistance and support in technical areas that can include either radio, emergency, security networks, and/or other various technical requirements. Provides assistance to site design, planning, installation, implementation, and operation of facility and security. Work also includes a testing and preventive maintenance program. Provides support for the installation, maintenance, and operation of the access control system, plus related camera equipment installed facilities. Applies advanced knowledge to solve unusually complex problems that cannot be solved solely by referencing manufacturers manuals or similar documents, including determining location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.

**Experience:** Five (5) years of experience.

**Education/Certification:** Associate's Degree.

### ***Technical Analyst III***

**Functional Responsibility:** Provides assistance and support in technical areas that can include either radio, emergency, security networks, and/or other various technical requirements. Provides assistance to site design, planning, installation, implementation, and operation of facility and security. Work also includes a testing and

preventive maintenance program. Provides support for the installation, maintenance, and operation of the access control system, plus related camera equipment installed facilities. Applies advanced knowledge to solve unusually complex problems that cannot be solved solely by referencing manufacturers manuals or similar documents, including determining location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.

**Experience:** Seven (7) years of experience.

**Education/Certification:** Associate's.

#### ***Technical Operations Specialist I***

**Functional Responsibility:** Interface with customers to help them understand the process and identify ways to help them better achieve their objectives; Provides customer support on use of the software, data requests, and on support questions; and Performs quality reviews. Work with customers to assist them in resolving issues with their associated processes; Performs periodic field assessments (walkdowns) to assess accuracy, quality, and programmatic effectiveness; Interfaces with software programmers to address development, modifications, and problem correction. Provide operational review and testing support; Support development of new version releases driven by a regulatory or process driver: a. Develop, update, and compile system documentation (question sets, help, and software specifications), and c. Provide content QA.

**Experience:** Two (2) years of experience.

**Education/Certification:** Associate's Degree.

#### ***Technical Operations Specialist II***

**Functional Responsibility:** Interface with customers to help them understand the process and identify ways to help them better achieve their objectives; Provides customer support on use of the software, data requests, and on support questions; and Performs quality reviews. Work with customers to assist them in resolving issues with their associated processes; Performs periodic field assessments (walkdowns) to assess accuracy, quality, and programmatic effectiveness; and Interfaces with software programmers to address development, modifications, and problem correction. Provide operational review and testing support; Support development of new version releases driven by a regulatory or process driver: a. Develop, update, and compile system documentation (question sets, help, and software specifications), and c. Provide content QA.

**Experience:** Four (4) years of experience.

**Education/Certification:** Associate's Degree.

#### ***Technical Project Manager I/Advisor***

**Functional Responsibility:** Experience in development and tracking of detailed budget schedules. Demonstrated skill to plan, organize, lead, and monitor a wide variety of team efforts to their successful completion. Possess excellent oral and written communication skills in order to effectively interface with all levels of personnel with tact, diplomacy, and authority. Work independently, organizes, and prioritizes work, and manages multiple tasks and changing priorities. Demonstrate skill to commit continuous improvement processes and establish and maintains strong and effective customer relations, and to anticipate change and adjust promptly and effectively.

**Experience:** Ten (10) years of experience.

**Education/Certification:** Bachelor's Degree.

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***Acquisition Support Tech***

**Functional Responsibility:** Administrative coordination of acquisition support and procurement function. Responsible for database management, including notes, adding fields, and uploading documents. Coordinate calendar appointments, update training materials, reports, and forms. Coordinate training and meetings, maintain libraries and filing room, maintenance of acquisition databases and administrative tracking of procurement documents. Provide IT systems reports as required. Coordinates work orders.

**Experience:** Two (2) years of experience in government contracting/acquisition.

**Education/Certification:** Associate's Degree. 24 quarterly hours of Information Technology credits. DAWIA Level I Certification (Acquisition) or equivalent. Eligible to obtain government clearance.

***Administrative Support Specialist***

**Functional Responsibility:** 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 graphics generated with automated tools into the deliverable documents.

**Experience:** Three (3) years of experience in office administration, to include record keeping, word processing, and clerical functions. Five years of experience in program or project management.

**Education/Certification:** Associate's Degree in a clerical, managerial, business, or other discipline related to area of expertise.

***Communication Specialist I***

**Functional Responsibility:** Manages all information workflow organization's communication center, including the processing of correspondence package and communication workflow from all subordinate and external offices, including those from the Executive Secretariat. Responsible for maintaining incoming and outgoing mail functions for the organization at the Forrestal facility. The individual will oversee the use of classified information networks and electronic processing for the office.

**Experience:** Three (3) years of experience.

**Education/Certification:** High School Diploma.

***Consultant I***

**Functional Responsibility:** Assist Consultant III and senior consultants with management of programs and projects to evaluate regulatory requirements and perform gap analysis between these requirements and the existing program/project. Prepares management procedures compatible with the government procedures. Lead development, maintenance, and implementation of the applicable documents for program mission.

**Education:** Bachelor's Degree.

**Experience:** Three (3) years relevant work experience.

**Substitution Methodology:** PhD degree or Master's degree with two years of experience.

***Consultant II***

**Functional Responsibility:** Assist Consultant III and senior consultants with management of programs and projects to evaluate regulatory requirements and perform gap analysis between these requirements and the existing program/project. Prepares management procedures compatible with the government procedures. Lead development, maintenance, and implementation of the applicable documents for program mission.

**Education:** Bachelor's Degree.

**Experience:** Five (5) years relevant work experience.

**Substitution Methodology:** PhD degree with one year of experience or Master's degree with four years of experience.

***Consultant III***

**Functional Responsibility:** Leads or coordinate the preparation or implementation of program analysis and documentation. This individual supports the preparation of program procedures compatible with the government processes and regulatory requirements. Establishes and manages projects in accordance with applicable regulations and specifications. Prepares needed management procedures.

**Education:** Bachelor's Degree.

**Experience:** Seven (7) years relevant work experience.

**Substitution Methodology:** PhD degree with three years of experience or Master's degree with six years of experience.

#### ***Consultant IV***

**Functional Responsibility:** Leads or coordinate the preparation or implementation of program analysis and documentation. This individual supports the preparation of program procedures compatible with the government processes and regulatory requirements. Establishes and manages projects in accordance with applicable regulations and specifications. Prepares needed management procedures.

**Education:** Bachelor's Degree.

**Experience:** Ten (10) years relevant work experience.

**Substitution Methodology:** PhD degree with six years of experience or Master's degree with nine years of experience.

#### ***Contracting Specialist I***

**Functional Responsibility:** Administer contract procurements and contracting functions with supervision and oversight required. Review procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Develop solicitation documents and other contractual documentation (i.e., justifications, solicitation amendments, and supporting memoranda).

**Experience:** Two (2) years of experience in government contracting.

**Education/Certification:** Associate's Degree. DAWIA Level I Certification in contracting or equivalent. Eligible to obtain government clearance.

#### ***Contracting Specialist II***

**Functional Responsibility:** Develop and administer all contract types. Perform "cradle-to-grave" acquisition functions (i.e., from pre-award, to post-award, to the final contract termination/close-out). Review procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Determine the suitability of set-asides (e.g., small business, small and disadvantaged business, labor surplus) in accordance with applicable laws. Review justifications for other than full and open competition and make recommendations on approval/disapproval. Develop solicitation documents and other contractual documentation. Review bids or proposals for compliance to solicitation requirements; determine contractor responsibility; and prepare competitive range determinations.

**Experience:** Three (3) years of experience in government contracting/acquisition.

**Education/Certification:** Bachelor's Degree. DAWIA Level II Certification in contracting or equivalent. Eligible to obtain government clearance.

#### ***Contracting Specialist III***

**Functional Responsibility:** Develop and administer all contract types. Perform "cradle-to-grave" acquisition functions (i.e., from pre-award, to post-award, to the final contract termination/close-out). Review procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Determine the suitability of set-asides (e.g., small business, small and disadvantaged business, labor surplus) in accordance with applicable laws. Review justifications for other than full and open competition and make recommendations on approval/disapproval. Develop solicitation documents and other contractual documentation. Review bids or proposals for compliance to solicitation requirements; determine contractor responsibility; and prepare competitive range determinations.

**Experience:** Four (4) years of experience in government contracting/acquisition.

**Education/Certification:** Bachelor's Degree. DAWIA Level II Certification in contracting or equivalent. Eligible to obtain government clearance.

#### ***Database Management I***

**Functional Responsibility:** Provides data base management assistance, training records management, information access, research and support and training development; administrative, security, technical, analytical, and research. Research, analyze, and make recommendations in support of requests, record management, and training.

**Experience:** One (1) year of experience.

**Education/Certification:** High School Diploma.

#### ***Database Management II***

**Functional Responsibility:** Provides data base management assistance, training records management, information access, research and support and training development; administrative, security, technical, analytical, and research. Research, analyze, and make recommendations in support of requests, record management, and training.

**Experience:** Three (3) years of experience.

**Education/Certification:** High School Diploma.

### ***eGuidance Developer***

**Functional Responsibility:** Identifies current operating procedures, clarifies program objectives, and determines computer-based tools for knowledge preservation and electronic classification guidance authoring, publishing, and distribution. Writes documentation to describe program development, logic, coding, and corrections. Develops tools based on identified needs. Interfaces with users to determine needs for modifications to computer-based tools and writes manuals. Provides tool updates for platform configuration changes. Provides technical support to users of developed tools

**Experience:** Five (5) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Operations Analysts I***

**Functional Responsibility:** Operations Analysts examines the workings of an organization and offers solutions to problems and develop procedures for operational guidance. Gather information, read reports, and combine data for analysis. Determine which data are relevant and what methods should be used to analyze them. Use statistical analysis and optimization to develop operational based solutions. Other duties include advising decision makers on the appropriate courses of action, writing reports to document their recommendations, and meet with employees after implementation of a new process to determine its effectiveness.

**Experience:** Three (3) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Operations Analysts II***

**Functional Responsibility:** Operations Analysts examines the workings of an organization and offers solutions to problems and develop procedures for operational guidance. Gather information, read reports, and combine data for analysis. Determine which data are relevant and what methods should be used to analyze them. Use statistical analysis and optimization to develop operational based solutions. Other duties include advising decision makers on the appropriate courses of action, writing reports to document their recommendations, and meet with employees after implementation of a new process to determine its effectiveness.

**Experience:** Four (4) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Operations Analysts III***

**Functional Responsibility:** Operations Analysts examines the workings of an organization and offers solutions to problems and develop procedures for operational guidance. Gather information, read reports, and combine data for analysis. Determine which data are relevant and what methods should be used to analyze them. Use statistical analysis and optimization to develop operational based solutions. Other duties include advising decision makers on the appropriate courses of action, writing reports to document their recommendations, and meet with employees after implementation of a new process to determine its effectiveness.

**Experience:** Five (5) years of experience.

**Education/Certification:** Master's Degree.

### ***Policy Analyst I***

**Functional Responsibility:** Conducts independent studies and performs analyses of information of policies. Reviews, evaluates, and monitors policies to determine their benefits, flaws, and impacts. Gather, analyze, integrate, and report on quantitative data. Formulate policy reports that synthesize information, benefit constituents, and display evidence.

**Experience:** Three (3) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Policy Analyst II***

**Functional Responsibility:** Conducts independent studies and performs analyses of information of policies. Reviews, evaluates, and monitors policies to determine their benefits, flaws, and impacts. Gather, analyze, integrate, and report on quantitative data. Formulate policy reports that synthesize information, benefit constituents, and display evidence.

**Experience:** Four (4) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Policy Analyst III***

**Functional Responsibility:** Conducts independent studies and performs analyses of information of policies. Reviews, evaluates, and monitors policies to determine their benefits, flaws, and impacts. Gather, analyze, integrate,

and report on quantitative data. Formulate policy reports that synthesize information, benefit constituents, and display evidence.

**Experience:** Five (5) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Program Manager***

**Functional Responsibility:** Serves as the central point of contact for contract operations and delivery orders, interfaces with the Contracting Officer's Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates operations, development, quality assurance, configuration management, documentation support and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes. Experience requirements include complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Experience:** Five (5) years of experience in program or project management.

**Education/Certification:** Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline.

**Substitution Methodology:** An additional three (3) years of relevant experience may be substituted for the Bachelor's Degree.

### ***Project Control Specialist***

**Functional Responsibility:** Maintains current documentation and record of changes including status reports. Assists in monitoring of personnel performance and location. Maintains current project documentation and record of changes including status reports. Assists in monitoring of equipment performance and location.

**Education/Certification:** Associate's Degree in a clerical, managerial, business, or other discipline related to area of expertise.

**Experience:** Three (3) years of experience in office administration, to include record keeping, word processing, and clerical functions. Five years of experience in program or project management.

### ***Project Manager I***

**Functional Responsibility:** Manages contractual efforts in a defined program/task area to ensure responsiveness to job requests; provides technical oversight to the technical contractor employees. Individual is the Point-Of-Contact (POC) between contract management on administrative aspects of all work-related issues within the specified program. Assesses the administrative workload on a weekly basis and re-assigns staff as needed to ensure administrative tasks are completed in a timely manner. Ensures administrative staff are cross-trained in different administrative duties to provide adequate coverage during peak workloads.

**Experience:** Three (3) years of experience.

**Education/Certification:** Associate's Degree.

### ***Project Manager II***

**Functional Responsibility:** Manages contractual efforts in a defined program/task area to ensure responsiveness to job requests; provides technical oversight to the technical contractor employees. Individual is the POC between contract management on administrative aspects of all work-related issues within the specified program. Assesses the administrative workload on a weekly basis and re-assigns staff as needed to ensure administrative tasks are completed in a timely manner. Ensures administrative staff are cross-trained in different administrative duties to provide adequate coverage during peak workloads.

**Experience:** Five (5) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Project Manager III***

**Functional Responsibility:** Manages contractual efforts in a defined program/task area to ensure responsiveness to job requests; provides technical oversight to the technical contractor employees. Individual is the POC between contract management on administrative aspects of all work-related issues within the specified program. Assesses the administrative workload on a weekly basis and re-assigns staff as needed to ensure administrative tasks are completed in a timely manner. Ensures administrative staff are cross-trained in different administrative duties to provide adequate coverage during peak workloads.

**Experience:** Seven (7) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Records Analyst I***

**Functional Responsibility:** Contributes to the execution of a task by applying analytical techniques in the evaluation of data, using specialized skills and knowledge in a designated field. Areas of field include, but are not limited to, Freedom of Information Act (FOIA), Privacy Act (PI), declassification and quality assurance. Assists in the development of analyses and reports associated with FOIA, classification, PI, or quality assurance processes. Ensures that all work is performed in accordance with FOIA, declassification or PI policies, procedures, and guidelines. Manages the flow of classified and/or unclassified correspondence. Conducts first tier reviews of agency material. Possesses strong attention to detail and excellent oral and written communication skills. Ability to closely adhere to relevant policy and standards and apply proper records management techniques to ensure the integrity of reviewed material. Must be eligible to possess a final and fully adjudicated Top Secret clearance.

**Education:** High School Diploma.

**Experience:** Entry Level.

### ***Records Analyst II***

**Functional Responsibility:** Contributes to the execution of a task by applying analytical techniques in the evaluation of data, using specialized skills and knowledge in a designated field. Areas of field include, but are not limited to, Freedom of Information Act (FOIA), Privacy Act (PI), declassification and quality assurance. Assists in the development of analyses and reports associated with FOIA, classification, PI, or quality assurance processes. Ensures that all work is performed in accordance with FOIA, declassification or PI policies, procedures, and guidelines. Manages the flow of classified and/or unclassified correspondence. Conducts first tier reviews of agency material. Possesses strong attention to detail and excellent oral and written communication skills. Ability to closely adhere to relevant policy and standards and apply proper records management techniques to ensure the integrity of reviewed material. Must be eligible to possess a final and fully adjudicated Top Secret clearance.

**Education:** High School Diploma.

**Experience:** One (1) year relevant work experience.

### ***Records Analyst III***

**Functional Responsibility:** Contributes to the execution of a task by applying analytical techniques in the evaluation of data, using specialized skills and knowledge in a designated field. Areas of field include, but are not limited to, Freedom of Information Act (FOIA), Privacy Act (PI), declassification and quality assurance. Manage the flow of classified and/or unclassified correspondence. Must be able to perform comprehensive second tier reviews of agency appropriate material previously reviewed by initial reviewers or other agency personnel. Possesses strong attention to detail and excellent oral and written communication skills. Ability to closely adhere to relevant policy and standards. Must be eligible to possess a final and fully adjudicated Top Secret clearance.

**Education:** Associates Degree.

**Experience:** Two (2) years relevant work experience.

### ***Records Analyst IV***

**Functional Responsibility:** Contributes to the execution of a task by applying analytical techniques in the evaluation of data, using specialized skills and knowledge in a designated field. Areas of field include, but are not limited to, Freedom of Information Act (FOIA), Privacy Act (PI), declassification and quality assurance. Manage the flow of classified and/or unclassified correspondence. Must be able to perform comprehensive second tier reviews of agency appropriate material previously reviewed by initial reviewers or other agency personnel. Possesses strong attention to detail and excellent oral and written communication skills. Ability to closely adhere to relevant policy and standards. Must be eligible to possess a final and fully adjudicated Top Secret clearance.

**Education:** Associates Degree.

**Experience:** Three (3) years relevant work experience.

### ***Records Analyst V***

**Functional Responsibility:** Uses analytical skills to apply policy and procedures created by agency in conducting second-tier reviews on different review mediums (declassification, research, records management, security reviews, Freedom of Information Act (FOIA)). Analyze, research, and make the final recommendation on classified and unclassified records. Ability to perform a variety of information management reviews (declassification, FOIA, research, records management, security reviews). Strong understanding of classification, declassification, and FOIA exemption categories. Adept at recognizing actual and possible intelligence information in all types of documents. Perform all other position related duties as assigned or requested. Ensures that all work products are regularly proofread and free of errors, omissions, and inconsistencies. Monitor and report on the status of cases. Provides advice and assistance to staff relative to specific document control requests and responds to program concerns regarding interpretation of guidelines and regulations. Recommend solutions to resolve issues in records policies,

data definitions, records and content usage, data quality and metrics. Collaborate to assess, prioritize, and mitigate risks that may affect business operations, risk management, and regulatory compliance resulting from records management and/or quality deficiencies. Must be eligible to possess a final and fully adjudicated Top Secret clearance.

**Education:** Bachelor's Degree.

**Experience:** Four (4) years relevant work experience.

#### ***Records Analyst VI***

**Functional Responsibility:** Uses analytical skills to apply policy and procedures created by agency in conducting second-tier reviews on different review mediums (declassification, research, records management, security reviews, Freedom of Information Act (FOIA)). Analyze, research, and make the final recommendation on classified and unclassified records. Ability to perform a variety of information management reviews (declassification, FOIA, research, records management, security reviews). Participates as a team member but also works independently to adjudicate decisions on documents (independent research is also required). Proper understanding of document markings and ultimately proper handling. Strong understanding of classification, declassification, and FOIA exemption categories. Adept at recognizing actual and possible intelligence information in all types of documents. Ability to correctly apply appropriate review guidance. Ability to apply proper records management techniques to ensure the integrity of reviewed material. Able to research information and ask questions to make informed decisions. Leverages professional experience such as intelligence, military, operational security, or foreign affairs training while executing job responsibilities. Plans work, mentors, and provides consistent feedback to junior and information management analysts. Must be eligible to possess a final and fully adjudicated Top Secret clearance.

**Education:** Bachelor's Degree

**Experience:** Five (5) years relevant work experience.

#### ***Records Analyst VII***

**Functional Responsibility:** Uses analytical skills to apply policy and procedures created by agency in conducting second-tier reviews on different review mediums (declassification, research, records management, security reviews, Freedom of Information Act (FOIA)). Analyze, research, and make the final recommendation on classified and unclassified records. Ability to perform a variety of information management reviews (declassification, FOIA, research, records management, security reviews). Participates as a team member but also works independently to adjudicate decisions on documents (independent research is also required). Proper understanding of document markings and ultimately proper handling. Strong understanding of classification, declassification, and FOIA exemption categories. Adept at recognizing actual and possible intelligence information in all types of documents. Ability to correctly apply appropriate review guidance. Ability to apply proper records management techniques to ensure the integrity of reviewed material. Able to research information and ask questions to make informed decisions. Leverages professional experience such as intelligence, military, operational security, or foreign affairs training while executing job responsibilities. Plans work, mentors, and provides consistent feedback to junior and information management analysts. Must be eligible to possess a final and fully adjudicated Top Secret clearance.

**Education:** Bachelor's Degree

**Experience:** Six (6) years relevant work experience.

#### ***Records Analyst VIII***

**Functional Responsibility:** Uses analytical skills to apply policy and procedures created by agency in conducting second-tier reviews on different review mediums (declassification, research, records management, security reviews, Freedom of Information Act (FOIA)). Analyze, research, and make the final recommendation on classified and unclassified records. Ability to perform a variety of information management reviews (declassification, FOIA, research, records management, security reviews). Participates as a team member but also works independently to adjudicate decisions on documents (independent research is also required). Proper understanding of document markings and ultimately proper handling. Strong understanding of classification, declassification, and FOIA exemption categories. Adept at recognizing actual and possible intelligence information in all types of documents. Ability to correctly apply appropriate review guidance. Ability to apply proper records management techniques to ensure the integrity of reviewed material. Able to research information and ask questions to make informed decisions. Leverages professional experience such as intelligence, military, operational security, or foreign affairs training while executing job responsibilities. Plans work, mentors, and provides consistent feedback to junior and information management analysts. Must be eligible to possess a final and fully adjudicated Top Secret clearance.

**Education:** Bachelor's Degree

**Experience:** Seven (7) years relevant work experience.

#### ***Records Subject Matter Expert I***

**Functional Responsibility:** Using technical knowledge of agency's Area of Responsibility (AOR), assists

government agency stakeholders with adopting technical programs to comply with Freedom of Information Act (FOIA), Privacy Act (PI), declassification and quality assurance regulations and policies. Assists in the development and implementation of policies and regulations regarding document management in accordance with agency and other applicable federal regulations. Participates in the design and development of programs to meet Government mission and regulatory expectations. Consults with agency officers as to specific agency policy regarding information management and for the records management. Strong understanding of classification, declassification, and FOIA exemption categories. Adept at recognizing actual and possible intelligence information in all types of documents. Provides expertise for all aspects of information management and for the records management systems. Provides advice to agency staff to ensure that agency systems and processes meet required document control regulations and best practices. Must be eligible to possess a final and fully adjudicated Top Secret clearance.

**Education:** Bachelor's Degree

**Experience:** Six (6) years relevant work experience.

### ***Security Specialist***

**Functional Responsibility:** Provides support to the Headquarters Security Officer. Required broad general knowledge of Government security plans and requirements. Assist in the processing of personnel security clearance paperwork and physical security plans. Reviews and provides comments on HQ security directives and works closely with both physical security personnel and technical personnel to ensure all security requirements are met.

**Experience:** Three (3) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Senior Contracting Specialist/Team Lead***

**Functional Responsibility:** Supervision of contract specialists. Develop and administer all contract types. Perform "cradle-to-grave" acquisition functions (i.e., from pre-award, to post-award, to the final contract termination/close-out). Review procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Determine the suitability of set-asides (e.g., small business, small and disadvantaged business, labor surplus) in accordance with applicable laws. Review justifications for other than full and open competition and make recommendations on approval/disapproval. Develop solicitation documents and other contractual documentation. Review bids or proposals for compliance to solicitation requirements; determine contractor responsibility; and prepare competitive range determinations.

**Experience:** Five (5) years of experience in government contracting/acquisition.

**Education/Certification:** Bachelor's Degree. DAWIA Level II Certification in contracting or equivalent. Eligible to obtain government clearance.

### ***Sr. Analyst***

**Functional Responsibility:** Conducts document reviews in accordance with applicable laws, regulations, orders, and procedures for classified/unclassified documents. Determines whether information is classified or unclassified but sensitive. Assists in the conduct of program appraisals.

**Experience:** Five (5) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Policy Analyst I***

**Functional Responsibility:** Conducts independent studies and performs analyses of information of policies. Reviews, evaluates, and monitors policies to determine their benefits, flaws, and impacts. Gather, analyze, integrate, and report on quantitative data. Formulate policy reports that synthesize information, benefit constituents, and display evidence. Liaise with stakeholders to understand and document needs, concerns, and viewpoints.

**Experience:** Six (6) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Policy Analyst II***

**Functional Responsibility:** Conducts independent studies and performs analyses of information of policies. Reviews, evaluates, and monitors policies to determine their benefits, flaws, and impacts. Gather, analyze, integrate, and report on quantitative data. Formulate policy reports that synthesize information, benefit constituents, and display evidence. Liaise with stakeholders to understand and document needs, concerns, and viewpoints. The Senior Policy Analyst will interact with senior staff involved in efforts to provide policy guidance.

**Experience:** Ten (10) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Training Specialist I***

**Functional Responsibility:** Develops and prepares government training materials in highly technical scientific subject areas. Individual conducts training on classification and unclassified policies, guidelines, and procedures at federal government facilities. Individual supervises training staff.

**Experience:** Ten (10) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Training Specialist II***

**Functional Responsibility:** Develops and prepares government training materials in highly technical scientific subject areas. Individual conducts training on classification and unclassified policies, guidelines, and procedures at federal government facilities. Individual supervises training staff.

**Experience:** Twelve (12) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Training Specialist III***

**Functional Responsibility:** Develops and prepares government training materials in highly technical scientific subject areas. Individual conducts training on classification and unclassified policies, guidelines, and procedures at federal government facilities. Individual supervises training staff.

**Experience:** Thirteen (13) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Sr. Training Specialist III***

**Functional Responsibility:** Develops and prepares government training materials in highly technical scientific subject areas. Individual conducts training on classification and unclassified policies, guidelines, and procedures at federal government facilities. Individual supervises training staff.

**Experience:** Thirteen (13) years of experience.

**Education/Certification:** Bachelor's Degree.

### ***Subject Matter Expert***

**Functional Responsibility:** Performs the functions of a senior expert with extensive knowledge and experience in a relevant engineering, scientific, or program management field in support of major projects or system development. Consults, provides guidance, leadership, and advice on advanced technical or project issues. Applies expertise in defining and resolving issues, performing analysis, and developing plans and requirements in the subject matter area for exceptionally complex engineering projects. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of projects and systems. Applies and/or develops highly advanced technical technologies, scientific principles, theories, and concepts. May combine expertise and knowledge from a wide variety of fields to meet customer requirements. May direct the work of employees assigned to the program from technical and administrative areas. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Also performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for technical systems. May provide leadership to small teams of functional or technical personnel.

**Experience:** Fifteen (15) years of experience in related field.

**Education/Certification:** Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise.

**Substitution Methodology:** PhD with minimum of 10 of years of experience

### ***Technical Specialist I***

**Functional Responsibility:** Assists in the routing and tracking of document review within a work group and performs data entry/database updates as required. Conducts studies and analyses of various workflow, and automation support activities, and assists in the preparation of oral and written reports and presentations concerning the document review effort. Conducts QC examination of administrative work products. Trains and coordinates administrative support ensuring administrative support is able to produce accurate and timely correspondence products for the its sub-offices.

**Experience:** Three (3) years of experience.

**Education/Certification:** High School.

### ***Technical Specialist II***

**Functional Responsibility:** Assists in the routing and tracking of document review within a work group and performs data entry/database updates as required. Conducts studies and analyses of various workflow, and

automation support activities, and assists in the preparation of oral and written reports and presentations concerning the document review effort. Conducts QC examination of administrative work products. Trains and coordinates administrative support ensuring administrative support is able to produce accurate and timely correspondence products for the its sub-offices.

**Experience:** Four (4) years of experience.

**Education/Certification:** Associate's Degree.

#### ***Technical Specialist III***

**Functional Responsibility:** Provides program support to officers to produce, distribute, and maintain workflow (both paper and electronic products). Duties to include, but not be limited to: Provides technical assistance to the action officers. Creates Portable Document Formats (PDFs) with signature pages for all guides, bulletins, advisory notices, and other correspondence. Uploads PDF documents into tracking system for documents and SharePoint for documents. Serves as a content manager.

**Experience:** Five (5) years of experience.

**Education/Certification:** Associate's Degree.

#### ***Technical Specialist IV***

**Functional Responsibility:** Provides program support to officers to produce, distribute, and maintain workflow (both paper and electronic products). Duties to include, but not be limited to: Provides technical assistance to the action officers. Creates PDFs with signature pages for all guides, bulletins, advisory notices, and other correspondence. Uploads PDF documents into tracking system for documents and SharePoint for documents. Serves as a content manager.

**Experience:** Six (6) years of experience.

**Education/Certification:** Associate's Degree.

#### ***Technical Specialist V***

**Functional Responsibility:** Provides program support to officers to produce, distribute, and maintain workflow (both paper and electronic products). Duties to include, but not be limited to: Provides technical assistance to the action officers. Creates PDFs with signature pages for all guides, bulletins, advisory notices, and other correspondence. Upload PDF documents into tracking system for documents and SharePoint for documents. Serves as a content manager.

**Experience:** Seven (7) years of experience.

**Education/Certification:** Associate's Degree.

#### ***Training Specialist I***

**Functional Responsibility:** Develops and prepares government training materials in highly technical scientific subject areas. Individual conducts training on classification and unclassified policies, guidelines, and procedures at federal government facilities.

**Experience:** Two (2) years of experience.

**Education/Certification:** Bachelor's Degree.

#### ***Training Specialist II***

**Functional Responsibility:** Develops and prepares government training materials in highly technical scientific subject areas. Individual conducts training on classification and unclassified policies, guidelines, and procedures at federal government facilities.

**Experience:** Five (5) years of experience.

**Education/Certification:** Bachelor's Degree.

#### ***Training Specialist III***

**Functional Responsibility:** Develops and prepares government training materials in highly technical scientific subject areas. Individual conducts training on classification and unclassified policies, guidelines, and procedures at federal government facilities.

**Experience:** Seven (7) years of experience.

**Education/Certification:** Bachelor's Degree.