

**GENERAL SERVICES ADMINISTRATION**  
Federal Acquisition 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 are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address GSA *Advantage!*® is: [GSAAvantage.gov](http://GSAAvantage.gov).

**Multiple Award Schedule (MAS)**

FSC Group: Professional Services      FSC Class: R707

Contract number: 47QRAA18D000R  
Contract period: November 15, 2017 – November 14, 2027

Company: **Global Engineering & Technology, Inc. (GET)**  
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[gsacontract@getinc.org](mailto:gsacontract@getinc.org)  
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**Business size: Small, Disadvantaged**

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules page at: [www.gsa.gov](http://www.gsa.gov)

**Price list current as of Modification #PS-0016 effective 08/20/2024**

Prices Shown Herein are Net (discount deducted)

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## COMPANY OVERVIEW

For over 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 item descriptions and awarded price(s).

SIN	SIN Description
541330ENG	Engineering Services
541380	Testing Laboratory Services
541420	Engineering System Design and Integration Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541715	Engineering Research and Development and Strategic Planning
54151S	Information Technology Professional Service
541690	Technical Consulting Services
OLM	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. (See Page 6).
- 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. (See Page 17)

2. Maximum order: \$1,000,000.00

3. Minimum order: \$100
4. Geographic coverage (delivery area). Domestic
5. Point(s) of production (city, county, and State or foreign country). Same as company address
6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)
7. Quantity discounts: 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). Not Applicable
- 10a. Time of delivery: To Be Determined at the Task Order level
- 10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor
- 10c. Overnight and 2-day delivery. Contact Contractor
- 10d. Urgent Requirements. Contact Contractor
11. F.O.B. point(s). Destination
- 12a. Ordering address(es). Same as company address
- 12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es). Same as company address
14. Warranty provision. Standard Commercial Warranty Terms & Conditions
15. Export packing charges, if applicable. Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

- 18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
- 22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/>. Not Applicable
23. Unique Entity Identifier (UEI) number. DXW1NX44AL61
24. Notification regarding registration in System for Award Management (SAM) database.  
Contractor registered and active in SAM

**LABOR CATEGORIES PRICING**

<b>SIN</b>	<b>Awarded Labor Category</b>	<b>Site</b>	<b>Year 7 11/15/23 – 11/14/2024</b>	<b>Year 8 11/15/24 – 11/14/2025</b>	<b>Year 9 11/15/25 – 11/14/2026</b>	<b>Year 10 11/15/26- 11/14/2027</b>
541611, 541690,	Acquisition Support Tech	Both	\$ 65.13	\$ 66.37	\$ 67.63	\$ 68.92
541611, 541690,	Administrative Support Specialist	Both	\$ 63.25	\$ 64.45	\$ 65.68	\$ 66.93
541330ENG, 541380, 541420, 541715, 541611, 541690	Authorization Basis Documentation Analyst I	Both	\$ 158.92	\$ 161.94	\$ 165.02	\$ 168.15
541330ENG, 541380, 541420, 541715, 541611, 541690	Authorization Basis Documentation Analyst II	Both	\$ 166.67	\$ 169.83	\$ 173.06	\$ 176.34
541330ENG, 541380, 541420, 541715, 541611, 541690	Authorization Basis Documentation Analyst III	Both	\$ 173.12	\$ 176.40	\$ 179.76	\$ 183.17
541330ENG, 541380, 541420, 541715, 541611, 541690	Authorization Basis Documentation Analyst IV	Both	\$ 188.95	\$ 192.53	\$ 196.19	\$ 199.92
541611, 541690	Communication Specialist I	Both	\$ 84.05	\$ 85.64	\$ 87.27	\$ 88.94
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Consultant I	Both	\$ 101.03	\$ 102.95	\$ 104.91	\$ 106.90
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Consultant II	Both	\$ 111.47	\$ 113.58	\$ 115.74	\$ 117.93



SIN	Awarded Labor Category	Site	Year 7 11/15/23 – 11/14/2024	Year 8 11/15/24 – 11/14/2025	Year 9 11/15/25 – 11/14/2026	Year 10 11/15/26- 11/14/2027
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Consultant III	Both	\$ 143.52	\$ 146.25	\$ 149.03	\$ 151.86
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Consultant IV	Both	\$ 184.89	\$ 188.40	\$ 191.98	\$ 195.63
541330ENG, 541380, 541420, 541715, 541690	Senior Consultant	Both	\$ 160.46	\$ 163.52	\$ 166.62	\$ 169.78
541330ENG, 541380, 541420, 541715, 541690	Senior Consultant I	Both	\$ 163.08	\$ 166.19	\$ 169.34	\$ 172.55
541330ENG, 541380, 541420, 541715, 541690	Senior Consultant II	Both	\$ 183.32	\$ 186.81	\$ 190.36	\$ 193.97
541330ENG, 541380, 541420, 541715, 541690	Senior Consultant III	Both	\$ 211.16	\$ 215.17	\$ 219.26	\$ 223.43
541330ENG, 541380, 541420, 541715, 541690	Senior Consultant IV	Both	\$ 229.74	\$ 234.11	\$ 238.55	\$ 243.08
541611	Contracting Specialist I	Both	\$ 71.16	\$ 72.51	\$ 73.89	\$ 75.29
541611	Contracting Specialist II	Both	\$ 84.27	\$ 85.87	\$ 87.51	\$ 89.17
541611	Contracting Specialist III	Both	\$ 97.36	\$ 99.21	\$ 101.10	\$ 103.02
541611, 541690	Senior Contracting Specialist/Team Lead	Both	\$ 101.54	\$ 103.47	\$ 105.43	\$ 107.44
541330ENG, 541380, 541420, 541715	Criticality Safety Engineer III	Both	\$ 147.52	\$ 150.32	\$ 153.17	\$ 156.08



SIN	Awarded Labor Category	Site	Year 7 11/15/23 – 11/14/2024	Year 8 11/15/24 – 11/14/2025	Year 9 11/15/25 – 11/14/2026	Year 10 11/15/26- 11/14/2027
541330ENG, 541380, 541420, 541715	Senior Criticality Safety Engineer I	Both	\$ 158.79	\$ 161.80	\$ 164.88	\$ 168.01
541330ENG, 541380, 541420, 541715	Senior Criticality Safety Engineer II	Both	\$ 191.52	\$ 195.15	\$ 198.86	\$ 202.64
541330ENG, 541380, 541420, 541715	Senior Criticality Safety Engineer III	Both	\$ 210.76	\$ 214.76	\$ 218.84	\$ 223.00
541330ENG, 541380, 541420, 541715	Senior Criticality Safety Engineer IV	Both	\$ 222.33	\$ 226.55	\$ 230.85	\$ 235.25
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Database Management I	Both	\$ 65.18	\$ 66.42	\$ 67.68	\$ 68.97
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Database Management II	Both	\$ 76.13	\$ 77.57	\$ 79.05	\$ 80.55
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	eGuidance Developer	Both	\$ 146.25	\$ 149.03	\$ 151.86	\$ 154.74
541330ENG, 541380, 541420, 541715	Engineer II	Both	\$ 107.55	\$ 109.59	\$ 111.68	\$ 113.80
541330ENG, 541380, 541420, 541715	Engineer IV	Both	\$ 151.60	\$ 154.48	\$ 157.41	\$ 160.40





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541330ENG, 541380, 541420, 541715	Senior Engineer II	Both	\$ 155.23	\$ 158.19	\$ 161.19	\$ 164.25
541330ENG, 541380, 541420, 541715	Senior Engineer III	Both	\$ 177.63	\$ 181.01	\$ 184.44	\$ 187.95
541330ENG, 541380, 541420, 541715	Principal Engineer	Both	\$ 264.15	\$ 269.17	\$ 274.29	\$ 279.50
541330ENG, 541380, 541420, 541715	Fire Protection Consultant I	Both	\$ 143.51	\$ 146.24	\$ 149.02	\$ 151.85
541330ENG, 541380, 541420, 541715	Fire Protection Consultant III	Both	\$ 191.04	\$ 194.67	\$ 198.37	\$ 202.14
541330ENG, 541380, 541420, 541715	Fire Protection Consultant IV	Both	\$ 199.15	\$ 202.94	\$ 206.80	\$ 210.73
541330ENG, 541380, 541420, 541715	Nuclear Operation & Safety Consultant I	Both	\$ 206.11	\$ 210.03	\$ 214.02	\$ 218.09
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Operations Analysts I	Both	\$ 130.99	\$ 133.48	\$ 136.02	\$ 138.61
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Operations Analysts II	Both	\$ 158.20	\$ 161.20	\$ 164.26	\$ 167.39
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Operations Analysts III	Both	\$ 162.72	\$ 165.81	\$ 168.97	\$ 172.18



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541611, 541690	Policy Analyst I	Both	\$ 75.12	\$ 76.55	\$ 78.01	\$ 79.49
541611, 541690	Policy Analyst II	Both	\$ 88.63	\$ 90.32	\$ 92.03	\$ 93.78
541611, 541690	Policy Analyst III	Both	\$ 104.19	\$ 106.17	\$ 108.18	\$ 110.24
541611, 541690	Sr. Policy Analyst I	Both	\$ 112.63	\$ 114.77	\$ 116.95	\$ 119.17
541611, 541690	Sr. Policy Analyst II	Both	\$ 133.61	\$ 136.15	\$ 138.74	\$ 141.38
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Program Manager	Both	\$ 203.65	\$ 207.52	\$ 211.46	\$ 215.48
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Program Manager I/Advisor	Both	\$ 171.49	\$ 174.74	\$ 178.07	\$ 181.45
541611, 541690	Project Control Specialist	Both	\$ 85.69	\$ 87.32	\$ 88.99	\$ 90.68
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Project Manager I	Both	\$ 128.50	\$ 130.94	\$ 133.43	\$ 135.97
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Project Manager II	Both	\$ 145.54	\$ 148.30	\$ 151.12	\$ 153.99



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541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Project Manager III	Both	\$ 159.69	\$ 162.72	\$ 165.81	\$ 168.97
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Project Manager I/Advisor	Both	\$ 156.25	\$ 159.22	\$ 162.25	\$ 165.33
541611, 541690	Records Analyst I	Both	\$ 44.64	\$ 45.49	\$ 46.36	\$ 47.23
541611, 541690	Records Analyst II	Both	\$ 55.85	\$ 56.91	\$ 57.98	\$ 59.08
541611, 541690	Records Analyst III	Both	\$ 72.66	\$ 74.05	\$ 75.46	\$ 76.89
541611, 541690	Records Analyst IV	Both	\$ 83.87	\$ 85.46	\$ 87.08	\$ 88.74
541611, 541690	Records Analyst V	Both	\$ 101.14	\$ 103.06	\$ 105.02	\$ 107.01
541611, 541690	Records Analyst VI	Both	\$ 112.35	\$ 114.49	\$ 116.66	\$ 118.88
541611, 541690	Records Analyst VII	Both	\$ 133.95	\$ 136.50	\$ 139.09	\$ 141.73
541611, 541690	Records Analyst VIII	Both	\$ 145.17	\$ 147.93	\$ 150.74	\$ 153.60
541611, 541690	Records Subject Matter Expert I	Both	\$ 161.91	\$ 164.99	\$ 168.12	\$ 171.31
541330ENG, 541380, 541420, 541715	Safety Analyst	Both	\$ 179.05	\$ 182.46	\$ 185.92	\$ 189.46
541611, 541690	Security Specialist	Both	\$ 97.49	\$ 99.35	\$ 101.23	\$ 103.15
541611, 541690	Senior (Sr.) Analyst	Both	\$ 162.72	\$ 165.81	\$ 168.97	\$ 172.18
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Subject Matter Expert	Both	\$ 258.45	\$ 263.36	\$ 268.36	\$ 273.46



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541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Analyst I	Both	\$ 70.47	\$ 71.81	\$ 73.17	\$ 74.56
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Analyst II	Both	\$ 91.79	\$ 93.53	\$ 95.30	\$ 97.12
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Analyst III	Both	\$ 107.89	\$ 109.93	\$ 112.02	\$ 114.15
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Operations Specialist I	Both	\$ 66.52	\$ 67.78	\$ 69.07	\$ 70.38
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Operations Specialist II	Both	\$ 71.98	\$ 73.35	\$ 74.74	\$ 76.16
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Sr. Technical Operations Specialist I	Both	\$ 170.67	\$ 173.91	\$ 177.22	\$ 180.58
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Sr. Technical Operations Specialist II	Both	\$ 193.57	\$ 197.25	\$ 201.00	\$ 204.82



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541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Sr. Technical Operations Specialist III	Both	\$ 212.78	\$ 216.82	\$ 220.94	\$ 225.14
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Specialist I	Both	\$ 65.92	\$ 67.17	\$ 68.45	\$ 69.75
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Specialist II	Both	\$ 72.25	\$ 73.62	\$ 75.02	\$ 76.44
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Specialist III	Both	\$ 75.52	\$ 76.95	\$ 78.41	\$ 79.90
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Specialist IV	Both	\$ 97.49	\$ 99.35	\$ 101.23	\$ 103.15
541330ENG, 541380, 541420, 541611, 541715, 541690, 54151S	Technical Specialist V	Both	\$ 107.32	\$ 109.36	\$ 111.44	\$ 113.55
541611, 541690	Training Specialist I	Both	\$ 91.53	\$ 93.27	\$ 95.04	\$ 96.85

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541611, 541690	Training Specialist II	Both	\$ 100.27	\$ 102.18	\$ 104.12	\$ 106.10
541611, 541690	Training Specialist III	Both	\$ 110.03	\$ 112.11	\$ 114.24	\$ 116.40
541611, 541690	Sr. Training Specialist I	Both	\$ 130.92	\$ 133.41	\$ 135.95	\$ 138.53
541611, 541690	Sr. Training Specialist II	Both	\$ 142.82	\$ 145.53	\$ 148.29	\$ 151.11
541611, 541690	Sr. Training Specialist III	Both	\$ 161.96	\$ 165.04	\$ 168.17	\$ 171.37
541690, 54151S	Incident Responder I	Both	\$ 104.81	\$ 106.80	\$ 108.83	\$ 110.89
541690, 54151S	Incident Responder II	Both	\$ 116.86	\$ 119.07	\$ 121.34	\$ 123.65
541690, 54151S	Incident Responder III	Both	\$ 134.58	\$ 137.14	\$ 139.75	\$ 142.41
541690, 54151S	Incident Responder IV	Both	\$ 154.31	\$ 157.24	\$ 160.23	\$ 163.27
541690, 54151S	Cyber Defense Analyst I	Both	\$ 98.72	\$ 100.59	\$ 102.51	\$ 104.45
541690, 54151S	Cyber Defense Analyst II	Both	\$ 116.86	\$ 119.07	\$ 121.34	\$ 123.65
541690, 54151S	Cyber Defense Analyst III	Both	\$134.58	\$ 137.14	\$ 139.75	\$ 142.41
541690, 54151S	Cyber Defense Analyst IV	Both	\$154.31	\$157.24	\$160.23	\$163.27
541690, 54151S	Cyber Forensics Analyst I	Both	\$106.42	\$108.44	\$110.50	\$112.59
541690, 54151S	Cyber Forensics Analyst II	Both	\$123.74	\$126.09	\$128.48	\$130.92
541690, 54151S	Cyber Forensics Analyst III	Both	\$ 135.25	\$ 137.82	\$140.44	\$143.11
541690, 54151S	Cyber Forensics Analyst IV	Both	\$155.08	\$158.03	\$ 161.03	\$ 164.09
541690, 54151S	Vulnerability Assessment Analyst I	Both	\$96.88	\$98.72	\$100.59	\$102.51
541690, 54151S	Vulnerability Assessment Analyst II	Both	\$117.33	\$119.56	\$121.82	\$124.14
541690, 54151S	Vulnerability Assessment Analyst III	Both	\$134.58	\$137.14	\$139.75	\$142.41

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541690, 54151S	Vulnerability Assessment Analyst IV	Both	\$157.74	\$160.74	\$163.79	\$166.90
541690, 54151S	Cyber Forensics Engineer I	Both	\$109.50	\$111.58	\$113.69	\$115.85
541690, 54151S	Cyber Forensics Engineer II	Both	\$124.41	\$126.78	\$129.19	\$131.65
541690, 54151S	Cyber Forensics Engineer III	Both	\$145.80	\$148.57	\$151.40	\$154.27
541690, 54151S	Cyber Forensics Engineer IV	Both	\$165.84	\$169.00	\$172.21	\$175.49
541690, 54151S	Security Control Assessor I	Both	\$109.78	\$111.87	\$113.99	\$116.16
541690, 54151S	Security Control Assessor II	Both	\$115.40	\$117.59	\$119.83	\$122.11
541690, 54151S	Security Control Assessor III	Both	\$137.21	\$139.82	\$142.48	\$145.19
541690, 54151S	Security Control Assessor IV	Both	\$157.74	\$160.74	\$163.79	\$166.90
541690, 54151S	Cyber Security Engineer I	Both	\$139.44	\$142.09	\$144.79	\$147.54
541690, 54151S	Cyber Security Engineer II	Both	\$171.84	\$175.10	\$178.43	\$181.81
541690, 54151S	Cyber Security Engineer III	Both	\$193.38	\$197.06	\$200.81	\$204.62
541690, 54151S	Cyber Security Engineer IV	Both	\$ 228.68	\$ 233.02	\$ 237.44	\$ 241.95
541690, 54151S	System Architect I	Both	\$121.94	\$124.26	\$126.62	\$129.03
541690, 54151S	System Architect II	Both	\$155.22	\$158.18	\$161.18	\$164.24
541690, 54151S	System Architect III	Both	\$183.93	\$187.43	\$190.98	\$194.61
541690, 54151S	System Architect IV	Both	\$204.25	\$208.13	\$212.08	\$216.11

SIN	Awarded Labor Category	Site	Year 7 11/15/23 – 11/14/2024	Year 8 11/15/24 – 11/14/2025	Year 9 11/15/25 – 11/14/2026	Year 10 11/15/26- 11/14/2027
541690, 54151S	Risk and Privacy Officer I	Both	\$ 146.36	\$ 149.14	\$ 151.97	\$ 154.86
541690, 54151S	Risk and Privacy Officer II	Both	\$183.69	\$187.17	\$ 190.73	\$ 194.36
541690, 54151S	Risk and Privacy Officer III	Both	\$ 205.82	\$ 209.73	\$ 213.72	\$ 217.78
541690, 54151S	Risk and Privacy Officer IV	Both	\$ 278.53	\$ 283.82	\$ 289.21	\$ 294.70

**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 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS 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 and experience requirements. However, two (2) years of experience relevant to each labor category may be substituted for one (1) year of education or higher education may be substituted for experience (e.g., eight (8) years of relevant experience is equivalent to a four (4) year Bachelor's Degree). Additionally, certifications relevant to each labor category may be substituted for some education or experience.

### *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 relevant work experience.

**Education/Certification:** Associate degree.

### *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 relevant work experience.

**Education/Certification:** Associate degree.

### *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 relevant work 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 relevant work 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 relevant work 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 relevant work experience.

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

### ***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 relevant work 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.

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

**Education:** Bachelor's Degree.

### ***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.

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

**Education:** Bachelor's Degree.

### ***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.

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

**Education:** Bachelor's Degree.

### ***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.

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

**Education:** Bachelor's Degree.

***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 relevant work 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.

***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 relevant work 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 relevant work 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 relevant work experience.

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

#### ***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 relevant work experience.

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

#### ***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 relevant work experience.

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

#### ***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 relevant work 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 relevant work 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'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.

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

***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.

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

***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 relevant 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 relevant experience.

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

***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.

### ***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.

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

### ***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.

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

### ***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 relevant experience.

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

### ***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 relevant experience.

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

### ***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 relevant experience.

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

### ***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.

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

### ***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.

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

### ***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 relevant 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.

**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 relevant 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 relevant 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 relevant 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 relevant 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 relevant 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 relevant 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. The Senior Policy Analyst will interact with senior staff involved in efforts to provide policy guidance.

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

**Education/Certification:** 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.

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

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

### ***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 relevant 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 relevant 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 relevant 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.

**Experience:** Entry Level.

**Education:** High School Diploma.

### ***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.

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

**Education:** High School Diploma.

### ***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.

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

**Education:** Associates Degree.

### ***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.

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

**Education:** Associates Degree.

### ***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.

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

**Education:** Bachelor's Degree.

### ***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.

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

**Education:** Bachelor's Degree

### ***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.

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

**Education:** Bachelor's Degree

### ***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.

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

**Education:** Bachelor's Degree

### ***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.

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

**Education:** 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 relevant experience.

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

### *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 physicals 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 relevant experience.

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

### *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 relevant 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.

### ***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 Degree.

### ***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.

### ***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 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.

### ***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.

### *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.

### *Incident Responder I*

**Functional Responsibility:** Provide technical assistance to enterprise-wide cyber defense technicians to resolve cyber defense incidents. Assist with correlating incident data to identify vulnerabilities and make recommendations that enable expeditious remediation. Assist with performing analysis of log files from a variety of sources (e.g., individual host logs, network traffic logs, firewall logs, and intrusion detection system [IDS] logs) to identify possible threats to network security. Receive and analyze network alerts from various sources within the enterprise and determine possible causes of such alerts. Assist with coordinating intelligence analysts to correlate threat assessment data. Assist with cyber defense trend analysis and reporting and coordinate incident response functions.

**Experience:** two (2) years

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

**Substitution Methodology:** Higher education may be substituted for experience or more experience may be substituted for education.

### ***Incident Responder II***

**Functional Responsibility:** Provide mid-level technical support to enterprise-wide cyber defense technicians to resolve cyber defense incidents. Correlate incident data to identify specific vulnerabilities and make recommendations that enable expeditious remediation. Perform mid-level analysis of log files from a variety of sources (e.g., individual host logs, network traffic logs, firewall logs, and intrusion detection system [IDS] logs) to identify possible threats to network security. Perform cyber defense incident triage, to include determining scope, urgency, and potential impact, identifying the specific vulnerability, and making recommendations that enable expeditious remediation. Perform real-time cyber defense incident handling (e.g., forensic collections, intrusion correlation and tracking, threat analysis, and direct system remediation) tasks to support deployable Incident Response Teams (IRTs). Receive and analyze network alerts from various sources within the enterprise and determine possible causes of such alerts. Coordinate with intelligence analysts to correlate threat assessment data. Perform cyber defense trend analysis and reporting and coordinate incident response functions.

**Experience:** two (2) years

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

**Substitution Methodology:** Higher education may be substituted for experience or more experience may be substituted for education. Other certifications with experience may substitute education.

### ***Incident Responder III***

**Functional Responsibility:** Provide technical support to enterprise-wide cyber defense technicians to resolve cyber defense incidents. Correlate incident data to identify specific vulnerabilities and make recommendations that enable expeditious remediation. Perform analysis of log files from a variety of sources (e.g., individual host logs, network traffic logs, firewall logs, and intrusion detection system [IDS] logs) to identify possible threats to network security. Perform cyber defense incident triage, to include determining scope, urgency, and potential impact, identifying the specific vulnerability, and making recommendations that enable expeditious remediation. Perform real-time cyber defense incident handling (e.g., forensic collections, intrusion correlation and tracking, threat analysis, and direct system remediation) tasks to support deployable Incident Response Teams (IRTs). Receive and analyze network alerts from various sources within the enterprise and determine possible causes of such alerts. Track and document cyber defense incidents from initial detection through final resolution. Coordinate with intelligence analysts to correlate threat assessment data. Perform cyber defense trend analysis and reporting and coordinate incident response functions.

**Experience:** two (2) years

**Education/Certification:** Master's degree

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### ***Incident Responder IV***

**Functional Responsibility:** Provides expert technical support to enterprise-wide cyber defense technicians to resolve cyber defense incidents. Manages and correlates incident data to identify specific vulnerabilities and make recommendations that enable expeditious remediation. Perform analysis of log files from a variety of sources (e.g., individual host logs, network traffic logs, firewall logs, and intrusion detection system [IDS] logs) to identify possible threats to network security. Perform cyber

defense incident triage, to include determining scope, urgency, and potential impact, identifying the specific vulnerability, and making recommendations that enable expeditious remediation. Perform real-time cyber defense incident handling (e.g., forensic collections, intrusion correlation and tracking, threat analysis, and direct system remediation) tasks to support deployable Incident Response Teams (IRTs). Receive and analyze network alerts from various sources within the enterprise and determine possible causes of such alerts. Manages tracking and document cyber defense incidents from initial detection through final resolution. Coordinate with intelligence analysts to correlate threat assessment data. Perform cyber defense trend analysis and reporting and coordinate incident response functions.

**Experience:** two (2) years

**Education/Certification:** PhD

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### *Cyber Defense Analyst I*

**Functional Responsibility:** Assists with developing content for cyber defense tools, characterize, and analyze network traffic to identify anomalous activity and potential threats to network resources. Assists with enterprise-wide cyber defense staff to validate network alerts. Document and escalate incidents (including event's history, status, and potential impact for further action) that may cause ongoing and immediate impact to the environment. Perform cyber defense trend analysis, reporting, and event correlation using information gathered from a variety of sources within the enterprise to gain situational awareness and determine the effectiveness of an observed attack. Assist with use of cyber defense tools for continual monitoring and analysis of system activity to identify malicious activity. Assist with analyzing identified malicious activity to determine weaknesses exploited, exploitation methods, effects on system and information.

**Experience:** two (2) years

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

**Substitution Methodology:** Higher education may be substituted for experience.

### *Cyber Defense Analyst II*

**Functional Responsibility:** Conducts mid-level reviews of content for cyber defense tools, characterize, and analyze network traffic to identify anomalous activity and potential threats to network resources. Document and escalate incidents (including event's history, status, and potential impact for further action) that may cause ongoing and immediate impact to the environment. Perform cyber defense trend analysis, reporting, and event correlation. Provide daily summary reports of network events and activity relevant to cyber defense practices. Receive and analyze network alerts and determine possible causes of such alerts. Provide timely detection, identification, and alerting of possible attacks/intrusions, anomalous activities, and misuse activities and distinguish these incidents and events from benign activities. Use cyber defense tools for continual monitoring and analysis of system activity to identify malicious activity. Analyze identified malicious activity to determine weaknesses exploited, exploitation methods, effects on system and information.

**Experience:** two (2) years

**Education/Certification:** Bachelor's degree

**Substitution Methodology:** Higher education may be substituted for experience or more experience may be substituted for education. Other certifications with experience may substitute education.



### *Cyber Defense Analyst III*

**Functional Responsibility:** Develops and manages content for cyber defense tools, characterize, and analyze network traffic to identify anomalous activity and potential threats to network resources. Document and escalate incidents (including event's history, status, and potential impact for further action) that may cause ongoing and immediate impact to the environment. Performs cyber defense trend analysis, reporting, and event correlation. Provides and manages daily summary reports of network events and activity relevant to cyber defense practices. Provide timely detection, identification, and alerting of possible attacks/intrusions, anomalous activities, and misuse activities and distinguish these incidents and events from benign activities. Analyze identified malicious activity to determine weaknesses exploited, exploitation methods, effects on system and information. Examine network topologies to understand data flows through the network, identify applications, and operating systems of a network device based on network traffic. Reconstruct a malicious attack or activity based off network traffic.

**Experience:** two (2) years

**Education/Certification:** Master's degree

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### *Cyber Defense Analyst IV*

**Functional Responsibility:** Manages team in the development of content for cyber defense tools, characterize, and analyze network traffic to identify anomalous activity and potential threats to network resources. Manages enterprise-wide cyber defense team to validate network alerts. Document and escalate incidents (including event's history, status, and potential impact for further action) that may cause ongoing and immediate impact to the environment. Performs cyber defense trend analysis, reporting, and event correlation using information gathered from a variety of sources within the enterprise to gain situational awareness and determine the effectiveness of an observed attack. Manages daily summary reports of network events and activity relevant to cyber defense practices. Receives and analyzes network alerts from various sources within the enterprise and determine possible causes of such alerts. Use cyber defense tools for continual monitoring and analysis of system activity to identify malicious activity. Analyzes identified malicious activity to determine weaknesses exploited, exploitation methods, effects on system and information. Examines network topologies to understand data flows through the network, identify applications, and operating systems of a network device based on network traffic. Manages teams to review event's history, status, and potential impact for further action.

**Experience:** two (2) years

**Education/Certification:** PhD

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### *Cyber Forensics Analyst I*

**Functional Responsibility:** Assists with analysis of log files, evidence, and other information to determine best methods for identifying the perpetrator(s) of a network intrusion. Assist with creating a forensically sound duplicate of the evidence (i.e., forensic image) that ensures the original evidence is not unintentionally modified, to use for data recovery and analysis processes including, but is not limited to, hard drives, floppy diskettes, CDs, PDAs, mobile phones, GPS, and all tape formats. Decrypt seized data using technical means and provide technical summary of findings. Perform file signature analysis,

hash comparison against established database and static media analysis. Review forensic images and other data sources (e.g., volatile data) for recovery of potentially relevant information.

**Experience:** two (2) years

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

**Substitution Methodology:** Higher education may be substituted for experience.

### *Cyber Forensics Analyst II*

**Functional Responsibility:** Conducts mid-level analysis of log files, evidence, and other information to determine best methods for identifying the perpetrator(s) of a network intrusion. Create a forensically sound duplicate of the evidence (i.e., forensic image) that ensures the original evidence is not unintentionally modified, to use for data recovery and analysis processes, including, but is not limited to, hard drives, floppy diskettes, CDs, PDAs, mobile phones, GPS, and all tape formats. Decrypt seized data using technical means and provide technical summary of findings. Identify digital evidence for examination and analysis. Collect and analyze intrusion artifacts (e.g., source code, malware, and system configuration) and use discovered data to enable mitigation of potential cyber defense incidents within the enterprise. Review forensic images and other data sources (e.g., volatile data) for recovery of potentially relevant information.

**Experience:** two (2) years

**Education/Certification:** Bachelor's degree

**Substitution Methodology:** Higher education may be substituted for experience or more experience may be substituted for education. Other certifications with experience may substitute education.

### *Cyber Forensics Analyst III*

**Functional Responsibility:** Conducts analysis of log files, evidence, and other information to determine best methods for identifying the perpetrator(s) of a network intrusion. Create a forensically sound duplicate of the evidence (i.e., forensic image) that ensures the original evidence is not unintentionally modified, to use for data recovery and analysis processes, including, but is not limited to, hard drives, floppy diskettes, CDs, PDAs, mobile phones, GPS, and all tape formats. Decrypt seized data using technical means and provide technical summary of findings in accordance with established reporting procedures. Ensure that chain of custody is followed for all digital media acquired in accordance with the Federal Rules of Evidence. Identify digital evidence for examination and analysis in such a way as to avoid unintentional alteration. Perform file signature analysis, hash comparison against established database and static media analysis. Use data carving techniques and specialized equipment to catalog, document, extract, collect, package, and preserve digital evidence. Collect and analyze intrusion artifacts (e.g., source code, malware, and system configuration) and use discovered data to enable mitigation of potential cyber defense incidents within the enterprise. Review forensic images and other data sources (e.g., volatile data) for recovery of potentially relevant information.

**Experience:** two (2) years

**Education/Certification:** Master's degree

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### *Cyber Forensics Analyst IV*

**Functional Responsibility:** Manages team to analyze log files, evidence, and other information to determine best methods for identifying the perpetrator(s) of a network intrusion. Manages team who review forensically sound duplicate of the evidence (i.e., forensic image) ensuring the original evidence

is not unintentionally modified, to use for data recovery and analysis processes, including, but is not limited to, hard drives, floppy diskettes, CDs, PDAs, mobile phones, GPS, and all tape formats. Decrypt seized data using technical means and provide technical summary of findings. Ensure that chain of custody is followed for all digital media acquired in accordance with the Federal Rules of Evidence. Identify digital evidence for examination and analysis in such a way as to avoid unintentional alteration. Perform dynamic analysis to boot an "image" of a drive (without necessarily having the original drive) to see the intrusion as the user may have seen it, in a native environment. Performs file signature analysis, hash comparison against established database and static media analysis. Use data carving techniques and specialized equipment to catalog, document, extract, collect, package, and preserve digital evidence. Collect and analyze intrusion artifacts (e.g., source code, malware, and system configuration) and use discovered data to enable mitigation of potential cyber defense incidents within the enterprise. Review forensic images and other data sources (e.g., volatile data) for recovery of potentially relevant information.

**Experience:** two (2) years

**Education/Certification:** PhD

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

#### *Vulnerability Assessment Analyst I*

**Functional Responsibility:** Assists with conducting required reviews as appropriate within environment (e.g., Technical Surveillance, Countermeasure Reviews [TSCM], TEMPEST countermeasure reviews). Assists with technical (evaluation of technology) and nontechnical (evaluation of people and operations) risk and vulnerability assessments of relevant technology focus areas (e.g., local computing environment, network and infrastructure, enclave boundary, supporting infrastructure, and applications). Assist with conducting reviews of continuous audit and vulnerable assessment data, collaborate with threat intelligence section to inform prioritized patch management based on risk and impact within the environment.

**Experience:** two (2) years

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

**Substitution Methodology:** Higher education may be substituted for experience.

#### *Vulnerability Assessment Analyst II*

**Functional Responsibility:** Conducts required mid-level reviews as appropriate within environment (e.g., Technical Surveillance, Countermeasure Reviews [TSCM], TEMPEST countermeasure reviews). Perform technical (evaluation of technology) and nontechnical (evaluation of people and operations) risk and vulnerability assessments of relevant technology focus areas (e.g., local computing environment, network and infrastructure, enclave boundary, supporting infrastructure, and applications). Conducts mid-level technical reviews of continuous audit and vulnerable assessment data, collaborate with threat intelligence section to inform prioritized patch management based on risk and impact within the environment.

**Experience:** two (2) years

**Education/Certification:** Bachelor's degree

**Substitution Methodology:** Higher education may be substituted for experience or more experience may be substituted for education. Other certifications with experience may substitute education.

### ***Vulnerability Assessment Analyst III***

**Functional Responsibility:** Conducts oversight of required reviews as appropriate within environment (e.g., Technical Surveillance, Countermeasure Reviews [TSCM], TEMPEST countermeasure reviews). Perform technical (evaluation of technology) and nontechnical (evaluation of people and operations) risk and vulnerability assessments of relevant technology focus areas (e.g., local computing environment, network and infrastructure, enclave boundary, supporting infrastructure, and applications). Conduct technical reviews of continuous audit and vulnerable assessment data, collaborate with threat intelligence section to inform prioritized patch management based on risk and impact within the environment.

**Experience:** two (2) years

**Education/Certification:** Master's degree

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### ***Vulnerability Assessment Analyst IV***

**Functional Responsibility:** Manages analysts required to review as appropriate within environment (e.g., Technical Surveillance, Countermeasure Reviews [TSCM], TEMPEST countermeasure reviews). Perform technical (evaluation of technology) and nontechnical (evaluation of people and operations) risk and vulnerability assessments of relevant technology focus areas (e.g., local computing environment, network and infrastructure, enclave boundary, supporting infrastructure, and applications). Manages technical review team of continuous audit and vulnerable assessment data, collaborate with threat intelligence section to inform prioritized patch management based on risk and impact within the environment.

**Experience:** two (2) years

**Education/Certification:** PhD

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### ***Cyber Forensics Engineer I***

**Functional Responsibility:** Assists with analysis of network traffic/packet captures and logs, web servers, cloud environments, enterprise servers, endpoint systems, and/or malware, to support cyber investigations. Reviews executables and malicious files, and reverse-engineering malicious binaries. Perform analysis of log files from a variety of sources (e.g., individual host logs, network traffic logs, firewall logs, and intrusion detection system [IDS] logs) to identify possible threats to network security and file signature analysis, static media analysis and Windows registry analysis. Identify Indicators of Compromise and digital fingerprints that can be used by defenders, responder, and intelligence personnel to prevent, detect, and investigate security incidents. Research and use cutting edge technology to create countermeasures.

**Experience:** two (2) years

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

**Substitution Methodology:** Higher education may be substituted for experience.

### ***Cyber Forensics Engineer II***

**Functional Responsibility:** Conduct mid-level deep-dive analysis of network traffic/packet captures and logs, web servers, cloud environments, enterprise servers, endpoint systems, and/or malware, to support cyber investigations. Analyze executables and malicious files, and reverse-engineering

malicious binaries. Perform analysis of log files from a variety of sources (e.g., individual host logs, network traffic logs, firewall logs, and intrusion detection system [IDS] logs) to identify possible threats to network security and file signature analysis, static media analysis and Windows registry analysis. Perform cyber defense incident triage, to include determining scope, urgency, and potential impact, identifying the specific vulnerability, and making recommendations that enable expeditious remediation. Perform cyber defense trend analysis and reporting. Identify potential, successful, and unsuccessful intrusion attempts and compromises by thoroughly reviewing and analyzing security event details for both on-premises and cloud environment. Understand escalation procedures and collaborate with internal technology teams. Communicate results, (indicators of compromise (IOC) and/or Tools Techniques and Procedures (TTP)) regarding intrusions and compromises to relevant stakeholder within the company and Federal oversight. Identify Indicators of Compromise and digital fingerprints that can be used by defenders, responder, and intelligence personnel to prevent, detect, and investigate security incidents. Research and use cutting edge technology to create countermeasures.

**Experience:** two (2) years

**Education/Certification:** Bachelor's degree

**Substitution Methodology:** Higher education may be substituted for experience or more experience may be substituted for education. Other certifications with experience may substitute education.

### ***Cyber Forensics Engineer III***

**Functional Responsibility:** Conduct deep-dive analysis of network traffic/packet captures and logs, webservers, cloud environments, enterprise servers, endpoint systems, and/or malware, to support cyber investigations. Analyze executables and malicious files, and reverse-engineering malicious binaries. Serve as a research architect and provide documentation and methodology, sufficient to successfully complete investigations. Perform analysis of log files from a variety of sources (e.g., individual host logs, network traffic logs, firewall logs, and intrusion detection system [IDS] logs) to identify possible threats to network security and file signature analysis, static media analysis and Windows registry analysis. Perform cyber defense incident triage, to include determining scope, urgency, and potential impact, identifying the specific vulnerability, and making recommendations that enable expeditious remediation. Perform cyber defense trend analysis and reporting. Identify potential, successful, and unsuccessful intrusion attempts and compromises by thoroughly reviewing and analyzing security event details for both on-premises and cloud environment. Resolve challenges independently, understand escalation procedures; and collaborate with internal technology teams. Communicate results, (indicators of compromise (IOC) and/or Tools Techniques and Procedures (TTP)) regarding intrusions and compromises to relevant stakeholder within the company and Federal oversight. Make recommendations for immediate and long-term changes to contain intrusions, remediate issues, and mitigate risks. Develop investigative plans for collecting evidence, triaging, and responding to security incidents for a team of responders and client personnel. Identify Indicators of Compromise and digital fingerprints that can be used by defenders, responder, and intelligence personnel to prevent, detect, and investigate security incidents. Research and use cutting edge technology to create countermeasures.

**Experience:** two (2) years

**Education/Certification:** Master's degree

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### *Cyber Forensics Engineer IV*

**Functional Responsibility:** Manages deep-dive analysis team to review network traffic/packet captures and logs, web servers, cloud environments, enterprise servers, endpoint systems, and/or malware, to support cyber investigations. Analyze executables and malicious files, and reverse-engineering malicious binaries. Serve as an investigative architect and provide documentation and methodology, sufficient to successfully complete investigations. Manage analysis of log files from a variety of sources (e.g., individual host logs, network traffic logs, firewall logs, and intrusion detection system [IDS] logs) to identify possible threats to network security and file signature analysis, static media analysis and Windows registry analysis. Perform cyber defense incident triage, to include determining scope, urgency, and potential impact, identifying the specific vulnerability, and making recommendations that enable expeditious remediation. Perform cyber defense trend analysis and reporting. Identify potential, successful, and unsuccessful intrusion attempts and compromises by thoroughly reviewing and analyzing security event details for both on-premises and cloud environment. Resolve challenges independently, understand escalation procedures; and collaborate with internal technology teams. Communicate results, (indicators of compromise (IOC) and/or Tools Techniques and Procedures (TTP)) regarding intrusions and compromises to relevant stakeholder within the company and Federal oversight. Make recommendations for immediate and long-term changes to contain intrusions, remediate issues, and mitigate risks. Develop investigative plans for collecting evidence, triaging, and responding to security incidents for a team of responders and client personnel. Identify Indicators of Compromise and digital fingerprints that can be used by defenders, responder, and intelligence personnel to prevent, detect, and investigate security incidents. Research and use cutting edge technology to create countermeasures.

**Experience:** two (2) years

**Education/Certification:** PhD

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### *Security Control Assessor I*

**Functional Responsibility:** Assist with security reviews, identify gaps in security architecture. Assist with Accreditation Packages. Perform security reviews and identify security gaps in security architecture resulting in recommendations for inclusion in the risk mitigation strategy. Perform risk analysis (e.g., threat, vulnerability, and probability of occurrence) whenever an application or system undergoes a major change. Conduct security authorization reviews.

**Experience:** two (2) years

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

**Substitution Methodology:** Higher education may be substituted for experience.

### *Security Control Assessor II*

**Functional Responsibility:** Performs mid-level security reviews, identify gaps in security architecture, and develop a security risk management plan. Manage and approve Accreditation Packages. Perform security reviews and identify security gaps in security architecture resulting in recommendations for inclusion in the risk mitigation strategy. Perform risk analysis (e.g., threat, vulnerability, and probability of occurrence) whenever an application or system undergoes a major change. Conduct security authorization reviews and assurance case development for initial installation of systems and networks. Provide input to the Risk Management Framework process activities and related documentation (e.g., system life-cycle support plans, concept of operations, operational procedures, and maintenance training

materials). Assist in reviewing authorization and assurance documents to confirm that the level of risk is within acceptable limits for each software application, system, and network.

**Experience:** two (2) years

**Education/Certification:** Bachelor's degree

**Substitution Methodology:** Higher education may be substituted for experience or more experience may be substituted for education. Other certifications with experience may substitute education.

### ***Security Control Assessor III***

**Functional Responsibility:** Perform overall security reviews, identify gaps in security architecture, and develop a security risk management plan. Reviews Accreditation Packages. Perform overall security reviews and identify security gaps in security architecture resulting in recommendations for inclusion in the risk mitigation strategy. Perform risk analysis (e.g., threat, vulnerability, and probability of occurrence) whenever an application or system undergoes a major change. Plan and conduct security authorization reviews and assurance case development for initial installation of systems and networks. Provide input to the Risk Management Framework process activities and related documentation (e.g., system life-cycle support plans, concept of operations, operational procedures, and maintenance training materials). Review authorization and assurance documents to confirm that the level of risk is within acceptable limits for each software application, system, and network.

**Experience:** two (2) years

**Education/Certification:** Master's degree

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### ***Security Control Assessor IV***

**Functional Responsibility:** Manages security reviews, identify gaps in security architecture, and develop a security risk management plan. Manages and approves Accreditation Packages. Manages team of security reviews to identify security gaps in security architecture resulting in recommendations for inclusion in the risk mitigation strategy. Manages risk analysis (e.g., threat, vulnerability, and probability of occurrence) whenever an application or system undergoes a major change. Plan and conduct security authorization reviews and assurance case development for initial installation of systems and networks. Provide input to the Risk Management Framework process activities and related documentation (e.g., system life-cycle support plans, concept of operations, operational procedures, and maintenance training materials). Manages authorization and assurance documents to confirm that the level of risk is within acceptable limits for each software application, system, and network.

**Experience:** two (2) years

**Education/Certification:** PhD

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### ***Cyber Security Engineers I***

**Functional Responsibility:** Assists with the design and ensures effective implementation of network security architectures, including firewalls, Demilitarized Zones (DMZ), router ACLs (Access Control Lists), and web content filters. Configure next generation firewalls, intrusion detection, endpoint protection, routers, and switches. Partner with the network, desktop services, and application development teams to effectively implement in-depth security defenses and risk based methods, ensuring security of the network and enterprise cloud applications. Ensure the organization's data and

infrastructure are protected by enabling the appropriate security controls. Assists with automated scripts, reporting and automation capabilities to support internal IT Security continuous monitoring program. Reviews systems and solutions for compliance with relevant cybersecurity standards.

**Experience:** five (5) years

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

**Substitution Methodology:** Higher education may be substituted for experience.

### *Cyber Security Engineers II*

**Functional Responsibility:** Mid-level support in design and ensures effective implementation of network security architectures, including firewalls, Demilitarized Zones (DMZ), router ACLs (Access Control Lists), and web content filters. Configure and manage next generation firewalls, intrusion detection, endpoint protection, routers, and switches. Partner with the network, desktop services, and application development teams to effectively implement in-depth security defenses and risk based methods, ensuring security of the network and enterprise cloud applications. Coordinate design and implement cyber security system architectures and tools. Drive root cause analysis, debugging, support, and post-mortem analysis for security incidents and service interruptions. Evaluate technologies and solutions to increase network security posture, increase network visibility, mitigate insider threat, and identify high risk behaviors. Assess system vulnerabilities, implement risk mitigation strategies, validate secure systems, and test security products and systems to detect security weakness. Evaluate systems and solutions for compliance with relevant cybersecurity standards.

**Experience:** five (5) years

**Education/Certification:** Bachelor's degree

**Substitution Methodology:** Higher education may be substituted for experience or more experience may be substituted for education. Other certifications with experience may substitute education.

### *Cyber Security Engineers III*

**Functional Responsibility:** Design and ensure effective implementation of network security architectures, including firewalls, Demilitarized Zones (DMZ), router ACLs (Access Control Lists), and web content filters. Configure and manage next generation firewalls, intrusion detection, endpoint protection, routers, and switches. Partner with the network, desktop services, and application development teams to effectively implement in-depth security defenses and risk based methods, ensuring security of the network and enterprise cloud applications. Design and implement cyber security system architectures and tools. Optimize the infrastructure and effective implementation. Optimize the network taping infrastructure and tune network sensors, to reduce noise on the network. Drive root cause analysis, debugging, support, and post-mortem analysis for security incidents and service interruptions. Ensure the organization's data and infrastructure are protected by enabling the appropriate security controls. Develop automated scripts, reporting and automation capabilities to support internal IT Security continuous monitoring program. Evaluate technologies and solutions to increase network security posture, increase network visibility, mitigate insider threat, and identify high risk behaviors. Assess system vulnerabilities, implement risk mitigation strategies, validate secure systems, and test security products and systems to detect security weakness.

**Experience:** five (5) years

**Education/Certification:** Master's degree

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.



### *Cyber Security Engineers IV*

**Functional Responsibility:** Managers design team and ensures effective implementation of network security architectures, including firewalls, Demilitarized Zones (DMZ), router ACLs (Access Control Lists), and web content filters. Manages configuration of next generation firewalls, intrusion detection, endpoint protection, routers, and switches. Partner with the network, desktop services, and application development teams to effectively implement in-depth security defenses and risk based methods, ensuring security of the network and enterprise cloud applications. Manages design and implement cyber security system architectures and tools to meet the needs. Optimizes the network tapping infrastructure and tune network sensors, to reduce noise on the network. Manages drive root cause analysis, debugging, support, and post-mortem analysis for security incidents and service interruptions. Ensure the organization's data and infrastructure are protected by enabling the appropriate security controls. Develop automated scripts, reporting and automation capabilities to support internal IT Security continuous monitoring program. Evaluate technologies and solutions to increase network security posture, increase network visibility, mitigate insider threat, and identify high risk behaviors. Manages system vulnerabilities, implement risk mitigation strategies, validate secure systems, and test security products and systems to detect security weakness.

**Experience:** five (5) years

**Education/Certification:** PhD

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### *System Architect I*

**Functional Responsibility:** Direct Junior level system integrator designing and implementing defense in depth architecture solutions. Assists in system integration including analysis of alternatives balancing security and operational requirements. Coordinates with managers to evaluate security architectures and designs to determine the adequacy of the design and architecture proposed to the requirements. Analyze user needs and requirements to plan architectures. Integrate results regarding the identification of gaps in security architecture. Plan implementation strategy to ensure that enterprise components can be integrated and aligned. Assists with system security context, a preliminary system security Concept of Operations (CONOPS).

**Experience:** four (4) years

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

**Substitution Methodology:** Higher education may be substituted for experience.

### *System Architect II*

**Functional Responsibility:** Mid-level system integrator designing and implementing defense in-depth architecture solutions. System integration including analysis of alternatives balancing security and operational requirements. Evaluate security architectures and designs to determine the adequacy of the design and architecture proposed to the requirements. Analyze user needs and requirements to plan architectures. Develop enterprise architecture or system components required to meet user needs. Integrate results regarding the identification of gaps in security architecture. Plan implementation strategy to ensure that enterprise components can be integrated and aligned. Translate proposed capabilities into technical requirements. Develop a system security context, a preliminary system security Concept of Operations (CONOPS).

**Experience:** four (4) years

**Education/Certification:** Bachelor's degree

**Substitution Methodology:** Higher education may be substituted for experience or more experience may be substituted for education. Other certifications with experience may substitute education.

### *System Architect III*

**Functional Responsibility:** System integrator designing and implementing defense in depth architecture solutions. Responsible for system integration including analysis of alternatives balancing security and operational requirements. Evaluate security architectures and designs to determine the adequacy of the design and architecture proposed to the requirements. Analyze user needs and requirements to plan architectures. Develop enterprise architecture or system components required to meet user needs. Integrate results regarding the identification of gaps in security architecture. Plan implementation strategy to ensure that enterprise components can be integrated and aligned. Translate proposed capabilities into technical requirements. Develop a system security context, a preliminary system security Concept of Operations (CONOPS)

**Experience:** four (4) years

**Education/Certification:** Master's degree

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### *System Architect IV*

**Functional Responsibility:** Manages team of system integrator designing and implementing defense in depth architecture solutions. Manages system integration including analysis of alternatives balancing security and operational requirements. Evaluate security architectures and designs to determine the adequacy of the design and architecture proposed to the requirements. Analyze user needs and requirements to plan architectures. Develops enterprise architecture or system components required to meet user needs. Integrates results regarding the identification of gaps in security architecture. Manages implementation strategy to ensure that enterprise components can be integrated and aligned. Translate proposed capabilities into technical requirements. Develops a system security context, a preliminary system security Concept of Operations (CONOPS).

**Experience:** four (4) years

**Education/Certification:** PhD

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

### *Risk and Privacy Officer I*

**Functional Responsibility:** Assists with all ongoing activities related to the development, implementation, and maintenance of the organization's privacy policies following applicable federal and state laws and is responsible for the organization's privacy program including but not limited to daily operations of the program, development, implementation, and maintenance of policies and procedures. Assist with monitoring program compliance, investigation and tracking of incidents and breaches, and ensuring customer's rights. In all cases, following federal and state laws.

**Experience:** seven (7) years

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

**Substitution Methodology:** Higher education may be substituted for experience.

***Risk and Privacy Officer II***

**Functional Responsibility:** Mid-level support oversees ongoing activities related to the development, implementation, and maintenance of the organization’s privacy policies following applicable federal and state laws and is responsible for the organization’s privacy program including but not limited to daily operations of the program, development, implementation, and maintenance of policies and procedures. Responsible for assisting with monitoring program compliance, investigation and tracking of incidents and breaches, and ensuring customer’s rights. In all cases, following federal and state laws.

**Experience:** nine (9) years

**Education/Certification:** Bachelor’s degree

**Substitution Methodology:** Higher education may be substituted for experience or more experience may be substituted for education. Other certifications with experience may substitute education.

***Risk and Privacy Officer III***

**Functional Responsibility:** Oversee all ongoing activities related to the development, implementation, and maintenance of the organization’s privacy policies following applicable federal and state laws and is responsible for the organization’s privacy program including but not limited to daily operations of the program, development, implementation, and maintenance of policies and procedures. Responsible for monitoring program compliance, investigation and tracking of incidents and breaches, and ensuring customer’s rights. In all cases, following federal and state laws.

**Experience:** eleven (11) years

**Education/Certification:** Master’s degree

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.

***Risk and Privacy Officer IV***

**Functional Responsibility:** Manages team who oversee all ongoing activities related to the development, implementation, and maintenance of the organization’s privacy policies following applicable federal and state laws and is responsible for the organization’s privacy program including but not limited to daily operations of the program, development, implementation, and maintenance of policies and procedures. Manages monitoring program compliance, investigation and tracking of incidents and breaches, and ensuring customer’s rights. In all cases, following federal and state laws.

**Experience:** twelve (12) years

**Education/Certification:** PhD

**Substitution Methodology:** More experience may be substituted for education. Other certifications with more experience may substitute education.