

# Federal Supply Service Multiple Award Schedule

**Contract Number:  
47QRAA18D002D**

**Contract Period:  
20 Dec 2017 – 19 Dec 2022**



**General Services Administration  
Federal Supply Service**

Price List current as of Modification # PS-0005  
effective June 11, 2020

**General Infomatics, Inc.**  
1749 Old Meadow Rd, Suite 130  
McLean, VA 22102

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Contract Admin: Tony Garces

[www.generalinfomatics.com](http://www.generalinfomatics.com)

# GENERAL SERVICES ADMINISTRATION Federal Supply Service Authorized Federal Supply Schedule Price List

## FEDERAL SUPPLY GROUP: PROFESSIONAL SERVICES

Schedule: Multiple Award Schedule (MAS)  
Contract Number: 47QRAA18D002D  
Contract Period: 20 December 2017 – 19 December 2022  
Contract Administrator: Tony Garces  
Business Size: Small Disadvantaged Veteran Owned Business (SDVOSB), Minority-Owned Small Disadvantaged Business (SDB)  
Price List: Price List current as of Modification # PS-0005 effective June 11, 2020



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

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



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## **CUSTOMER INFORMATION**

### **1a. Awarded Special Item Numbers (SIN):**

- OLM: Order-Level Materials
- 541330ENG: Engineering Services
- 541380: Testing Laboratory Services
- 541420: Engineering System Design and Integration Services
- 54151S: Information Technology Professional Services
- 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management
- 541715: Engineering Research and Development and Strategic Planning

### **1b. Prices (see page 9)**

### **1c. Labor Category Descriptions (see page 13)**

## **2. Maximum Order**

The maximum dollar value of any order placed under this Schedule/Price List is: \$1,000,000.00.

## **3. Minimum Order**

The minimum dollar value of any order placed under this Schedule/Price List is \$100.

## **4. Geographic Scope of Contract**

The geographic scope of this contract is the Domestic U.S. including the 48 contiguous states, the District of Columbia, Alaska, Hawaii and the Commonwealth of Puerto Rico.

## **5. Points of Production**

Services under this Schedule/Price List are available at McLean, VA, or other locations as agreed upon.

## **6. Discounts from List Prices:**

The Schedule/Price List reflects Government Net Prices (discounts already deducted).

## **7. Quantity Discounts: Not Applicable**



**8. Prompt Payment Terms:** General Infomatics' terms are net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9. Government Purchase Cards**

9a. General Infomatics will accept Government purchase cards for orders below the micro purchase threshold.

9b. General Infomatics may accept Government purchase cards for orders above the micro-purchase threshold.

**10. Foreign Items:** Not Applicable

**11a. Time of Delivery:** Upon Receipt of Delivery Order

**11b. Expedited Delivery:** To be negotiated with ordering agency.

**11c. Overnight & 2-Day Delivery:** To be negotiated with ordering agency.

**11d. Urgent Requirements:** To be negotiated with ordering agency.

**12. F.O.B. Point:** Not Applicable

**13a. Ordering Address:**

General Infomatics, Inc.  
1749 Old Meadow Road, Suite 130  
McLean, VA 22102-4271  
(703) 650-5119  
(703) 955-3496 (fax)

[gi@gi-sdvob.com](mailto:gi@gi-sdvob.com)

**13b. Ordering Procedures**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3

**14. Payment Address**

General Infomatics, Inc.  
1749 Old Meadow Road, Suite 130  
McLean, VA 22102-4271

**15. Warranty Provision:** Not Applicable

**16. Export Packing Charges:** Not Applicable

**17. Terms and Conditions of Government Purchase Card Acceptance**

General Infomatics will negotiate acceptance of Government purchase cards for orders that exceed the micro purchase threshold on a delivery order basis.

**18. Terms and Conditions of Rental, Maintenance and Repair:** Not Applicable

**19. Terms and Conditions of Installation (if applicable):** Not Applicable



**20. Terms and Conditions of repair parts indicating date of parts, price lists and any discounts from list prices:** Not Applicable

**20a. Terms and Conditions for any other services (if applicable):** Not Applicable

**21. List of Service and Distribution Points (if applicable):** Not Applicable

**22. List of Participating Dealers:** None

**23. Preventative Maintenance (if applicable):** Not Applicable

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable

**24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (please contact Contract Administrator). The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov). Contact Contract Administrator for more information.**

**25. Data Universal Number System (DUNS) Number:** 555569339

**26. System for Award Management (SAM):** General Infomatics is registered under the DUNS number identified above.

## **DESCRIPTION OF SERVICES OFFERED**

General Infomatics, Inc., a minority-owned small disadvantaged business (SDB) and Veteran's Administration Center for Veterans Enterprise (CVE) certified Service-Disabled Veteran-Owned Small Business (SDVOSB) firm is a proud provider professional services to the government marketplace. Headquartered in McLean, Virginia, General Infomatics' primary focus is to be a trusted provider of program support, healthcare services, strategic technology solutions, engineering services and knowledge management to US government agencies worldwide.

**Quality** – General Infomatics is the small business of choice for the full range of integrated business and technology projects in the government marketplace. We are recognized for the quality of our services and have achieved our ISO 9001:2015 and ISO 2000-1-2011 Quality Management System (QMS) Certifications through strict adherence to our quality assurance techniques and processes. General Infomatics has built a business based upon integrity, trust, and a commitment to excellence. Many of our clients continue to engage us for additional work, a testament to our strong reputation and the overall value we provide to our customers.

**Experience** – With its breadth and depth of experience, General Infomatics offers a strong skill base and capability as well as management commitment to innovatively undertake our clients' program objectives. Our insights and understanding of customer requirements translate to measurable performance efficiencies and cost savings that directly affect learning curves, quality of service, and enhancement of new and implemented technology solutions. General Infomatics has raised the bar by employing new and innovative techniques that bring transparency and increased knowledge and resources to provide quicker and better business, technology and staffing solutions for our clients. We strive to hire and maintain professional staff to provide the highest level of quality services to our clients. We have supported civilian, military, and intelligence agencies in projects covering a wide range of services.

**Skilled Professionals** – General Infomatics' skilled team works with clients on daily business initiatives and specific program requirements. We provide a wide range of services such as business support, systems operations and maintenance, requirements analysis, engineering, test & evaluation, information systems support, statistical analysis, healthcare services and a range of consulting services. Our team includes professionals specializing in business administration, engineering, accounting, finance, information technology, healthcare, and communications.

**Clear Management Practices** – General Infomatics has cultivated our management practices with the goal of building quality solutions that are delivered on time and within budget while meeting or exceeding customer expectations. Our clients have rewarded us through follow-on business. This proves that General Infomatics delivers on client goals/objectives, supports the overall mission and achieves superior customer satisfaction. Our central management technique is to provide a single point of responsibility, the project manager, backed by all of General Infomatics resources to deliver innovative results and achieve client goals.



General Infomatics will provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of services as specified in each task order. General Infomatics approved SINs and descriptions are as follows:

**541330ENG** Engineering Services – Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

*NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.*

**541380** Testing Laboratory Services – Includes testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services.

Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry, physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc., (excludes social and behavioral sciences).

Examples of labor categories include, but are not limited to, Scientific Researchers, Biologists, Physicists, Mathematicians, Statisticians, Research Engineers, Meteorologists, Lab Technicians, Veterinarians and Veterinary Services, Chemists, Biochemical Engineers, Research Nurses.

**5411420**

Engineering System Design and Integration Services - Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance.

Associated tasks include, but are not limited to computer-aided design, e.g. CADD, risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions and mission design analysis.

*NOTE: Services under this NAICS cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.*

**54151S**

Information Technology Professional Services - Services required are IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

*NOTE: Subject to Cooperative Purchasing*

Services required under 54151S include the following NAICS:

- 541511 - Custom Computer Programming Services
- 541512 - Computer Systems Design Services
- 541519 - Other Computer Related Services
- 541513 - Computer Facilities Management Services

For NAICS 541519—An Information Technology Value Added Reseller (ITVAR) provides a total solution to information technology acquisitions by providing multi-vendor hardware and software along with significant value added services. Significant value added services consist of, but are not limited to, configuration consulting and design, systems integration, installation of multi-vendor computer equipment, customization of hardware or software, training, product technical support, maintenance, and end user support. For purposes of Government procurement, an information technology procurement classified under this exception and 150-employee size standard must consist of at least 15% and not more than 50% of value added services, as measured by the total contract price. In addition, the offeror must comply with the manufacturing performance requirements, or comply with the non-manufacturer rule by supplying the products of small business concerns, unless SBA has issued a class or contract specific waiver of the non-manufacturer rule. If the contract consists of less than 15% of value added services, then it must be classified

under a NAICS manufacturing industry. If the contract consists of more than 50% of value added services, then it must be classified under the NAICS industry that best describes the predominate service of the procurement.

#### 541611

Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management - Services required provide operating advice and assistance on administrative and management issues.

Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

#### 541715

Engineering Research and Development and Strategic Planning - Services include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects.

Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

*NOTE: Services under this NAICS cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.*

**OLM**

Order-Level Materials – OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

*NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.*



## PRICE LIST

General Infomatics MAS Price List includes the following Professional Services:

Item	Awarded Labor Category	Site	Year 1 (12/20/17 to 12/19/18)	Year 2 (12/20/18 to 12/19/19)	Year 3 (12/20/19 to 12/19/20)	Year 4 (12/20/20 to 12/19/21)	Year 5 (12/20/21 to 12/19/22)
1	Acquisition Specialist I	Both	\$49.58	\$49.58	\$49.58	\$49.58	\$49.58
2	Acquisition Specialist II	Both	\$60.20	\$60.20	\$60.20	\$60.20	\$60.20
3	Acquisition Specialist III	Both	\$76.88	\$76.88	\$76.88	\$76.88	\$76.88
4	Administrative Assistant I	Both	\$33.89	\$33.89	\$33.89	\$33.89	\$33.89
5	Administrative Assistant II **	Both	\$37.55	\$37.55	\$37.55	\$37.55	\$37.55
6	Administrative Assistant III	Both	\$42.19	\$42.19	\$42.19	\$42.19	\$42.19
7	Administrative Assistant IV	Both	\$64.22	\$64.22	\$64.22	\$64.22	\$64.22
8	Appointing/Referral Clerk I **	Both	\$27.75	\$27.75	\$27.75	\$27.75	\$27.75
9	Appointing/Referral Clerk II **	Both	\$30.52	\$30.52	\$30.52	\$30.52	\$30.52
10	Appointing/Referral Clerk III **	Both	\$33.83	\$33.83	\$33.83	\$33.83	\$33.83
11	Business Analyst I	Both	\$66.96	\$66.96	\$66.96	\$66.96	\$66.96
12	Business Analyst II	Both	\$77.29	\$77.29	\$77.29	\$77.29	\$77.29
13	Business Analyst III	Both	\$100.01	\$100.01	\$100.01	\$100.01	\$100.01
14	Business Programmer I	Both	\$67.71	\$67.71	\$67.71	\$67.71	\$67.71
15	Business Programmer II	Both	\$70.17	\$70.17	\$70.17	\$70.17	\$70.17
16	Business Programmer III	Both	\$86.50	\$86.50	\$86.50	\$86.50	\$86.50
17	Database Administrator I	Both	\$71.16	\$71.16	\$71.16	\$71.16	\$71.16
18	Database Administrator II	Both	\$75.07	\$75.07	\$75.07	\$75.07	\$75.07
19	Database Administrator III	Both	\$96.19	\$96.19	\$96.19	\$96.19	\$96.19
20	Database Architect I	Both	\$88.42	\$88.42	\$88.42	\$88.42	\$88.42
21	Database Architect II	Both	\$108.59	\$108.59	\$108.59	\$108.59	\$108.59
22	Database Architect III	Both	\$137.71	\$137.71	\$137.71	\$137.71	\$137.71
23	Database Engineer I	Both	\$73.25	\$73.25	\$73.25	\$73.25	\$73.25
24	Database Engineer II	Both	\$85.43	\$85.43	\$85.43	\$85.43	\$85.43
25	Database Engineer III	Both	\$101.64	\$101.64	\$101.64	\$101.64	\$101.64
26	Engineer I	Both	\$70.85	\$70.85	\$70.85	\$70.85	\$70.85
27	Engineer II	Both	\$81.16	\$81.16	\$81.16	\$81.16	\$81.16
28	Engineer III	Both	\$88.75	\$88.75	\$88.75	\$88.75	\$88.75
29	Information Assurance Analyst I	Both	\$62.63	\$62.63	\$62.63	\$62.63	\$62.63
30	Information Assurance Analyst II	Both	\$79.36	\$79.36	\$79.36	\$79.36	\$79.36
31	Information Assurance Analyst III	Both	\$102.21	\$102.21	\$102.21	\$102.21	\$102.21
32	IT/Networks Technician I	Both	\$54.23	\$54.23	\$54.23	\$54.23	\$54.23
33	IT/Networks Technician II	Both	\$56.61	\$56.61	\$56.61	\$56.61	\$56.61
34	IT/Networks Technician III	Both	\$63.63	\$63.63	\$63.63	\$63.63	\$63.63
35	Librarian**	Both	\$50.09	\$50.09	\$50.09	\$50.09	\$50.09
36	Librarian, Cataloging/	Both	\$45.83	\$45.83	\$45.83	\$45.83	\$45.83



Item	Awarded Labor Category	Site	Year 1 (12/20/17 to 12/19/18)	Year 2 (12/20/18 to 12/19/19)	Year 3 (12/20/19 to 12/19/20)	Year 4 (12/20/20 to 12/19/21)	Year 5 (12/20/21 to 12/19/22)
	Reference/ International Collection						
37	Librarian, Head	Both	\$75.38	\$75.38	\$75.38	\$75.38	\$75.38
38	Librarian, Reference /Marketing /Acquisitions	Both	\$49.28	\$49.28	\$49.28	\$49.28	\$49.28
39	Management Consultant I	Both	\$67.62	\$67.62	\$67.62	\$67.62	\$67.62
40	Management Consultant II	Both	\$78.31	\$78.31	\$78.31	\$78.31	\$78.31
41	Management Consultant III	Both	\$94.51	\$94.51	\$94.51	\$94.51	\$94.51
42	Mechanical Engineer I	Both	\$73.52	\$73.52	\$73.52	\$73.52	\$73.52
43	Mechanical Engineer II	Both	\$80.14	\$80.14	\$80.14	\$80.14	\$80.14
44	Mechanical Engineer III	Both	\$88.04	\$88.04	\$88.04	\$88.04	\$88.04
45	Program Manager I	Both	\$106.03	\$106.03	\$106.03	\$106.03	\$106.03
46	Program Manager II	Both	\$110.42	\$110.42	\$110.42	\$110.42	\$110.42
47	Program Manager, Technical I	Both	\$119.02	\$119.02	\$119.02	\$119.02	\$119.02
48	Program Manager, Technical II	Both	\$154.02	\$154.02	\$154.02	\$154.02	\$154.02
49	Project Manager I	Both	\$84.40	\$84.40	\$84.40	\$84.40	\$84.40
50	Project Manager II	Both	\$89.44	\$89.44	\$89.44	\$89.44	\$89.44
51	Project Manager III	Both	\$102.26	\$102.26	\$102.26	\$102.26	\$102.26
52	Project Manager, Technical I	Both	\$95.28	\$95.28	\$95.28	\$95.28	\$95.28
53	Project Manager, Technical II	Both	\$100.43	\$100.43	\$100.43	\$100.43	\$100.43
54	Project Manager, Technical III	Both	\$115.15	\$115.15	\$115.15	\$115.15	\$115.15
55	Quality Assurance Specialist I	Both	\$50.49	\$50.49	\$50.49	\$50.49	\$50.49
56	Quality Assurance Specialist II	Both	\$65.11	\$65.11	\$65.11	\$65.11	\$65.11
57	Quality Assurance Specialist III	Both	\$78.61	\$78.61	\$78.61	\$78.61	\$78.61
58	Records Clerk I **	Both	\$26.80	\$26.80	\$26.80	\$26.80	\$26.80
59	Records Clerk II **	Both	\$30.20	\$30.20	\$30.20	\$30.20	\$30.20
60	Records Clerk III **	Both	\$33.66	\$33.66	\$33.66	\$33.66	\$33.66
61	Records Management Specialist I **	Both	\$45.81	\$45.81	\$45.81	\$45.81	\$45.81
62	Records Management Specialist II **	Both	\$49.32	\$49.32	\$49.32	\$49.32	\$49.32
63	Records Management Specialist III **	Both	\$53.57	\$53.57	\$53.57	\$53.57	\$53.57
64	Secretary I **	Both	\$29.52	\$29.52	\$29.52	\$29.52	\$29.52
65	Secretary II **	Both	\$33.05	\$33.05	\$33.05	\$33.05	\$33.05
66	Secretary III **	Both	\$37.13	\$37.13	\$37.13	\$37.13	\$37.13
67	Security Engineer I	Both	\$75.47	\$75.47	\$75.47	\$75.47	\$75.47
68	Security Engineer II	Both	\$83.75	\$83.75	\$83.75	\$83.75	\$83.75
69	Security Engineer III	Both	\$91.18	\$91.18	\$91.18	\$91.18	\$91.18
70	Software Engineer I	Both	\$73.29	\$73.29	\$73.29	\$73.29	\$73.29
71	Software Engineer II	Both	\$87.23	\$87.23	\$87.23	\$87.23	\$87.23
72	Software Engineer III	Both	\$115.31	\$115.31	\$115.31	\$115.31	\$115.31



Item	Awarded Labor Category	Site	Year 1 (12/20/17 to 12/19/18)	Year 2 (12/20/18 to 12/19/19)	Year 3 (12/20/19 to 12/19/20)	Year 4 (12/20/20 to 12/19/21)	Year 5 (12/20/21 to 12/19/22)
73	Subject Matter Expert I	Both	\$134.12	\$134.12	\$134.12	\$134.12	\$134.12
74	Subject Matter Expert II	Both	\$162.86	\$162.86	\$162.86	\$162.86	\$162.86
75	Subject Matter Expert III	Both	\$220.34	\$220.34	\$220.34	\$220.34	\$220.34
76	Systems Administrator I	Both	\$60.66	\$60.66	\$60.66	\$60.66	\$60.66
77	Systems Administrator II	Both	\$67.32	\$67.32	\$67.32	\$67.32	\$67.32
78	Systems Administrator III	Both	\$86.50	\$86.50	\$86.50	\$86.50	\$86.50
79	Systems Analyst I	Both	\$67.66	\$67.66	\$67.66	\$67.66	\$67.66
80	Systems Analyst II	Both	\$73.84	\$73.84	\$73.84	\$73.84	\$73.84
81	Systems Analyst III	Both	\$85.26	\$85.26	\$85.26	\$85.26	\$85.26
82	Systems Architect I	Both	\$104.08	\$104.08	\$104.08	\$104.08	\$104.08
83	Systems Architect II	Both	\$114.67	\$114.67	\$114.67	\$114.67	\$114.67
84	Systems Architect III	Both	\$146.02	\$146.02	\$146.02	\$146.02	\$146.02
85	Systems Engineer I	Both	\$74.38	\$74.38	\$74.38	\$74.38	\$74.38
86	Systems Engineer II	Both	\$90.28	\$90.28	\$90.28	\$90.28	\$90.28
87	Systems Engineer III	Both	\$115.31	\$115.31	\$115.31	\$115.31	\$115.31
88	Technical Writer/Editor I	Both	\$56.68	\$56.68	\$56.68	\$56.68	\$56.68
89	Technical Writer / Editor II **	Both	\$59.97	\$59.97	\$59.97	\$59.97	\$59.97
90	Technical Writer/Editor III	Both	\$76.45	\$76.45	\$76.45	\$76.45	\$76.45
91	Test Engineer I	Both	\$67.79	\$67.79	\$67.79	\$67.79	\$67.79
92	Test Engineer II	Both	\$74.36	\$74.36	\$74.36	\$74.36	\$74.36
93	Test Engineer III	Both	\$100.01	\$100.01	\$100.01	\$100.01	\$100.01
94	Training Specialist I	Both	\$54.53	\$54.53	\$54.53	\$54.53	\$54.53
95	Training Specialist II	Both	\$58.15	\$58.15	\$58.15	\$58.15	\$58.15
96	Training Specialist III	Both	\$72.25	\$72.25	\$72.25	\$72.25	\$72.25

Rates for Optional Years are subject to Economic Price Adjustment (EPA) in accordance with FAR 552.216-70.

\*\* Denotes SCLS Labor Category

### SCLS Matrix

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination
Administrative Asst. II	01020 - Administrative Assistant	2015-4281
Appointing/Referral Clerk I	01111 - General Clerk I	2015-4281
Appointing/Referral Clerk II	01112 - General Clerk II	2015-4281
Appointing/Referral Clerk III	01113 - General Clerk III	2015-4281
Librarian	13047 - Librarian	2015-4281
Records Clerk I	01111 - General Clerk I	2015-4281
Records Clerk II	01112 - General Clerk II	2015-4281
Records Clerk III	01113 - General Clerk III	2015-4281
Records Management Specialist I	01111 - General Clerk I	2015-4281
Records Management Specialist II	01112 - General Clerk II	2015-4281
Records Management Specialist III	01113 - General Clerk III	2015-4281
Secretary I	01311 - Secretary I	2015-4281
Secretary II	01312 - Secretary II	2015-4281
Secretary III	01313 - Secretary III	2015-4281

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

## DESCRIPTION OF LABOR CATEGORIES

General Infomatics MAS labor categories cover the following Professional Services:

Applicable SINs are listed under each labor category definition chart.

Labor Category:	Acquisition Specialist I
Responsibilities:	Assists government procurement agencies to define proposals (RFQ) and qualify vendors. Applies knowledge of the defense acquisition process to support customers in the analysis and improvement of acquisition process policy and procedures.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Acquisition Specialist II
Responsibilities:	Assists government procurement agencies to define proposals (RFQ) and qualify vendors. Applies knowledge of the defense acquisition process to support customers in the analysis and improvement of acquisition process policy and procedures. Assists with strategies for deploying and implementing new acquisition policy initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develop risk reduction/mitigation approaches for improving acquisition/program planning, control, and execution.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Acquisition Specialist III
Responsibilities:	Assists government procurement agencies to define proposals (RFQ) and qualify vendors. Applies knowledge of the defense acquisition process to support customers in the analysis and improvement of acquisition process policy and procedures. Devises strategies for deploying and implementing new acquisition policy initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develop risk reduction/mitigation approaches for improving acquisition/program planning, control, and execution.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Administrative Assistant I
Responsibilities:	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.
Minimum Education:	High School Diploma
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Administrative Assistant II
Responsibilities:	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.
Minimum Education:	High School Diploma
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Administrative Assistant III
Responsibilities:	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others.
Minimum Education:	High School Diploma
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Administrative Assistant IV
Responsibilities:	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Appointing/Referral Clerk I
Responsibilities:	Responsible for answering phone calls and scheduling patient appointments. Triage phone calls as necessary. May conduct patient pre-certification to ensure coverage for appointments and medical care. Ensures patients have been cleared for specialty service office visits. Resolves pre-certification, registration and case-related concerns prior to a patient's appointment. Gathers pertinent information from insurance carriers, financial counselors, and other ancillary staff to make certain the patient is not financially obligated for services provided.
Minimum Education:	High School Diploma
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Appointing/Referral Clerk II
Responsibilities:	Responsible for answering phone calls and scheduling patient appointments. Triage phone calls as necessary. May conduct patient pre-certification to ensure coverage for appointments and medical care. Ensures patients have been cleared for specialty service office visits. Resolves pre-certification, registration and case-related concerns prior to a patient's appointment. Gathers pertinent information from insurance carriers, financial counselors, and other ancillary staff to make certain the patient is not financially obligated for services provided.
Minimum Education:	High School Diploma
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Appointing/Referral Clerk III
Responsibilities:	Responsible for answering phone calls and scheduling patient appointments. Triage phone calls as necessary. May conduct patient pre-certification to ensure coverage for appointments and medical care. Ensures patients have been cleared for specialty service office visits. Resolves pre-certification, registration and case-related concerns prior to a patient's appointment. Gathers pertinent information from insurance carriers, financial counselors, and other ancillary staff to make certain the patient is not financially obligated for services provided.
Minimum Education:	High School Diploma
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Business Analyst I
Responsibilities:	Responsibilities may require developing new or improved techniques, processes and procedures relating to the PES electrical, mechanical, aerospace, and computer engineering disciplines. Collect and analyze data to evaluate operational difficulties and makes recommendations to solve problems. Provide analysis on a wide range of requirements. Individual contributes to the completion of specific programs and projects with frequent customer contacts.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Business Analyst II
Responsibilities:	Responsibilities may include solving technical requirements relating to the PES electrical, mechanical, aerospace, and computer engineering disciplines. Provides expertise on continuous process improvement strategies and performance measures for moderately complex business requirements by collecting and analyzing data to evaluate operational difficulties and makes recommendations to solve problems. Determines program objectives and requirements and develops standards and guides. Guides the successful completion of major programs and may function in a project leadership role.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Business Analyst III
Responsibilities:	Possess in-depth knowledge of principles, concepts and techniques appropriate to the PES electrical, mechanical, aerospace, and computer engineering disciplines. Defines and interprets continuous process improvement strategies and performance measures for complex business process engagements by collecting and analyzing data to evaluate operational difficulties and makes recommendations to solve problems. Interprets requirements, performs highly complex analyses, and resolves complex problems. Develops advanced technological ideas and guides their development into a final product. May act as advisor to customers on advanced technical research studies and applications.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Business Programmer I
Responsibilities:	Assists in preparing routine computer programs, sub-routines, associated documentation, block diagrams and logic flow charts. Translates design specifications into computer program instructions, prepares system test data and conducts tests to check and prove accuracy and results of programs. Debugs routine programs, designs and applies standard logic for individual application programs and writes program instructions in a high-level programming language such as COBOL, PL/1, C, RPG and the like. May use standalone systems, web based systems or commercial off-the-shelf applications.
Minimum Education:	Technical school or specialized curriculum.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Business Programmer II
Responsibilities:	Prepares a wide variety of computer programs, associated documentation, block diagrams and logic flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts and coding into program language. Designs detailed programs, flowcharts and diagrams indicating mathematical computations, sequence data and print solutions. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results and debugging program errors. Develops corrections by revision of instructions or alteration of sequence of operations. Modifies existing programs as required by changing system requirements or equipment configurations. Confers with systems analysts to clarify program intent, output requirements, input data acquisition and requirements for internal checks and controls. Prepares complete documentation, procedures and operating instructions. Responsibilities of a systems analysis nature are generally very limited. May use standalone systems, web based systems or commercial off-the-shelf applications.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Business Programmer III
Responsibilities:	Plans, conducts and coordinates the development of complex and/or diverse computer programs, associated documentation, block diagrams, logic flow charts and coding. Provides technical advice or consultation on difficult programming applications to other staff members. Participates in developing programming and documentation standards as needed. May prepare cost analyses and justifications for programming projects. Coordinates with computer operations staff to resolve program malfunctions encountered in operational runs. Corrects program errors by reviewing instructions or altering sequence of operations. Defines test schedules and test data requirements to verify logic of new or modified programs. Analyzes and improves existing programs. May provide work leadership for lower level employees. May use standalone systems, web based systems or commercial off-the-shelf applications.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Database Administrator I
Responsibilities:	Assists with the implementation of database applications to accommodate a variety of user needs. Administers, maintains, develops and implements and ensures the integrity, security and availability of multiple database(s). Assists in defining informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, data output, and reporting capabilities. Assists in testing and recommends software products. Performs routine system level database and software administration.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Database Administrator II
Responsibilities:	Designs, develops, and implements database applications to accommodate a variety of user needs. Administers, maintains, develops and implements the integrity, security and availability of multiple database(s). Defines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, data output and reporting capabilities. Assists in testing and recommends software products. Performs system level database and software maintenance.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Database Administrator III
Responsibilities:	Designs, develops, and implements database applications to accommodate a variety of user needs. Administers, maintains, develops and implements the integrity, security and availability of multiple database(s). Defines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, data output and reporting capabilities. Tests and recommends software products. Performs system level database and software maintenance.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Database Architect I
Responsibilities:	Conceptualizes, models, and guides the logical relationship of data and database designs, changes, and applications to accommodate a variety of user needs. Defines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, data output and reporting capabilities.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Database Architect II
Responsibilities:	Conceptualizes, models, and guides the logical relationship of data and database designs, changes, and applications to accommodate a variety of user needs. Defines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, data output and reporting capabilities. May act as a technical project leader or provide work leadership for lower level employees.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Eight years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Database Architect III
Responsibilities:	Conceptualizes, models, and guides the logical relationship of data and database designs, changes, and applications to accommodate a variety of user needs. Defines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, data output and reporting capabilities. Often acts as a technical project leader and provides work leadership for lower level employees.
Minimum Education:	Master's Degree in related field.
Minimum Experience:	Ten years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Database Engineer I
Responsibilities:	Assists in providing technical expertise for database design, implementation, information storage and retrieval, data flow and analysis. Helps to develop software. Responsible for developing a database structure that fits into the overall system and design. Assists with recommendation and evaluates updates and new software. Translates sets of requirements and data into useable documents.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Database Engineer II
Responsibilities:	Assists in providing technical expertise for database design, implementation, information storage and retrieval, data flow and analysis. Helps to develop software. Responsible for developing a database structure that fits into the overall system and design. Assists with recommendation and evaluates updates and new software. Translates sets of requirements and data into useable documents.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Database Engineer III
Responsibilities:	Provides technical expertise for database design, implementation, information storage and retrieval, data flow and analysis. Develops software. Responsible for developing a database structure that fits into the overall system and design. Assists with recommendation and evaluates updates and new software. Translates sets of requirements and data into useable documents.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Eight years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Engineer I
Responsibilities:	Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Participates in efforts that develop recommendations and advice on system development, improvements, optimization, or support efforts.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Engineer II
Responsibilities:	Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Participates in efforts that develop recommendations and advice on system development, improvements, optimization, or support efforts.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Engineer III
Responsibilities:	Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Participates in efforts that develop recommendations and advice on system development, improvements, optimization, or support efforts.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Information Assurance Analyst I
Responsibilities:	Involved in the performance of assessments of systems and networks within the networking environment or enclave and identifies where those systems/networks deviate from acceptable configurations, enclave policy, or local policy. May achieve this through passive evaluations (compliance audits) and/or active evaluations (vulnerability assessments). Involved in the establishment of strict program control processes to ensure mitigation of risks and supports obtaining certification and accreditation of systems. This may include process support, analysis support, coordination support, security certification test support, security documentation support, investigations, software research, hardware introduction and release, emerging technology research inspections and periodic audits. Involved in the performance of analyses to validate established security requirements and to recommends additional security requirements and safeguards. Involved in the periodic conduct of a review of each system's audits and monitors corrective actions until all actions are closed.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Information Assurance Analyst II
Responsibilities:	Deeply involved in the performance of assessments of systems and networks within the networking environment or enclave and identifies where those systems/networks deviate from acceptable configurations, enclave policy, or local policy. Achieves this through passive evaluations (compliance audits) and active evaluations (vulnerability assessments). Deeply involved in the establishment of strict program control processes to ensure mitigation of risks and supports obtaining certification and accreditation of systems. This includes process support, analysis support, coordination support, security certification test support, security documentation support, investigations, software research, hardware introduction and release, emerging technology research inspections and periodic audits. Deeply involved in the performance of analyses to validate established security requirements and to recommends additional security requirements and safeguards. Periodically conducts of a review of each system's audits and monitors corrective actions until all actions are closed.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Information Assurance Analyst III
Responsibilities:	Performs assessments of systems and networks within the networking environment or enclave and identifies where those systems/networks deviate from acceptable configurations, enclave policy, or local policy. Achieves this through passive evaluations (compliance audits) and active evaluations (vulnerability assessments). Establishes strict program control processes to ensure mitigation of risks and supports obtaining certification and accreditation of systems. This includes process support, analysis support, coordination support, security certification test support, security documentation support, investigations, software research, hardware introduction and release, emerging technology research inspections and periodic audits. Performs analyses to validate established security requirements and to recommends additional security requirements and safeguards. Periodically conducts of a review of each system's audits and monitors corrective actions until all actions are closed.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Eight years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	IT/Networks Technician I
Responsibilities:	IT/Network technicians, under the close direction of a supervisor, configure, implement, and maintain voice, data and network communications systems. Monitors performance using visual, diagnostic equipment, status indicator checking methods, etc., to locate problems. Utilizes electronic and telephone equipment, punch tools, and cabling tools. Responds to local area network (LAN) and wide area network (WAN) user requests for system upgrades and changes. May support, from a maintenance standpoint, various system needs of electronic mail, message centers, or other computer automated communications systems. Interfaces with vendors on new technology and system updates.
Minimum Education:	Associates Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	IT/Networks Technician II
Responsibilities:	IT/Network technicians, under the routine direction of a supervisor, configure, implement, and maintain voice, data and network communications systems. Monitors performance using visual, diagnostic equipment, status indicator checking methods, etc., to locate problems. Utilizes electronic and telephone equipment, punch tools, and cabling tools. Responds to local area network (LAN) and wide area network (WAN) user requests for system upgrades and changes. May provide maintenance support for various systems such as electronic mail, message centers, or other computer-automated communications systems. Interfaces with vendors on new technology and system updates.
Minimum Education:	Associates Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	IT/Networks Technician III
Responsibilities:	IT/Network technicians, under the general direction of a supervisor, configure, implement, and maintain voice data and network communications systems. Assists supervisors and communications engineers/analysts in planning and designing communications systems. Monitors communications performance using visual, diagnostic equipment, status indicator checking methods, etc., to locate problems. Utilizes electronic and telephone equipment, punch tools, and cabling tools. Responds to local area network (LAN) and wide area network (WAN) user requests for system upgrades and changes. May provide maintenance support for various systems such as electronic mail, message centers, or other computer automated communications systems. Interfaces with vendors on new technology and system updates.
Minimum Education:	Associates Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Librarian, Head
Responsibilities:	Lead, manage, and oversee all library services, programs, collections, and facilities. Serve as the Library's administrator and oversee all aspects of the integrated library system.
Minimum Education:	Master's degree in Library Science.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Librarian
Responsibilities:	Maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subjects or interests. May select, order, catalog and classify materials.
Minimum Education:	Master's degree in Library Science.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Librarian, Cataloging/Reference/International Collection
Responsibilities:	Cataloging - Process materials for subsequent retrieval by staff and patrons; International Collection - Manage all aspects of the Library's International Collection, recommend policies and procedures, help plan for the future of the collection; Reference & Circulation - Reference and circulation services in rotation with other librarians, contribute to general collection development management, planning, and liaison with assigned research departments; All librarians participate in professional activities and responsibilities.
Minimum Education:	Master's degree in Library Science.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Librarian, Reference /Marketing/Acquisitions
Responsibilities:	Acquisitions/Collection Development: - Works closely and collaboratively with other librarians to track all acquisitions, and expenditures of the authorized acquisitions budget via an official Master Acquisitions Spreadsheet, which shall be maintained on the library's share drive, with the latest and most accurate version available at all times to library staff in charge of the library. Also monitors collection development and purchase recommendations to encourage all librarians to make recommendations of new materials for the collection or items to be withdrawn; Reference/Marketing Outreach - Provides a full range of in-person and electronic reference services for government agencies, and the general public via phone, mail. Performs marketing/outreach functions as staffing permits and in collaboration with other librarians.
Minimum Education:	Master's degree in Library Science.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Management Consultant I
Responsibilities:	Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Management Consultants or Task Leads.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Management Consultant II
Responsibilities:	Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Management Consultants or other staff as necessary.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Management Consultant III
Responsibilities:	Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Mechanical Engineer I
Responsibilities:	Performs routine design, fabrication, modification and evaluation of mechanical and electro-mechanical components, sub-systems and systems. Conducts routine analyses and/or tests pertaining to the development of new designs, methods, materials or processes, completes required documentation and may provide recommendations.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Mechanical Engineer II
Responsibilities:	Designs, fabricates, modifies and evaluates complex mechanical and electro-mechanical components, sub-systems and systems. Writes test procedures, compiles and evaluates design and test data and prepares technical specifications. Recommends design approaches to meet production requirements for new or improved products or processes. Coordinates with technical support personnel to conduct prototype or experimental runs for products or processes. May coordinate the efforts of drafters, technical writers, engineering technicians and machine shop personnel as required.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Mechanical Engineer III
Responsibilities:	Designs, fabricates, modifies and evaluates complicated and difficult mechanical and electro-mechanical components, sub-systems and systems. Prepares design specifications, analyses and recommendations for presentation and approval. Has technical responsibility for planning, organizing and conducting technical projects or phases of projects involving design and development of new or improved product and/or processes. Investigates solutions to product and/or process problems. Consolidates results of mechanical design elements for assigned projects. Coordinates the efforts of drafters/designers, engineering technicians, and machine shop personnel as required by assigned projects. Conducts independent technical investigations involving the origination or modification of material, component or process specifications and requirements. May provide work leadership for lower level employees. Excludes those with full supervisory responsibilities.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Program Manager I
Responsibilities:	Responsible for managing government programs of moderate risk and complexity or may have deputy responsibility for a large program. Frequently is involved simultaneously in several programs. Oversees program budget and schedules prepared by subordinate staff. May have supervisory responsibilities including hiring, firing, and salary and performance management. May have primary responsibility for program growth. Serves as primary customer contact. May be responsible for business development within current customer base and/or for new customers.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Eight years program related experience or prior management experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Program Manager II
Responsibilities:	Responsible for managing government programs of moderate risk and complexity or may have deputy responsibility for a large program. Frequently is involved simultaneously in several programs. Oversees program budget and schedules prepared by subordinate staff. May have supervisory responsibilities including hiring, firing, and salary and performance management. May have primary responsibility for program growth. Serves as primary customer contact. May be responsible for business development within current customer base and/or for new customers. May require a PMP Certification.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	10 years program related experience or prior management.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Program Manager, Technical I
Responsibilities:	Responsible for managing TECHNICAL government programs which are of relatively low risk and complexity or are a portion of a larger program. Ensures that all required resources such as engineering, manpower, production, computer time, facilities and the like are available for the program. Plans, directs and monitors program budget and serves as primary customer contact for program information. May be responsible for business development within current customer base and/or for new customers.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Eight years program related experience or prior management experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Program Manager, Technical II
Responsibilities:	Responsible for managing TECHNICAL government programs of moderate risk and complexity or may have deputy responsibility for a large program. Frequently is involved simultaneously in several programs. Oversees program budget and schedules prepared by subordinate staff. May have supervisory responsibilities including hiring, firing, and salary and performance management. May have primary responsibility for program growth. Serves as primary customer contact. May be responsible for business development within current customer base and/or for new customers.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	10 years program related experience or prior management.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Project Manager I
Responsibilities:	Responsible for the day-to-day tactical duties for a basic program. Accountable to oversee results of multi-functional project teams. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.
Minimum Education:	Bachelor's Degree in related field
Minimum Experience:	Five years professional work-related experience
Certifications:	As appropriate
SIN:	54151S, 541611



Labor Category:	Project Manager II
Responsibilities:	Responsible for the day-to-day tactical duties for a moderately complex program. Accountable to oversee results of multi-functional project teams. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.
Minimum Education:	Bachelor's Degree in related field
Minimum Experience:	Two years Project Management experience.
Certifications:	As appropriate
SIN:	54151S, 541611

Labor Category:	Project Manager III
Responsibilities:	Responsible for the day-to-day tactical duties for a highly complex program or group of programs. Accountable to oversee results of multi-functional project teams. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.
Minimum Education:	Bachelor's Degree in related field
Minimum Experience:	Five years Project Management experience.
Certifications:	As appropriate
SIN:	54151S, 541611

Labor Category:	Project Manager, Technical I
Responsibilities:	Responsible for the day-to-day tactical duties for a basic TECHNICAL program. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years professional work-related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Project Manager, Technical II
Responsibilities:	Responsible for the day-to-day tactical duties for a moderately complex TECHNICAL program. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years Project Management experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Project Manager, Technical III
Responsibilities:	Responsible for the day-to-day tactical duties for a highly complex TECHNICAL program or group of programs. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years Project Management experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Quality Assurance Specialist I
Responsibilities:	Responsible for all activities involving quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Quality Assurance Specialist II
Responsibilities:	Responsible for all activities involving quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Quality Assurance Specialist III
Responsibilities:	Responsible for all activities involving quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Records Clerk I
Responsibilities:	Locates and retrieves company records as requested. Inventories records stored and may assist in the destruction of records. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.
Minimum Education:	High School Diploma
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Records Clerk II
Responsibilities:	Locates and retrieves company records as requested. Inventories records stored and may assist in the destruction of records. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.
Minimum Education:	High School Diploma
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Records Clerk III
Responsibilities:	Locates and retrieves company records as requested. Inventories records stored and may assist in the destruction of records. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.
Minimum Education:	High School Diploma
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Records Management Specialist I
Responsibilities:	Maintains records, reviews records for completeness and accuracy, compiles data for statistical reports, transcribes reports, and maintains indexes. Directs Records Clerks and maintains flow of records and reports to departments. May assist staff in special studies or research.
Minimum Education:	High School Diploma
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Records Management Specialist II
Responsibilities:	Maintains records, reviews records for completeness and accuracy, compiles data for statistical reports, transcribes reports, and maintains indexes. Directs Records Clerks and maintains flow of records and reports to departments. May assist staff in special studies or research.
Minimum Education:	High School Diploma
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Records Management Specialist III
Responsibilities:	Maintains records, reviews records for completeness and accuracy, compiles data for statistical reports, transcribes reports, and maintains indexes. Directs Records Clerks and maintains flow of records and reports to departments. May assist staff in special studies or research.
Minimum Education:	High School Diploma
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Secretary I
Responsibilities:	Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following: Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters; As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms; Reviews materials prepared for supervisor's approval for typographical accuracy and proper format; Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.
Minimum Education:	High School Diploma
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Secretary II
Responsibilities:	Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following: Screens telephone calls, visitors, and incoming correspondence; personally, responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name; Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings; Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed; Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers non-routine requests to supervisor or staff; Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.
Minimum Education:	High School Diploma
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Secretary III
Responsibilities:	Uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following: Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval; Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff; Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions; Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.
Minimum Education:	High School Diploma
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Security Engineer I
Responsibilities:	Involved in the design, testing and implementation of state-of-the-art secure operating systems, networks, and database products. Helps to conduct risk assessment and provide recommendations for application design. Involved in a wide range of security issues including architectures, firewalls, electronic data traffic, and network access. Analyses may be performed at many levels of total system product, including: concept, design, fabrication, test, installation, operation, maintenance and disposal. Uses encryption technology, penetration and vulnerability analysis of various security technologies, and information technology security research. Involved in the design and development of new systems, applications, and solutions for external customer enterprise-wide cyber systems and networks. Helps to ensure the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Security Engineer II
Responsibilities:	<p>Deeply involved in the design, testing and implementation of state-of-the-art secure operating systems, networks, and database products. Conducts risk assessment and provide recommendations for application design. Deeply involved in a wide range of security issues including architectures, firewalls, electronic data traffic, and network access. Analyses are performed at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance and disposal. Uses encryption technology, penetration and vulnerability analysis of various security technologies, and information technology security research. Deeply involved in the design and development of new systems, applications, and solutions for external customer enterprise-wide cyber systems and networks. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Integrates new architectural features into existing infrastructures, designs cyber security architectural artifacts, provides architectural analysis and relates existing system to future needs and trends, embeds advanced forensic tools and techniques for attack reconstruction, provides engineering recommendations, and resolves integration/testing issues.</p>
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Security Engineer III
Responsibilities:	<p>Designs, tests and implements state-of-the-art secure operating systems, networks, and database products. Conducts risk assessment and provides recommendations for application design. Handles a wide range of security issues including architectures, firewalls, electronic data traffic, and network access. Analyses are performed at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance and disposal. Uses encryption technology, penetration and vulnerability analysis of various security technologies, and information technology security research. Designs and develops new systems, applications, and solutions for external customer enterprise-wide cyber systems and networks. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Integrates new architectural features into existing infrastructures, designs cyber security architectural artifacts, provides architectural analysis and relates existing system to future needs and trends, embeds advanced forensic tools and techniques for attack reconstruction, provides engineering recommendations, and resolves integration/testing issues. Completed work is reviewed from a relatively long- term perspective, for desired results. Guides the successful completion of major programs and may function in a project leadership role.</p>
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Eight years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Software Engineer I
Responsibilities:	<p>Assists in the design, development, troubleshooting and analysis of software programs for computer based systems. May perform systems modeling, simulation and analysis. Designs and develops basic compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems, such as storage capacity, processing speed and input/output requirements. As required, provides inputs for documentation of new or existing programs. Excludes those whose primary responsibilities are in applications programming.</p>
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S



Labor Category:	Software Engineer II
Responsibilities:	Designs, develops troubleshoots and analyzes software programs for computer based systems. Performs systems modeling, simulation and analysis. Designs and develops compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems, such as storage capacity, processing speed and input/output requirements. As required, provides inputs for documentation of new or existing programs. Excludes those whose primary responsibilities are in applications programming.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Software Engineer III
Responsibilities:	Designs, develops and analyzes complicated and difficult software programs for computer based systems. Performs systems modeling, simulation and analysis. Collaborates with hardware design engineers on machine characteristics that affect software systems and works with them to resolve incompatibilities. As required, provides inputs for documentation of new or existing programs. May provide work leadership for lower level employees. Excludes those whose responsibilities are primarily in applications programming and those with full supervisory responsibilities.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Eight years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Subject Matter Expert I
Responsibilities:	Provides expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Subject Matter Expert II
Responsibilities:	Provides expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Eight years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Subject Matter Expert III
Responsibilities:	Provides expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.
Minimum Education:	Master's Degree in related field.
Minimum Experience:	Ten years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Systems Administrator I
Responsibilities:	Assists with the day-to-day operational maintenance, support, and upgrades for operating systems, workstations and servers. Under close supervision, performs basic software installations and upgrades to operating systems and layered software packages. Follows established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by implementing standard software and hardware solutions. Ensures data/media recoverability by following a schedule of system backups and database archive operations. Complies with standard operating procedures. Conducts basic hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Incumbents in this job differ from Network and Systems Analysts in that they provide the day-to-day upkeep and maintenance of the established systems whereas the Analysts determine and develop the systems that will be implemented.
Minimum Education:	Associates Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Systems Administrator II
Responsibilities:	Responsible for the day-to-day operational maintenance, support, and upgrades for operating systems, workstations and servers. Under general supervision, performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Implements and promotes standard operating procedures. Conducts hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Incumbents in this job differ from Network and Systems Analysts in that they provide the day-to-day upkeep and maintenance of the established systems whereas the Analysts determine and develop the systems that will be implemented.
Minimum Education:	Associates Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Systems Administrator III
Responsibilities:	Responsible for the day-to-day operational maintenance, support, and upgrades for operating systems, workstations and servers. Under limited supervision, performs complex software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions of varying complexities. Ensures data/media recoverability by developing and implementing a schedule of system backups and database archive operations. Plans and implements the modernization of servers. Develops, implements and promotes standard operating procedures and schedules. Conducts hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Work at this level is generally done for the more complex systems. Incumbent may develop and implement new standards, policies and procedures. May provide work leadership for lower level employees. Incumbents in this job differ from Network and Systems Analysts in that they provide the day-to-day upkeep and maintenance of the established systems whereas the Analysts determine and develop the systems that will be implemented.
Minimum Education:	Associates Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Systems Analyst I
Responsibilities:	Assists in performing routine analysis and systems design. Gathers information from users for analysis of problem areas and prepares elementary feasibility studies. Assists in preparation of systems specifications. Prepares basic functional process charts describing existing and proposed operations and routine logic flow charts of basic systems. May prepare detailed record layouts from specifications provided by others. May conduct elementary forms design and layout activities.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Systems Analyst II
Responsibilities:	Performs analysis and systems design for a variety of applications. Analyzes procedures and systems to refine their formulation and converts them to programmable formats. Gathers information from users for analysis of problem areas. Participates in or may plan and conduct preliminary studies of potential data processing applications and prepares design proposals to reflect cost, time and alternative actions to satisfy existing and future needs. Develops detailed system specifications for conversion to programming language by staff programmers. Recommends conversion and system implementation plans including user training and orientation.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Systems Analyst III
Responsibilities:	Analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, report requirements and system design problems. Defines systems objectives and prepares system design specifications to meet user requirements and satisfy interface problems. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation. May provide work leadership to lower level employees. Excludes those with full supervisory responsibilities.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Systems Architect I
Responsibilities:	Conceptualizes, models, and guides the logical design and development of systems architectures, and defines key systems capabilities and performance requirements. Defines total systems design, technology, and interface operational concepts.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Systems Architect II
Responsibilities:	Conceptualizes, models, and guides the logical design and development of systems architectures, and defines key systems capabilities and performance requirements. Defines total systems design, technology, and interface operational concepts. May act as a technical project leader or provide work leadership for lower level employees.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Eight years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Systems Architect III
Responsibilities:	Conceptualizes, models, and guides the logical design and development of systems architectures, and defines key systems capabilities and performance requirements. Defines total systems design, technology, and interface operational concepts. Often acts as a technical project leader and provides work leadership for lower level employees.
Minimum Education:	Master's Degree in related field.
Minimum Experience:	Ten years of related experience.
Certifications:	As appropriate
SIN:	54151S

Labor Category:	Systems Engineer I
Responsibilities:	Assists in the analysis of existing systems and the definition, design and development of new system requirements. Participates in the determination of system specifications, input/output processes and working parameters for hardware/software compatibility. Identifies, analyzes and may resolve program support deficiencies.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Systems Engineer II
Responsibilities:	Analyzes existing systems and defines, designs and develops new system requirements. Determines system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Systems Engineer III
Responsibilities:	Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates design of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership for lower level employees. Excludes those with full supervisory responsibilities.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Eight years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Technical Writer/Editor I
Responsibilities:	Following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents or sections of documents such as manuals, procedures and specifications. Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format and style.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Technical Writer/Editor II
Responsibilities:	Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format and style. Assists in establishing style guidelines and standards for texts and illustrations.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Technical Writer/Editor III
Responsibilities:	Researches, organizes, writes, edits, and produces technical data for major publication projects. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format and style. May participate in the establishment of style guidelines and standards for texts and illustrations. May provide work leadership for lower level employees.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	54151S, 541330ENG, 541380, 541420, 541715, 541611

Labor Category:	Test Engineer I
Responsibilities:	Typical associated tasks include, but are not limited to, prototype development and first article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and physical testing of the product or system.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Test Engineer II
Responsibilities:	Typical associated tasks include, but are not limited to, prototype development and first article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and physical testing of the product or system.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Test Engineer III
Responsibilities:	Supervises test and evaluation technical effort. Performs typical tasks that include, but are not limited to, prototype development and first article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and physical testing of the product or system.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541330ENG, 541380, 541420, 541715

Labor Category:	Training Specialist I
Responsibilities:	Participates in the development, testing, maintenance and delivery of training programs and related materials in support of customer products. May assist in the development and establishment of course content and objectives. Conducts training sessions and assists in evaluating the effectiveness of training activities. Updates course documentation on a continuous basis to ensure timeliness and relevance.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	One year of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Training Specialist II
Responsibilities:	Develops, tests, maintains and delivers training programs and related materials in support of customer products. Establishes course content and objectives. Conducts training sessions and develops criteria for evaluating the effectiveness of training activities. Updates course documentation on a continuous basis to ensure timeliness and relevance.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Two years of related experience.
Certifications:	As appropriate
SIN:	541611

Labor Category:	Training Specialist III
Responsibilities:	Develops, tests, maintains and delivers training programs and related materials in support of relatively complex products and procedures and/or for a major area or customer. Establishes and/or reviews course content and objectives. May provide work leadership for lower level employees, including evaluating the effectiveness of their training presentations and programs. Excludes those with full supervisory responsibilities.
Minimum Education:	Bachelor's Degree in related field.
Minimum Experience:	Five years of related experience.
Certifications:	As appropriate
SIN:	541611

### Education and Experience Substitutions

Education and Experience Substitutions		
Education	Equivalent to	Minimum Experience
Associate's degree or higher	Equivalent to	2 years
Bachelor's degree or higher	Equivalent to	4 years
Master's degree or higher	Equivalent to	6 years
Doctorate degree (PhD)	Equivalent to	8 years