GENERAL SERVICES ADMINISTRATION

Federal Supply Schedule

Authorized Federal Supply Schedule Price List

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

MULTIPLE AWARD SCHEDULE

Contract Numbers:
GS-35F-0234R
47QRAA19D004V

For more information on ordering from Federal Supply Schedules, Click on the FSS Schedules button at fss.gsa.gov

Contract Period:
December 27, 2004 – December 26, 2024
February 25, 2019 – February 24, 2024

Contractor:
LongView International Technology Solutions, Inc. (dba LTS)
12930 Worldgate Drive, Suite 300
Herndon, VA 20170
703.657.5480 (phone)
866.268.0851 (fax)
www.lts.com

Contract Administrator:
Erik Cecere
703.657.5511 (phone)
contracts@lts.com (email)

Business Size: Large

Prices Shown Herein are Net (discount deducted)
Price list current as of Multiple Award Schedule Refresh 0001 effective January 29, 2020
Multiple Award Schedule Price List

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# Section 1 – Customer Information

<table>
<thead>
<tr>
<th>1a.</th>
<th>Table of Awarded Special Item Numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Service</strong></td>
</tr>
<tr>
<td></td>
<td>Highly Adaptive Cybersecurity Services</td>
</tr>
<tr>
<td></td>
<td>(HACS)</td>
</tr>
<tr>
<td></td>
<td>Health Information Technology Services</td>
</tr>
<tr>
<td></td>
<td>Information Technology Professional</td>
</tr>
<tr>
<td></td>
<td>Services</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Services</td>
</tr>
<tr>
<td></td>
<td>Management and Financial Consulting,</td>
</tr>
<tr>
<td></td>
<td>Acquisition and Grants Management</td>
</tr>
<tr>
<td></td>
<td>Support, and Business Program and</td>
</tr>
<tr>
<td></td>
<td>Project Management Services</td>
</tr>
<tr>
<td></td>
<td>Public Relations Services</td>
</tr>
<tr>
<td></td>
<td>Marketing Research and Analysis</td>
</tr>
<tr>
<td></td>
<td>Risk Assessment and Mitigation Services</td>
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| 1b. | Lowest Priced Model: | N/A |

<table>
<thead>
<tr>
<th>1c.</th>
<th>Labor Category Requirements, Descriptions, and Rates:</th>
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<tbody>
<tr>
<td></td>
<td>Labor Category Requirements and Descriptions</td>
</tr>
<tr>
<td></td>
<td>Please see pages 13 – 81</td>
</tr>
<tr>
<td></td>
<td>Labor Category Rates</td>
</tr>
<tr>
<td></td>
<td>Please see pages 7 – 12</td>
</tr>
</tbody>
</table>

| 2.  | Maximum Order: | $1,000,000 – for all SINs |

| 3.  | Minimum Order: | $100 |

| 4.  | Geographic Coverage: | Domestic Only |

<table>
<thead>
<tr>
<th>5.</th>
<th>Point(s) of Production:</th>
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<tbody>
<tr>
<td></td>
<td>Schedule services and</td>
</tr>
<tr>
<td></td>
<td>solutions will be</td>
</tr>
<tr>
<td></td>
<td>provided at LTS’s</td>
</tr>
<tr>
<td></td>
<td>headquarters in Herndon,</td>
</tr>
<tr>
<td></td>
<td>Virginia, or customer</td>
</tr>
<tr>
<td></td>
<td>sites. There are no</td>
</tr>
<tr>
<td></td>
<td>foreign-produced items</td>
</tr>
<tr>
<td></td>
<td>within the scope of this</td>
</tr>
<tr>
<td></td>
<td>contract.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>6.</th>
<th>Discount from list prices or statement of new prices:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prices are net prices and include all discounts and</td>
</tr>
<tr>
<td></td>
<td>fees</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>7.</td>
<td><strong>Quantity Discounts:</strong></td>
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</table>
|   | $500,000 - $999,999 with Additional Discount of 0.75%;
|   | $1,000,000 - $2,499,999 with Additional Discount of 1.00%;
|   | Over $2,500,000 with Additional Discount of 1.50% |
| 8. | **Prompt Payment terms:** |
|   | Net 30 days.  
<p>|   | Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. |
| 9a. | <strong>Notification that Government purchase cards are accepted at or below the micro-purchase threshold:</strong> |
|   | Yes |
| 9b. | <strong>Notification that Government purchase cards are accepted or not accepted above the micro-threshold:</strong> |
|   | Will Not Accept |
| 10. | <strong>Foreign Items:</strong> |
|   | None |
| 11a. | <strong>Time of Delivery:</strong> |
|   | Specified on the Task Order |
| 11b. | <strong>Expedited Delivery:</strong> |
|   | Items available for expedited delivery are noted in this price list |
| 11c. | <strong>Overnight and 2-Day Delivery:</strong> |
|   | Contact LTS |
| 11d. | <strong>Urgent Requirements:</strong> |
|   | Contact LTS |
| 12. | <strong>FOB Points:</strong> |
|   | Destination (deliverable items). Professional Services will be performed at the location(s) identified by the ordering agency in the order. |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
</table>
|13a| Ordering Address: | Point of Contact for Ordering and Contract Administration: Erik Cecere  
**LongView International Technology Solutions, Inc. dba LTS**  
12930 Worldgate Drive, Suite 300  
Herndon, VA 20170  
Phone: (703) 657-5411  
Fax: (866) 268.0851  
ececere@lts.com & contracts@lts.com |
|13b| Ordering Procedures: | For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3 |
|14 | Payment Addresses: | **LongView International Technology Solutions, Inc. dba LTS**  
12930 Worldgate Drive, Suite 300  
Herndon, VA 20170  
accounting@lts.com |
<p>|15 | Warranty Provision: | LTS’s Standard Commercial Warranty |
|16 | Export Packing Charges: | N/A |
|17 | Terms and Conditions of Government purchase card acceptance: | Contact LTS |
|18 | Terms and Conditions – Rental, Maintenance and Repair: | N/A |
|19 | Terms and Conditions – Installation: | N/A |
|20 | Terms and Conditions – Repair Parts: | N/A |
|20a | Term and Conditions for any Other Services: | N/A |
|21 | List of Service and Distribution Points: | N/A |
|22 | List of Participating Dealers: | N/A |</p>
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<th>Preventive Maintenance:</th>
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<tr>
<td>24a.</td>
<td>Special/Environmental Attributes:</td>
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<tr>
<td>25.</td>
<td>Data Universal Number System (DUNS):</td>
<td>626950393</td>
</tr>
<tr>
<td>26.</td>
<td>Notification regarding registration in the System for Award Management (SAM) database:</td>
<td>LTS is registered in the System for Award Management (SAM) database and can be located using the company name or DUNS number.</td>
</tr>
</tbody>
</table>
Section 2 – Special Item Numbers (SINs)

54151HACS: Highly Adaptive Cybersecurity Services (HACS)
Includes a wide range of fields such as, the seven-step Risk Management Framework services, information assurance, virus detection, network management, situational awareness and incident response, secure web hosting, and backup, security services and, Security Operations Center (SOC) services. HACS vendors are cataloged under the 5 subcategories of High Value Asset Assessments; Risk and Vulnerability Assessments, Cyber Hunt, Incident Response, and Penetration Testing. NOTE: Subject to Cooperative Purchasing

54151HEAL: Health Information Technology Services
Includes a wide range of Health IT services to include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other Health IT services. NOTE: Subject to Cooperative Purchasing

54151S: Information Technology Professional Services
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.

541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
LTS services under this SIN, including providing 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, special 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.

541990RISK: Risk Assessment and Mitigation Services
LTS services under this SIN include breach mitigation and analysis/forensic services, the deployment of financial risk assessment and mitigation strategies and techniques; improvement of capabilities through the reduction, identification, and mitigation of risks; detailed risk statements, risk explanations, and mitigation recommendations; design and development of new business applications, processes, and procedures in response to risk assessments; and ensuring compliance with governance and regulatory requirements.

Under this SIN, firms can also assist the Ordering Agency with preventive measures in protecting Personally Identifiable Information (PII) and Protected Health Information (PHI) through the evaluation of threats and vulnerabilities to PII and PHI type of information; training of Government personnel on how to prevent data breaches and identity theft; vulnerability assessments; privacy impact and policy assessments; review and creation of privacy and safeguarding policies; prioritization of threats; maintenance and demonstration of compliance; and evaluation and analysis of internal controls critical to the detection and elimination of weaknesses to the protection of PII and PHI type of information.

**541820: Public Relations Services**

LTS services under this SIN include providing customized media and public relation services such as the development of media messages and strategies; providing recommendations of media sources for placement of campaigns; preparing media materials such as, background materials, press releases, speeches and presentations, and press kits: executing media programs, conducting press conferences, scheduling broadcast and/or print interviews, media alerts and press clipping services related activities to public relations services.

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

**541910: Market Research and Analysis**

LTS services provided under this SIN include customizing strategic marketing plans, branding initiatives, creating public awareness of products, services, and issues; targeting market identification and analysis, establishing measurable marketing objectives; determining market trends and conditions, identifying and implementing appropriate strategies, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results, establishing call centers (in relation to services provided under this schedule).

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

**541430: Graphic Design Services**

LTS services provided under this SIN include planning, designing, and managing the production
of visual communication in order to convey specific messages or concepts, clarify complex information, or project visual identities.

These services can include the design of printed materials, packaging, advertising, signage systems, and corporate identification (logos) and can include commercial artists engaged exclusively in generating drawings and illustrations requiring technical accuracy or interpretative skills.

Examples include commercial art, graphic design, special effects services that educate the consumer market about product(s) and/or service(s); updating, rewriting, and/or editing pre-existing materials; developing conceptual design and layouts, creating sketches, drawings, publication designs, and typographic layouts; and furnishing custom or stock artwork (including electronic artwork).

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.
Section 3 – Labor Category Rates

The Labor Category Rates in the table below are applicable to the following SIN associated with this Multiple Award Schedule contract:

**54151HACS – Highly Adaptive Cybersecurity Services (HACS)**

Rates below include an Industrial Funding Fee (IFF) of 0.75% and annual escalation of 2.1%

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cyber Security SME 1 (RVA) Risk and Vulnerability Assessments</td>
<td>$142.22</td>
<td>$119.27</td>
<td>$121.65</td>
<td>$124.08</td>
<td>$126.57</td>
</tr>
<tr>
<td>2. Cyber Security SME 2 (RVA) Risk and Vulnerability Assessments</td>
<td>$153.15</td>
<td>$156.21</td>
<td>$159.34</td>
<td>$162.52</td>
<td>$165.77</td>
</tr>
<tr>
<td>3. Cyber Security SME 3 (RVA) Risk and Vulnerability Assessments</td>
<td>$181.36</td>
<td>$184.99</td>
<td>$188.69</td>
<td>$192.46</td>
<td>$196.31</td>
</tr>
<tr>
<td>4. Cyber Security SME 4 (RVA) Risk and Vulnerability Assessments</td>
<td>$213.60</td>
<td>$217.87</td>
<td>$222.23</td>
<td>$226.68</td>
<td>$231.21</td>
</tr>
</tbody>
</table>

The Labor Category Rates in the table below are applicable to the following SINS associated with this Multiple Award Schedule contract:

**54151HEAL – Health Information Technology Services**

Rates below include an Industrial Funding Fee (IFF) of 0.75% and annual escalation of 2.1%

For worked performed at the Contractor Site (LTS Site) the following rates are 16.5% higher LTS Government Site Rates below

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1 HIT Administrative Assistant **</td>
<td>$45.14</td>
<td>$46.05</td>
<td>$46.97</td>
<td>$47.91</td>
<td>$48.86</td>
</tr>
<tr>
<td>2 HIT Administrative Clerk **</td>
<td>$29.75</td>
<td>$30.35</td>
<td>$30.95</td>
<td>$31.57</td>
<td>$32.20</td>
</tr>
<tr>
<td>3 HIT Advanced Technology Program Manager</td>
<td>$149.62</td>
<td>$152.62</td>
<td>$155.67</td>
<td>$158.78</td>
<td>$161.96</td>
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<tr>
<td>4 HIT Advanced Technology Project Manager</td>
<td>$122.99</td>
<td>$125.45</td>
<td>$127.96</td>
<td>$130.52</td>
<td>$133.13</td>
</tr>
<tr>
<td>5 HIT Advanced Technology Task Manager</td>
<td>$110.82</td>
<td>$113.04</td>
<td>$115.30</td>
<td>$117.61</td>
<td>$119.96</td>
</tr>
<tr>
<td>6 HIT BPR Specialist</td>
<td>$98.13</td>
<td>$100.09</td>
<td>$102.09</td>
<td>$104.14</td>
<td>$106.22</td>
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<tr>
<td>7 HIT Computer Specialist</td>
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<td>$107.40</td>
<td>$109.55</td>
<td>$111.74</td>
<td>$113.97</td>
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<td>$89.36</td>
<td>$91.15</td>
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<td>$94.83</td>
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<td>$81.07</td>
<td>$82.69</td>
<td>$84.35</td>
</tr>
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<td>$76.53</td>
<td>$78.06</td>
<td>$79.62</td>
<td>$81.21</td>
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<tr>
<td>11 HIT Database Engineer</td>
<td>$103.54</td>
<td>$105.61</td>
<td>$107.72</td>
<td>$109.88</td>
<td>$112.07</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
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<td>HIT Database Manager</td>
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<td>$133.13</td>
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<td>$64.54</td>
<td>$65.83</td>
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<tr>
<td>HIT Intranet / Extranet / Internet Site Developer/Engineer</td>
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<td>$97.88</td>
<td>$99.83</td>
<td>$101.83</td>
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<td>$97.51</td>
<td>$99.46</td>
<td>$101.45</td>
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<tr>
<td>HIT Junior Intranet/Extranet/Internet Site Developer/Engineer</td>
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<td>$84.80</td>
<td>$86.50</td>
<td>$88.23</td>
<td>$89.99</td>
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<td>$94.86</td>
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<td>$111.67</td>
<td>$113.90</td>
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<td>$152.78</td>
<td>$155.83</td>
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<td>HIT Principal Systems Programmer</td>
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<td>$125.45</td>
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The Labor Category Rates in the table below are applicable to the following SINS associated with this Multiple Award Schedule contract:

**54151S – Information Technology Professional Services**

Rates below include an Industrial Funding Fee (IFF) of 0.75% and annual escalation of 2.1%

For worked performed at the Contractor Site (LTS Site) the following rates are 16.5% higher LTS Government Site Rates below

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</table>
The Labor Category Rates in the table below are applicable to the following SINS associated with this Multiple Award Schedule contract:

- **541430** – Graphic Design Services
- **54151S** – Information Technology Professional Services
- **541611** – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- **541820** – Public Relations Services
- **541910** – Marketing Research and Analysis
- **541990RISK** – Risk Assessment and Mitigation Services

Rates below include an Industrial Funding Fee (IFF) of 0.75% and annual escalation of 2.1%

For worked performed at the Contractor Site (LTS Site)
the following rates are 16.5% higher LTS Government Site Rates below

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**Service Contract Labor Standards**: The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract, and include SCLS-applicable labor categories. Labor categories and fixed price services marked with a (**) in the price lists above 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).

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Section 4 – Labor Category Requirements and Descriptions

The Labor Category Requirements and Descriptions in the section below are applicable to the following SINs associated with this Multiple Award Schedule contract:

54151HACS – Highly Adaptive Cybersecurity Services (HACS)

1. Cyber Security Subject Matter Expert 1 (RVA) Risk and Vulnerability Assessments

   Functional Responsibility
   Define cyber security problems and analyze and develop plans and requirements in the subject matter area for simple to moderately complex systems. The Cyber Security Subject Matter Expert 1 will coordinate and manage the preparation of cyber security analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, modeling, various vulnerability assessments and simulation in the functional area being addressed.

   Education
   Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

   Experience
   Five years applied experience in specific area of expertise including functional experience with relevant cyber security processes and systems.

2. Cyber Security Subject Matter Expert 2 (RVA) Risk and Vulnerability Assessments

   Functional Responsibility
   Define cyber security problems and analyze and develop plans and requirements of moderate to complex systems in the subject matter area. The Cyber Security Subject Matter Expert 2 will coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, modeling, various vulnerability assessments and simulation in the functional area being addressed.

   Education
   Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

   Experience
   Seven years applied experience in specific area of expertise including functional experience with relevant cyber security processes and systems.
3. Cyber Security Subject Matter Expert 3 (RVA) Risk and Vulnerability Assessments

Functional Responsibility
Provide managerial and administrative direction for cyber security problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advise on system-wide improvements; risk management; automation, modeling and simulation, various vulnerability assessments, optimization and maintenance efforts in the functional area being addressed.

Education and Experience
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Nine years applied experience in specific area of expertise including functional experience with relevant cyber security processes and systems.


Functional Responsibility
Confer with client senior management using industry expertise to define the client's strategic information technology risk and vulnerability assessment goals as it relates to cyber security and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists client in developing cyber security strategies and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their activity.

Education
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. Four years of documented relevant experience or an Associates Degree together with two years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Ten years applied experience in specific area of expertise including functional experience with relevant cyber security processes and systems. Demonstrated experience and ability to effectively communicate, both orally and in writing.

5. Cyber Security Subject Matter Expert 5 (RVA) Risk and Vulnerability Assessments

Functional Responsibility
Confer with client executive management using industry expertise to define the client's various cyber security assessments goals and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists client in developing cyber security strategies and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their activity.
Education
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. Four years of documented relevant experience or an Associates Degree together with two years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Twelve years applied experience in specific area of expertise including functional experience with relevant cyber security processes and systems. Demonstrated experience and ability to effectively communicate, both orally and in writing.
The Labor Category Requirements and Descriptions in the section below are applicable to the following SINS associated with this Multiple Award Schedule contract:

54151HEAL – Health Information Technology Services

1. HIT Administrative Assistant

Functional Responsibility
Uses word processing and graphics production software and equipment. Duties include general administrative and clerical duties such as typing, filing, taking meeting minutes, composing routine correspondence, assisting in the production of final form documentation; performing data entry on a variety of systems; and maintaining a technical library – all in a supervised setting. Provides clerical and administrative services and applies appropriate technology to support office operations. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
High school diploma or equivalency certificate, Associates of Arts degree desirable.

Experience
Two years experience in the support of office operations including the use of appropriate desktop technology.

2. HIT Administrative Clerk

Functional Responsibility
Uses word processing, spreadsheet and other basic personal computer software and equipment. Duties include general administrative and clerical duties such as typing, answering the telephone, and filing – all in a supervised setting. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
High school diploma or equivalency certificate. Associates of Arts degree desirable.

Experience
Minimum/General Experience required.

3. HIT Advanced Technology Program Manager

Functional Responsibility
Serves as the contract manager and administrator over the entire contract effort. Independently leads programs that involve the successful management of teams composed of highly specialized technical professionals who have been involved in analysis, prototyping, design, integration, testing, documenting, converting, extending, and implementing high technology systems. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics;
personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Graduate Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional two years of relevant experience may be substituted for the Graduate Degree. An additional four years of relevant experience (a total of six years of experience) may be substituted for the Bachelors Degree.

**Experience**
Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated experience and ability to direct multiple advanced technology design, development, integration, testing, training, deployment, operation and/or maintenance efforts. Plus an additional eight years of progressively responsible experience in a Government contracting environment.

### 4. HIT Advanced Technology Project Manager

**Functional Responsibility**
Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Performs day-to-day management of projects that involve teams of highly specialized technical professionals who are involved in analyzing, prototyping, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years experience including complete project development from inception to deployment with demonstrated experience and ability to oversee and orchestrate advanced technology system design, development, integration, testing, training, deployment, operation and/or maintenance efforts.

### 5. HIT Advanced Technology Task Manager

**Functional Responsibility**
Performs day-to-day management of highly technical tasks, working with other data processing or information system and management professionals. Ability to present system designs for user approval at formal reviews. Ability to perform configuration management, software integration, and interpretation of software test results, as well as recommending solutions for unsatisfactory
test results. Ability to provide solutions to identified software problem reports. Plans, organizes, coordinates and executes all activities associated with assigned task. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Four years experience including complete project development from inception to deployment with a Demonstrated experience and ability to manage individual advanced technology system design, prototyping, development, integration, testing, training, deployment, operation and/or maintenance tasks.

6. HIT BPR Specialist

Functional Responsibility
Conducts process modernization and improvement projects with minimal oversight. Applies training, methodology development and evaluation across all phases of the modernization and improvement project. Identifies best practices, change management and business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Supports group facilitation, conducts interviews and training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to junior business process reengineering specialist. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Four years experience including ability to apply process improvement and reengineering methodologies and principles.

7. HIT Computer Specialist

Functional Responsibility
Converts computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency through conversion or migration all with minimal oversight. Manages, maintains, and evaluates current state-of-the-art computer hardware, software, and software development tools. Evaluates their application in support of specific
requirements and interface with other equipment and systems. Determines potential and actual bottlenecks; proposes workable recommendations for their elimination; and makes recommendations for systems improvements that will result in optimal hardware and software usage. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years experience in the functions described.

### 8. HIT Configuration Management Specialist

**Functional Responsibility**
Establishes and/or maintains a system to record modifications to hardware, software or documentation. Maintains allocated, functional and physical baseline control and performs audit support. Serves as secretary to Configuration Control Boards (CCBs) to help ensure all baseline changes are approved before initiation. Participates in review of engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years experience in the functions described.

### 9. HIT Configuration Management Support Analyst

**Functional Responsibility**
Provides configuration baseline control support for component software and hardware elements of information systems. Performs supervised audit support. Reviews, with supervision, engineering change requests and document impact upon configuration baseline and logistics support elements. Assists Configuration Control Boards (CCBs) in ensuring all baseline changes are approved before initiation. Maintains configuration control records and technical documents. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.
Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Four years experience in the functions described.

10. HIT Cost Analyst

Functional Responsibility
Performs cost analysis techniques with minimal oversight. Satisfies all Junior Cost Analyst capabilities. Applies guidance found in Office of Management and Budget and appropriate government agency’s cost estimating circulars. Conducts common investment analysis, including: Life-Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis, and Business Case Analysis. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Four years experience including the application of cost analysis techniques and use of common cost estimating tools.

11. HIT Database Engineer

Functional Responsibility
Installs, maintains, upgrades and administers full-featured database management systems and related tools with minimal supervision. Plans, designs, develops, and modifies databases structures, and database administration tools using products and programming languages such as PL/SQL, Visual Basic, or ORACLE Forms. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Four years experience in the functions described.
12. HIT Database Manager

**Functional Responsibility**
Leads or supervises a team of specialists in installing, maintaining, upgrading and administering full-featured database management systems and related tools. Manages the development of database projects. Plans and budgets staff and data resources. Supports application developers in planning preparation, load analysis, and backup and recovery of data. Prepares and delivers presentations on DBMS concepts. Provide daily supervision and direction to support staff. Monitors, maintains, upgrades and administers full-featured database management systems such and related tools. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Ten years experience in the functions described below, including experience in supervising a team of specialists.

13. HIT Desk Top Support

**Functional Responsibility**
Independently configures and installs desktop and laptop systems and installs applications on systems. Troubleshoots and repairs systems and applications installed on desktop and laptop systems. Assists with organizing, prioritizing, assisting, and giving directions to the help desk team in meeting the day to day support requirements. Organizes, prioritizes and assists with daily technical support in organizations with different support requirements. Maintains documentation for procedures and processes, as well as, maintenance logs and equipment databases. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Associate Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

**Experience**
Two years total experience performing the functions described.

14. HIT Facilitator

**Functional Responsibility**
Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with diverse group members to enhance team building, communication, interpersonal relations, problem solving, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports the
following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

Experience
Four years total experience performing the functions described.

15. HIT Graphics Illustrator

Functional Responsibility
Creates graphic design, artwork and documentation layout and augment existing documents with value-added visuals, including on-line, interactive, Internet and World Wide Web documents. Applies creativity and resourcefulness and the regular use of independent judgment when interfacing with customers and staff. Applies a wide variety of software tools to resolve complex design problems. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Associates Degree in related field. An additional two years of experience may be substituted for the degree requirement.

Experience
Two years total experience performing the functions described.

16. HIT Help Desk Manager

Functional Responsibility
Has overall responsibility for help desk staff and the activities associated with the identification, prioritization, and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Assigns personnel to various operations and directs their activities; reviews and evaluates their work and prepares performance reports. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Familiarity with appropriate desktop systems. Ability to communicate orally and in writing and
experience interfacing with clients and customers and handling sensitive issues. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

17. HIT Helpdesk Specialist

**Functional Responsibility**
Assist in the use of software and hardware, servers, printers, network components, and other peripheral components. Teach hardware concepts to customers with little or no background in computers. Conduct component level diagnostics. Assist in the use of a variety of business software and operating systems. Develop and maintain documentation for procedures and processes, as well as, maintenance logs and equipment databases. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**Experience**
Familiarity with appropriate desktop systems. Ability to communicate orally and in writing and experience interfacing with clients and customers. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

18. HIT Helpdesk Technician

**Functional Responsibility**
Serve as a primary contact for clients experiencing technical and/or non-technical issues. Requires ability to diagnose, troubleshoot and client issues by employing strong listening and communication skills. Must have creative problem-solving skills to assist clients. Must be a team player that contributes to the resolution of the client’s business problems. Provides ongoing technical support for specialized applications: logs trouble calls, analyzes and corrects problem at source. Advises users of changes in procedures. Identifies problems requiring vendor assistance and coordinates vendor technical support. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**Experience**
Experience in problem resolution of systems, electronic commerce and web hosting is preferred. Also, requires user proficiency with PC hardware, standard software, and specialized applications,
and effective oral and written communication skills to explain technical situations, present information, and provide training. Must have knowledge of the office suite and desktop applications required.

19. HIT Information Assurance Engineer

Functional Responsibility
Develops technical solutions to support client requirements in solving moderately complex network, platform, and system security problems. Applies activity and data modeling transaction flow analysis; internal control and risk analysis; modern business methods; and performance measurement techniques. Assists in establishing standards for information system procedures. Develop and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Conducts secure system engineering and development, including system/security requirements analysis and secure system definition. Designs test beds of advanced hardware and software solutions. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Four years experience in the functions described.

20. HIT Installation Technician (Network Installation Technician)

Functional Responsibility
Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate network based data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Two years experience performing the functions described.

21. HIT Intranet/Extranet/Internet Site Developer/Engineer

Functional Responsibility
Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI,
and JavaScript) for a component of an Intranet/Extranet/Internet website with minimal oversight. Works with engineers and other members of a project team to develop the site concept, interface design, and architecture of the website. Translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand-alone sites or as the front end to web-based applications. Applies new and emerging technologies to the site development process. Applies sound navigational and site-design concepts. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**

Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**

Four years experience in the functions described.

### 22. HIT Junior BPR Specialist

**Functional Responsibility**

Assists in process modernization and improvement projects in a supervised setting. Assists with group facilitation, interviewing, training, and other forms of knowledge transfer. Performs supervised activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**

Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**

Two years experience including ability to apply process improvement and reengineering methodologies and principles.

### 23. HIT Junior Computer Specialist

**Functional Responsibility**

Evaluates state-of-the-art computer hardware and software and its application to support specific requirements and to interface with other equipment and systems. Troubleshoots actual bottlenecks and proposes recommendations for their elimination and makes recommendations for system improvements that will result in optimization of development and/or maintenance efforts. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.
Education
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Two years experience in the functions described.

24. HIT Junior Cost Analyst

Functional Responsibility
Performs supervised collection and analysis of data organizing it in a standard work breakdown structure. Applies basis principles of cost analysis such as time value of money, net present value, real US nominal dollars and other common cost estimating practices. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Two years experience including the application of basic cost analysis techniques and use of common cost estimating tools.

25. HIT Junior Database Engineer

Functional Responsibility
Maintains, upgrades and administers full-featured database management systems and related tools in a supervised setting. Assists in planning, designing, developing, and modifying databases structures, and database administration tools using routine products and programming languages. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Two years experience in the functions described.

26. HIT Junior Information Assurance Engineer

Functional Responsibility
Implements, with supervision, technical solutions to support client requirements in solving
routine network, platform, and system security problems. Assists with secure system engineering, including system/security requirements analysis and secure system definition. Performs process and data modeling in support of the planning and analysis efforts, using automated tools. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Two years experience in the functions described.

27. HIT Junior Intranet/Extranet/ Internet Site Developer/Engineer

Functional Responsibility
Troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of an Internet/Intranet website. Works in a supervised setting with engineers and other members of a project team to construct the website. Assists in interface implementation. Applies sound navigational and site-design concepts. Integrates web pages and applications to serve either as stand-alone sites or as the front end to web-based applications. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Two years experience in the functions described.

28. HIT Junior Network/System Security Engineer

Functional Responsibility
Performs supervised security analysis of existing systems for compliance with security requirements in a supervised setting. Uses a variety of common security techniques, technologies, and tools to implement security solutions in computer systems and networks. Participates in some phases of the systems lifecycle including systems development, integration and testing. Assists in computer security penetration studies. Analyzes and documents security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements common solutions to security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics;
personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Two years experience performing the functions described.

### 29. HIT Junior Quality Assurance Technician

**Functional Responsibility**
Performs supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing in a supervised setting. Interprets and applies Government regulations, manuals, and standards relating to quality assurance. Evaluates software and associated documentation. Participates in formal and informal reviews to determine quality and in the development of software quality assurance plans. Examines and evaluates the SQA process and recommends enhancements and modifications. Develops quality standards. Performs reporting, tracking, and analysis of key performance based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Two years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

### 30. HIT Junior Software Engineer

**Functional Responsibility**
Conducts analysis development and maintenance of software in a supervised setting. Modifies and creates systems software and ensure systems efficiency and integrity. Translates detailed design into executable software. Tests, debugs, and refines the software to produce the required product. Prepares required documentation, including block diagrams, logic flow charts and software program documentation. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.
Experience
Two years experience performing the functions described.

31. HIT Junior System/Software Integration Engineer

Functional Responsibility
Assists in the analysis of existing systems and the definition, design and development of new system requirements. Performs requirements analysis for general users of office automation. Participates in the determination of system specifications, input/output processes and working parameters for hardware/software compatibility. With supervision, identifies, analyzes and may resolve program support deficiencies. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Two years experience performing the functions described.

32. HIT Junior Systems Analyst

Functional Responsibility
Assists in research and analysis of existing systems to define problems, data availability and report requirements. Researches and analyzes requirements for information systems from a project's inception to its conclusion. Researches required specifications for simple to moderately complex systems. Assists Senior Systems Analyst in preparing input and test data for the proposed system. 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. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Two years experience performing the functions described.

33. HIT Junior Telecom Engineer

Functional Responsibility
Assists in planning, designing, developing, testing and analyzing all types of telecommunications systems. Researches appropriate conceptual and development processes and applicable standards. Installs, implements, operates and maintains telecommunications software/protocols in a supervised setting. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management;
innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Two years total experience performing the functions described.

### 34. HIT Management Analyst

**Functional Responsibility**
Identifies best practices and applies change management, organizational development, activity and data modeling, or information system development methods and practices with minimal oversight. Supports and participates in formal and informal reviews at pre-determined points throughout the project life cycle using process improvement and re-engineering methodologies and principles. Creates and assesses performance measurements. Participates in client problem-solving and in the recommendation development process. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years demonstrated experience in the application of multiple organizational and management improvement techniques in a government or commercial environment. Demonstrated ability to communicate effectively orally or in writing.

### 35. HIT Network Administrator

**Functional Responsibility**
Supervises operations and maintenance activities for voice and data communications networks. Conducts protocol analysis and knowledge of LAN and WAN data communications protocols (TCP/IP, ATM, frame relay, X.400, and X.500). Plans and performs fault management, configuration control, and performance monitoring. Conducts activation, back-up, deactivation, and restart of network resources/services. Evaluates communication hardware and software, troubleshoot LAN/MAN/WAN and other network-related problems. Performs and supervises general voice and data network administration, provides technical leadership in the integration and testing of complex large-scale networks. Schedules network conversions and cutovers. Supervises maintenance of network systems. Coordinates with users, technical team, senior management throughout all network sites. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.
Education
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Six years experience in the functions described.

36. HIT Network Engineer

Functional Responsibility
Designs, configures, tests, implements and maintains network support activities, and supports application programmers working in that environment. Provides technical and administrative direction for personnel responsible for network design, implementation, and operations tasks, including the review of work products for correctness, adherence to the design concept and to user standards and progress in accordance with schedules. Evaluates and resolves network and processor problems. Designs, configures and implements networks. Evaluates network performance using hardware and software diagnostic tools. Participates in designing, planning and installation of new networks and hardware. Evaluates network changes for operational impact. Makes recommendations for approval of major network installations. Prepares milestone status reports, and deliveries/presentations on network progress to colleagues, subordinates, and end user representatives. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Four years experience in the functions described.

37. HIT Network/System Security Engineer

Functional Responsibility
Independently performs complex security analysis of existing systems for compliance with security requirements. Uses a variety of security techniques, technologies, and tools to develop, integrate, and implement security solutions into highly sensitive computer systems and networks. Perform vulnerability and risk analysis and participate in a variety of computer security penetration studies. Analyzes and defines security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, and implements solutions to meet security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Participates in most phases of the systems lifecycle including preliminary and final design, systems development, integration and testing. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.
Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Four years experience performing the functions described.

38. HIT Network/System Security Manager

Functional Responsibility
Manages a Network Security Team and directs and implements the necessary controls and procedures to cost-effectively protect information network and system assets from intentional or inadvertent modification, disclosure or destruction. Provides guidance and direction to other functional units for the physical protection of information system assets. Provides reports to superiors regarding effectiveness of data security and makes recommendations for the adoption of new procedures. Assigns work to subordinates and monitors performance. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Six years experience performing the functions a Network/System Security Engineer, and two years experience managing a network security team.

39. HIT Principal Systems Programmer

Functional Responsibility
Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Ten years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.
40. HIT Project Control Specialist

**Functional Responsibility**
Supports project management team in controlling project cost and schedule. Uses state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to develop project plans, status reports, and data updates for Government and contractor project management personnel to use in the management and control of project activities. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelor's Degree.

**Experience**
Four years experience in the use of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

41. HIT Project Manager

**Functional Responsibility**
Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelor's Degree.

**Experience**
Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

42. HIT Quality Assurance Specialist

**Functional Responsibility**
Applies quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing with minimal oversight. Interprets and applies
Government regulations, manuals, and standards relating to quality assurance. Determines the resources required for quality control. Develops and presents software quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Independently develops and implements a program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and participating in system reviews and testing. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity. Experience in the application of software engineering processes and methodologies, and the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency.

### 43. HIT Research Analyst

**Functional Responsibility**
Analyzes existing and potential information from a wide variety of sources. Performs internet searches. Collates information into meaningful reports and presentation material. Organizes and maintains technical information in a systems library. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Four years total experience performing the functions described.

### 44. HIT Senior Administrative Assistant

**Functional Responsibility**
Performs general administrative duties to include correspondence control, word processing, conference, meeting and travel arrangements, and report preparation. Assists in the preparation of management plans and various management reports. Coordinates schedules to facilitate the completion of tasks, briefings and presentations. Assists in IPR preparation. Performs analysis, development, and review of program administrative operating plans and procedures. Uses word processing, spreadsheet, and graphics office automation software to compose complex correspondence and other documentation. Works independently with diverse organizations and personalities. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management;
innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Associates Degree. An additional two years of experience may be substituted for the degree requirement.

**Experience**
Four years experience in the support of office operations including the use of appropriate desktop technology.

### 45. HIT Senior Application Programmer

**Functional Responsibility**
Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

### 46. HIT Senior BPR Specialist

**Functional Responsibility**
Applies facilitation techniques, training, methodology development and evaluation across all phases of the modernization and improvement project. Identify and recommend best practices, change management and business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Performs process modernization projects by applying process improvement and reengineering methodologies and principles to. Implements transition of existing project and project teams and facilitates project teams in the accomplishment of project activities and objectives. Conducts group facilitation, interviewing, and training, and provides additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to business process reengineering specialist. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.
Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Seven years experience including ability to apply process improvement and reengineering methodologies and principles. Demonstrated experience and ability to lead or supervise a team of business process reengineering specialists.

47. HIT Senior Computer Specialist

Functional Responsibility
Leads or supervises a team of specialists in developing, managing, maintaining, and evaluating current state-of-the-art computer hardware, software, and software development tools. Determines processes and costs for converting computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency through conversion or migration. Evaluates their application in support of specific requirements and interface with other equipment and systems. Determines potential and actual bottlenecks; proposes workable recommendations for their elimination; and makes recommendations for systems improvements that will result in optimal hardware and software usage. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Six years experience in the functions described below, including experience in supervising a team of specialists.

48. HIT Senior Configuration Management Specialist

Functional Responsibility
Provides configuration baseline control throughout the life cycle of highly complex information systems as well as component software and hardware elements. Facilitates and advises Configuration Control Boards (CCBs). Maintains allocated, functional and physical baseline control and ability to performs audit support. Reviews all engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline. Prepares directives for change authorization and implementation. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.
Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Six years experience in the functions described below, including experience in supervising a team of configuration management specialists.

49. HIT Senior Cost Analyst

Functional Responsibility
Supervises or leads a team of cost/junior analysts. Independently applies common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Interprets and applies principles of Office of Management and Budget and appropriate government agency’s cost estimating circulars. Applies cost estimating tools such as SEER, ACE-IT or their methodologies to required cost estimation tasks. Responsible for reporting status of cost analysts/estimating activities to the Program Manager. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Six years experience including the application of cost analysis techniques and use of common cost estimating tools in all cost analysis activities.

50. HIT Senior Database Engineer

Functional Responsibility
Independently analyzes, compiles requirements, and develops database solutions for full-featured database systems and related tools. Plans, designs, develops, and modifies complex databases structures and database administration tools using current products and programming languages. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Six years performing the functions described.
51. HIT Senior Information Assurance Engineer

**Functional Responsibility**
Develops and applies analytical and computational techniques and methodology for problem solutions. Independently develops and recommends technical solutions to support client requirements in solving moderate to highly complex network, platform, and system security problems. Applies analytical and engineering solutions based on federal and industry INFOSEC policies, doctrine, and regulations. Conducts secure system engineering and development, including system/security requirements analysis and secure system definition and specification development of INFOSEC policies and procedures utilizing technical and analytical skills. Designs test beds of advanced INFOSEC hardware and software solutions. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Six years experience in the functions described below, including experience in application of a set of disciplines for planning, analyzing, and designing information systems enterprise-wide or across a major sector of the enterprise.

52. HIT Senior Installation Technician (Senior Network Installation Technician)

**Functional Responsibility**
Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate network based data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Four years experience performing the functions described.

53. HIT Senior Intranet/Extranet/Internet Site Developer/Engineer

**Functional Responsibility**
Leads or directs a team of engineers and other specialists to develop the site concept, interface design, and architecture of the website. Develops successful web strategies. Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) in the
design and programming of complex Internet/Intranet web applications. Translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Applies new and emerging technologies to the site development process. Performs advanced analysis and is responsible for information architecture and navigational integrity, making decisions on whether applications should be revised or improved. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years experience in the functions described below, including experience in supervising a team of engineers and other specialists.

### 54. HIT Senior Management Analyst

**Functional Responsibility**
Conducts and participates in formal and informal reviews at predetermined points throughout the project life cycle process improvement and re-engineering methodologies and principles. Analyzes client needs to determine systems requirements as they apply to the client's management systems. Reviews client requirements and participates in client problem-solving and in the recommendation process. Identifies best practices and applies enterprise- wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Creates and assess performance measurements. Leads or supervises a team of specialists and other management staff. Ability to communicate effectively orally or in writing. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years demonstrated experience in the application of multiple organizational and management improvement techniques in a government or commercial environment, including demonstrated experience in leading or supervising a team of specialists and other management staff to incorporate requirements into new or existing information management systems. Demonstrated ability to communicate effectively orally or in writing.
55. HIT Senior Network/System Security Engineer

Functional Responsibility
Analyzes and defines highly specialized security requirements for networks and computer systems, which may include LANs, WANs mainframes, workstations, and personal computers. Uses a variety of security techniques, technologies, and tools to design, develop, and implement security solutions into highly sensitive computer systems and networks. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Fully participates in all phases of the systems lifecycle including requirements gathering, preliminary and final design, systems development, integration and testing. Directs or performs vulnerability and risk analysis and participates in a variety of computer security penetration studies during all phases of the system development life cycle. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Six years experience performing the functions described.

56. HIT Senior Project Control Planner

Functional Responsibility
Independently prepares and analyses financial statements, develops highly complex project schedules, recommends and utilizes cost accounting and labor-reporting systems, and manages multiple contracts and subcontracts. Manages financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares projections for all active contract task orders. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Six years experience in the use of spreadsheets and complex project management tools. Requires knowledge of cost accounting and labor-reporting systems, and demonstrated experience in the preparation of financial statements.
57. HIT Senior Quality Assurance Manager

**Functional Responsibility**
Directs QA team in developing and implementing QA program and procedures. Evaluates, recommends, and uses software engineering processes and methodologies. Determines and applies the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Interprets and applies Government regulations, manuals, and standards relating to quality assurance. Determines the resources required for quality control. Develops and presents software and system quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Independently develops and implements a complex program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and may include Quality Assurance Team supervision. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Seven years experience in the development and implementation of quality assurance programs. Experience in supervising or leading a team of Quality Assurance (QA) specialists in applying quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key metrics, monitoring quality procedures and participating in software reviews and testing.

58. HIT Senior Software Engineer

**Functional Responsibility**
Develops and maintains operating systems, applications software, database packages, compilers, assemblers, utility programs and other highly complex system software requirements. Modifies and creates special purpose software and ensure systems efficiency and integrity. Analyze systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed systems designs into executable software. Tests, debugs, and refines software to produce the required product. Prepares required documentation, including project plans and software program documentation. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Six years experience performing the functions described below, including experience leading or
directing a team of software engineers.

59. HIT Senior System Architect

**Functional Responsibility**
Develops network, and technical architectures in support of complex and highly sophisticated client/server and mainframe applications. Develops network and technical architectures for complex and highly sophisticated client/server and mainframe applications. Develops and execute architecture strategies, feasibility studies, and integration analyses. Supervises and provides guidance in implementing various architectures. Independently gathers and defines the architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Six years experience performing the functions described below, including experience in leading a team of specialists performing such functions.

60. HIT Senior System/Software Integration Engineer

**Functional Responsibility**
Leads a team of specialists involved in combining a multitude of very complex system and software packages. Assesses architecture and current hardware limitations, define and design complex system specifications, input/output processes and working parameters for hardware/software compatibility. Implements computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Performs requirements analysis for a wide range of users in areas of office automation. Presents system designs for user approval at formal reviews. Independently integrates software, interprets software test results, and recommends solutions for unsatisfactory test results. Coordinates design of subsystems and integration of total system and life-cycle support, including maintenance, administration, and management. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major products. May provide work leadership for lower level employees. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Six years experience performing the functions described below, including experience in leading a
team of specialists performing such functions.

61. HIT Senior Systems Analyst

Functional Responsibility
Oversees analyst staff and analyzes and evaluates existing systems to independently define problems, data availability, report requirements and system design issues. Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Defines system objectives and prepare system design specifications to meet user requirements and satisfy interface problems. Coordinates with the Program Manager to ensure solutions to problems and user satisfaction. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. 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. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Six years experience performing the functions described.

62. HIT Senior Telecom Engineer

Functional Responsibility
Performs highly complex network engineering tasks and systems studies. Performs advanced telecommunications studies, planning, design, development, and modifications of existing of planned voice and data communications network systems and subsystems. Directs and/or participates in complex advanced telecommunications studies and comparisons of costs, efficiency, and reliability of telecommunications technologies. Analyzes and compares existing telecommunications systems and subsystems and make recommendations to increase their scope and performance to meet specific client requirements. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

Experience
Six years total experience performing the functions described.
63. HIT Senior Training Specialist

Functional Responsibility
Develops, plans, and provides sophisticated Information System or ADP, end-user training on highly complex computer hardware, application software, new systems, or related procedures. Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. Prepares all course materials (course outline, background material and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

Experience
Four years total experience performing the functions stated.

64. HIT Software Engineer

Functional Responsibility
Develops and maintains operating systems, applications software, database packages, compilers, assemblers, and utility programs with minimal oversight. Modifies and creates special purpose software and ensures systems efficiency and integrity. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans and software program documentation. Provides technical direction to less experienced programmers. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Four years experience performing the functions described.

65. HIT Subject Matter Expert (Functional) 1

Functional Responsibility
Defines problems and analyzes and develops plans and requirements in the subject matter area for simple to moderately complex systems in the subject matter area. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, modeling, and simulation in the functional area being
addressed.

**Education**
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

### 66. HIT Subject Matter Expert (Functional) 2

**Functional Responsibility**
Defines problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems in the subject matter area. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, modeling, and simulation in the functional area being addressed.

**Education**
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

### 67. HIT Subject Matter Expert (Functional) 3

**Functional Responsibility**
Provides managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advise on system-wide improvements; risk management; automation, modeling and simulation, optimization and maintenance efforts in the functional area being addressed.

**Education**
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

### 68. HIT Subject Matter Expert (Functional) 4

**Functional Responsibility**
Confers with client senior management using industry expertise to define the client's strategic information technology business goals and advises in the reengineering of business processes to
meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists client in developing strategies and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their activity.

**Education**
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. Four years of documented relevant experience or an Associates Degree together with two years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems. Demonstrated experience and ability to effectively communicate, both orally and in writing.

**69. HIT Subject Matter Expert (Functional) 5**

**Functional Responsibility**
Confers with client executive management using industry expertise to define the client’s strategic information technology business goals and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists client in developing strategies and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their activity. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. Four years of documented relevant experience or an Associates Degree together with two years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems. Demonstrated experience and ability to effectively communicate, both orally and in writing.

**70. HIT Subject Matter Expert (Technical) 1**

**Functional Responsibility**

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for
the Bachelors Degree.

Experience
Five years applied experience in specific area of technical expertise.

71. HIT Subject Matter Expert (Technical) II

Functional Responsibility
Defines problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: Information Systems Architecture, Networking, Telecommunications, Automation, Communications Protocols, Risk Management/Electronic Analysis, Software, Life-Cycle Management, Software Development Methodologies, and Modeling and Simulation.

Education
Bachelors Degree in a recognized technical, engineering, scientific, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Seven years applied experience in specific area of technical expertise.

72. HIT Subject Matter Expert (Technical) III

Functional Responsibility

Education
Bachelors Degree in a recognized technical, engineering, scientific, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Nine years applied experience in specific area of technical expertise.

73. HIT Subject Matter Expert (Technical) IV

Functional Responsibility
Provides technical management and direction for problem definition, analysis, requirements development and implementation for complex systems in the subject matter area. Provides workable recommendations and advise on system improvements, optimization or maintenance efforts in the following specialties: Information Systems Architecture, Networking,
Telecommunications, Automation, Communications Protocols, Risk Management/Electronic Analysis, Software, Electronic Email, Modeling and Simulation, and Data Storage and Retrieval.

Education
Bachelors Degree in a recognized engineering, scientific, business, or other discipline related to area of expertise. Four years of documented relevant experience or an Associates Degree together with two years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Ten years applied experience in specific technical area of expertise. Demonstrated experience and ability to effectively communicate, both orally and in writing.

74. HIT Subject Matter Expert (Technical) V

Functional Responsibility
Provides enterprise-wide technical management and direction for problem definition, analysis, requirements development and implementation for very complex systems in the subject matter area. Provides workable recommendations and advise to client executive management on emerging technology, system improvements, optimization or maintenance efforts in the following specialties: Information Systems Architecture, Networking, Telecommunications, Automation, Networking, Communications Protocols, Software, Electronic Email, Modeling and Simulation, and Data Storage and Retrieval.

Education
Bachelors Degree in a recognized engineering, scientific, business, or other discipline related to area of expertise. Four years of documented relevant experience or an Associates Degree together with two years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Twelve years applied experience in specific technical area of expertise. Demonstrated experience and ability to effectively communicate, both orally and in writing.

75. HIT System Architect

Functional Responsibility
Develops and executes architecture strategies, feasibility studies, and integration analyses with minimal oversight. Develops network, and technical architectures for moderate to simple client/server and mainframe applications. Gathers and defines architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Four years experience performing the functions described.
76. HIT System/Software Integration Engineer

**Functional Responsibility**
Implements computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing with minimal oversight. Analyzes existing systems and define, design and develop new integrated system requirements. Determines system specifications, input/output processes and working parameters for hardware/software compatibility. Performs requirements analysis for a wide range of users in areas of office automation. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Four years experience performing the functions described.

77. HIT Systems Analyst

**Functional Responsibility**
Analyzes and evaluates existing systems with minimal oversight, and define problems, data availability, report requirements and system design issues. Develops plans for IT systems from project inception to conclusion. Analyze the problem and the information to be processed, defines the problem and develops system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. 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. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Four years experience performing the functions described.

78. HIT Task Manager

**Functional Responsibility**
Serves as the central point of contact for a particular delivery/task order and interfaces with the Government’s Technical Representative. Establishes and enforces procedures to assure that the
task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

79. HIT Technical Editor

Functional Responsibility
Able to accurately edit and format documents, including technical documents, functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Demonstrated experience and ability to work independently or under only general direction. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
High school diploma or equivalency certificate, Associates of Arts degree desirable.

Experience
Two years professional experience in a position requiring development of structured written materials and visual aids.

80. HIT Technical Writer

Functional Responsibility
Writes and prepares technical documentation using outlines and resource material provided by functional analysts and computer personnel. Applies knowledge of required standards and verifies that documentation conforms to standards. Plans, develops, maintains, rewrites, and produces computer software/systems related documentation including tailoring style and readability to user requirements. Collects and organizes information for preparation of user manuals, training materials, installation guides, proposals, and reports. Writes reports, documentation (e.g., system specifications, operator manuals, reference manuals, and pamphlets) for information management systems and new releases of technical material; applying word processing, graphics and audio visual communications techniques for technical or scientific subject matter; and assisting
programmers and engineers in developing on-line documentation. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Associates Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substituted for the degree requirement.

**Experience**
Three years professional experience in a position requiring development of structured written materials and visual aids.

### 81. HIT Telecom Engineer

**Functional Responsibility**
Plans, designs, develops, tests and analyzes telecommunications systems. Applies conceptual, development and acquisition processes and pertinent industry standards. Installs, implements, operates and maintains a wide variety of communications software/protocols. Sample protocols and methodologies include, but are not limited to: Ethernet; the full suite of DDN protocols; the National Bureau of Standards Government Open Systems Interconnection Profile (GOSIP); the International Standards Organization (ISO); Open Systems Interconnection (OSI) seven layer model; IEEE 802 standards; and the Consultative Committee for Telegraphy and Telephony (CCITT) X.25. Applies communication transmission technology using broadband, baseband fiber optic, twisted pair, and satellite. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Four years total experience performing the functions described.

### 82. HIT Test Manager

**Functional Responsibility**
Supervises a team of test specialists and manages complex, state-of-the-art test programs. Translates complex program requirements into testable objectives. Analyzes and recommends test cycle, test plans, safety reviews, and detailed test objectives. Manages and works effectively with diverse organizations and personalities to execute a successful test program. Applies complex test methodologies and compensates for limitations and restrictions. Develops overall test strategy to include objectives, methodologies, analysis, and schedules. Independently assesses system performance against stated requirements. Applies test discipline to design a thorough and executable test program. Leads analysis efforts to dissect output data, interface with the client, and provide clear results and recommendations. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.
research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Five years total experience performing the functions described below, including detailed familiarity with commercial test environments and operating procedures.

### 83. HIT Test Specialist

**Functional Responsibility**
Designs and executes ADP software tests and evaluate results to ensure compliance with applicable regulations. Prepares test scripts and all required test documentation. Designs and prepares all needed test data. Works independently with diverse organizations and personalities to execute a successful test program. Applies test methodologies, accounting for all limitations and restrictions. Supports test program manager for complex, state-of-the-art test programs. Writes test plans (to include objectives, methodologies, instrumentation requirements, analysis, safety, etc.) and test procedure documents. Conducts analysis of output data, provide results and recommendations. Independently assesses system performance against stated requirements. Analyzes internal security within systems. Reviews test results and evaluates for conformance to design. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Five years total experience performing the functions described.

### 84. HIT Test Technician

**Functional Responsibility**
Tests systems using pre-determined test scripts. Must have a general understanding of test methodologies. Writes test procedure documents and test results. Conducts supervised analysis efforts to dissect output data, provide results and recommendations. Assesses system performance against stated requirements. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Two years total experience performing the functions described below, including basic
understanding of the test methodologies, test cycle, test plans, safety reviews, and detailed test results reporting.

85. HIT Trainer

Functional Responsibility
Develops lesson plans and utilizes prepared course and student materials for end-user training on computer hardware, application software, new systems, or training on business process improvements and other procedures in a supervised setting. Trains personnel by conducting formal classroom courses, workshops, and seminars. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

Experience
Two years total experience performing the functions stated.

86. HIT Training Manager

Functional Responsibility
Provides daily supervision and direction to a staff of training personnel. Assesses training needs and designs and manages Information System and/or Automated Data Processing subject matter training classes. Works closely with Government personnel to determine training and scheduling requirements. Responsible for the development, quality and adequacy of course material. Reviews and provides inputs for training documentation. Ability to develop and prepare user and technical documentation and training course materials for computer based training as well as classroom instruction, training instruction, writing and editing technical documents, and knowledge of information systems. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

Experience
Six years total experience performing the functions stated below, including two years supervisory experience.

87. HIT Training Specialist

Functional Responsibility
Plans and provides Information System or ADP, end-user training on computer hardware, application software, new systems, or training on business process improvements and other
procedures with minimal oversight. Prepares routine training materials, including workbooks, handouts, completion certificates, and course evaluation forms. Trains personnel by conducting formal classroom courses, workshops, and seminars. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

Education
Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

Experience
Four years total experience performing the functions stated.
The Labor Category Requirements and Descriptions in the section below are applicable to the following SINS associated with this Multiple Award Schedule contract:

54151S – Information Technology Professional Services

1. Administrative Assistant

Functional Responsibility
Uses word processing and graphics production software and equipment. Duties include general administrative and clerical duties such as typing, filing, taking meeting minutes, composing routine correspondence, assisting in the production of final form documentation; performing data entry on a variety of systems; and maintaining a technical library-all in a supervised setting. Provides clerical and administrative services and applies appropriate technology to support office operations.

Education
High school diploma or equivalency certificate, Associates of Arts degree desirable.

Experience
Two years experience in the support of office operations including the use of appropriate desktop technology.

2. Administrative Clerk

Functional Responsibility
Uses word processing, spreadsheet and other basic personal computer software and equipment. Duties include general administrative and clerical duties such as typing, answering the telephone, and filing-all in a supervised setting.

Education
High school diploma or equivalency certificate. Associates of Arts degree desirable.

Experience
Minimum/General Experience required.

3. Advance Technology Program Manager

Functional Responsibility
Serves as the contract manager and administrator over the entire contract effort. Independently leads programs that involve the successful management of teams composed of highly specialized technical professionals who have been involved in analysis, prototyping, design, integration, testing, documenting, converting, extending, and implementing high technology systems. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

Education
Graduate Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional two years of relevant experience may be substituted for the Graduate Degree. An additional four years of relevant experience (a total of six years of experience) may be substituted for the Bachelors Degree.

Experience
Two years experience in managing large complex projects including at least 25 persons in
subordinate groups in diverse locations with demonstrated experience and ability to direct multiple advanced technology design, development, integration, testing, training, deployment, operation and/or maintenance efforts. Plus an additional eight years of progressively responsible experience in a Government contracting environment.

4. Advanced Technology Project Manager

**Functional Responsibility**
Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Performs day-to-day management of projects that involve teams of highly specialized technical professionals who are involved in analyzing, prototyping, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years experience including complete project development from inception to deployment with demonstrated experience and ability to oversee and orchestrate advanced technology system design, development, integration, testing, training, deployment, operation and/or maintenance efforts.

5. Advanced Technology Task Manager

**Functional Responsibility**
Performs day-to-day management of highly technical tasks, working with other data processing or information system and management professionals. Ability to present system designs for user approval at formal reviews. Ability to perform configuration management, software integration, and interpretation of software test results, as well as recommending solutions for unsatisfactory test results. Ability to provide solutions to identified software problem reports. Plans, organizes, coordinates and executes all activities associated with assigned task.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Four years experience including complete project development from inception to deployment with a Demonstrated experience and ability to manage individual advanced technology system design, prototyping, development, integration, testing, training, deployment, operation and/or maintenance tasks.
6. BPR Specialist

Functional Responsibility
Conducts process modernization and improvement projects with minimal oversight. Applies training, methodology development and evaluation across all phases of the modernization and improvement project. Identifies best practices, change management and business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Supports group facilitation, conducts interviews and training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to junior business process reengineering specialist.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Four years experience including ability to apply process improvement and reengineering methodologies and principles.

7. Computer Specialist

Functional Responsibility
Converts computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency through conversion or migration all with minimal oversight. Manages, maintains, and evaluates current state-of-the-art computer hardware, software, and software development tools. Evaluates their application in support of specific requirements and interface with other equipment and systems. Determines potential and actual bottlenecks; proposes workable recommendations for their elimination; and makes recommendations for systems improvements that will result in optimal hardware and software usage.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Four years experience in the functions described.

8. Configuration Management Specialist

Functional Responsibility
Establishes and/or maintains a system to record modifications to hardware, software or documentation. Maintains allocated, functional and physical baseline control and performs audit support. Serves as secretary to Configuration Control Boards (CCBs) to help ensure all baseline changes are approved before initiation. Participates in review of engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management
representatives to ensure accurate and well-documented product baseline.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years experience in the functions described.

### 9. Configuration Management Support Analyst

**Functional Responsibility**
Provides configuration baseline control support for component software and hardware elements of information systems. Performs supervised audit support. Reviews, with supervision, engineering change requests and document impact upon configuration baseline and logistics support elements. Assists Configuration Control Boards (CCBs) in ensuring all baseline changes are approved before initiation. Maintains configuration control records and technical documents.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years experience in the functions described.

### 10. Cost Analyst

**Functional Responsibility**
Performs cost analysis techniques with minimal oversight. Satisfies all Junior Cost Analyst capabilities. Applies guidance found in Office of Management and Budget and appropriate government agency’s cost estimating circulars. Conducts common investment analysis, including: Life-Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis, and Business Case Analysis.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years experience including the application of cost analysis techniques and use of common cost estimating tools.

### 11. Database Engineer

**Functional Responsibility**
Installs, maintains, upgrades and administers full-featured database management systems and related tools with minimal supervision. Plans, designs, develops, and modifies databases structures, and database administration tools using products and programming languages such as PL/SQL, Visual Basic, or ORACLE Forms.
12. **Database Manager**

**Functional Responsibility**
Leads or supervises a team of specialists in installing, maintaining, upgrading and administering full-featured database management systems and related tools. Manages the development of database projects. Plans and budgets staff and data resources. Supports application developers in planning preparation, load analysis, and backup and recovery of data. Prepares and delivers presentations on DBMS concepts. Provide daily supervision and direction to support staff. Monitors, maintains, upgrades and administers full-featured database management systems such and related tools.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Four years experience in the functions described.

13. **Desk Top Support**

**Functional Responsibility**
Independently configures and installs desktop and laptop systems and installs applications on systems. Troubleshoots and repairs systems and applications installed on desktop and laptop systems. Assists with organizing, prioritizing, assisting, and giving directions to the help desk team in meeting the day to day support requirements. Organizes, prioritizes and assists with daily technical support in organizations with different support requirements. Maintains documentation for procedures and processes, as well as, maintenance logs and equipment databases.

**Education**
Associate Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

**Experience**
Two years total experience performing the functions described.

14. **Facilitator**

**Functional Responsibility**
Provides structure and ensures progression of working groups and teams by maintaining focus and
avoiding unnecessary digression. Works closely with diverse group members to enhance team building, communication, interpersonal relations, problem solving, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

Experience
Four years total experience performing the functions described.

15. Graphics Illustrator

Functional Responsibility
Creates graphic design, artwork and documentation layout and augment existing documents with value-added visuals, including on-line, interactive, Internet and World Wide Web documents. Applies creativity and resourcefulness and the regular use of independent judgment when interfacing with customers and staff. Applies a wide variety of software tools to resolve complex design problems.

Education
Associates Degree in related field. An additional two years of experience may be substituted for the degree requirement.

Experience
Two years total experience performing the functions described.

16. Help Desk Manager

Functional Responsibility
Has overall responsibility for help desk staff and the activities associated with the identification, prioritization, and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Assigns personnel to various operations and directs their activities; reviews and evaluates their work and prepares performance reports.

Education
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Familiarity with appropriate desktop systems. Ability to communicate orally and in writing and experience interfacing with clients and customers and handling sensitive issues. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

17. Help Desk Specialist

Functional Responsibility
Assist in the use of software and hardware, servers, printers, network components, and other peripheral components. Teach hardware concepts to customers with little or no background in computers. Conduct component level diagnostics. Assist in the use of a variety of business software and operating systems. Develop and maintain documentation for procedures and processes, as well as, maintenance logs and equipment databases.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Familiarity with appropriate desktop systems. Ability to communicate orally and in writing and experience interfacing with clients and customers. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

### 18. Help Desk Technician

**Functional Responsibility**
Serve as a primary contact for clients experiencing technical and/or non-technical issues. Requires ability to diagnose, troubleshoot and client issues by employing strong listening and communication skills. Must have creative problem-solving skills to assist clients. Must be a team player that contributes to the resolution of the client’s business problems. Provides ongoing technical support for specialized applications: logs trouble calls, analyzes and corrects problem at source. Advises users of changes in procedures. Identifies problems requiring vendor assistance and coordinates vendor technical support.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Experience in problem resolution of systems, electronic commerce and web hosting is preferred. Also, requires user proficiency with PC hardware, standard software, and specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Must have knowledge of the office suite and desktop applications required.

### 19. Information Assurance Engineer

**Functional Responsibility**
Develops technical solutions to support client requirements in solving moderately complex network, platform, and system security problems. Applies activity and data modeling transaction flow analysis; internal control and risk analysis; modern business methods; and performance measurement techniques. Assists in establishing standards for information system procedures. Develop and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Conducts secure system
engineering and development, including system/security requirements analysis and secure system definition. Designs test beds of advanced hardware and software solutions.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Four years experience in the functions described.

20. **Installation Technician**

**Functional Responsibility**
Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate network based data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Two years experience performing the functions described.

21. **Intranet/Extranet/Internet Site Developer/Engineer**

**Functional Responsibility**
Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of an Intranet/Extranet/Internet website with minimal oversight. Works with engineers and other members of a project team to develop the site concept, interface design, and architecture of the website. Translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand-alone sites or as the front end to web-based applications. Applies new and emerging technologies to the site development process. Applies sound navigational and site-design concepts.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years experience in the functions described.

22. **Junior BPR Specialist**

**Functional Responsibility**
Assists in process modernization and improvement projects in a supervised setting. Assists with group facilitation, interviewing, training, and other forms of knowledge transfer. Performs
supervised activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Two years experience including ability to apply process improvement and reengineering methodologies and principles.

### 23. Junior Computer Specialist

**Functional Responsibility**
Evaluates state-of-the-art computer hardware and software and its application to support specific requirements and to interface with other equipment and systems. Troubleshoots actual bottlenecks and proposes recommendations for their elimination and makes recommendations for system improvements that will result in optimization of development and/or maintenance efforts.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Two years experience in the functions described.

### 24. Junior Cost Analyst

**Functional Responsibility**
Performs supervised collection and analysis of data organizing it in a standard work breakdown structure. Applies basis principles of cost analysis such as time value of money, net present value, real US nominal dollars and other common cost estimating practices.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Two years experience including the application of basic cost analysis techniques and use of common cost estimating tools.

### 25. Junior Database Engineer

**Functional Responsibility**
Maintains, upgrades and administers full-featured database management systems and related tools in a supervised setting. Assists in planning, designing, developing, and modifying databases structures, and database administration tools using routine products and programming languages.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Two years experience in the functions described.

### 26. Junior Information Assurance Engineer

**Functional Responsibility**
Implements, with supervision, technical solutions to support client requirements in solving routine network, platform, and system security problems. Assists with secure system engineering, including system/security requirements analysis and secure system definition. Performs process and data modeling in support of the planning and analysis efforts, using automated tools.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Two years experience in the functions described.

### 27. Junior Intranet/Extranet/Internet Site Developer/Engineer

**Functional Responsibility**
Troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of an Internet/Intranet website. Works in a supervised setting with engineers and other members of a project team to construct the website. Assists in interface implementation. Applies sound navigational and site-design concepts. Integrates web pages and applications to serve either as stand-alone sites or as the front end to web-based applications.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Two years experience in the functions described.

### 28. Junior Network/System Security Engineer

**Functional Responsibility**
Performs supervised security analysis of existing systems for compliance with security requirements in a supervised setting. Uses a variety of common security techniques, technologies, and tools to implement security solutions in computer systems and networks. Participates in some phases of the systems lifecycle including systems development, integration and testing. Assists in computer security penetration studies. Analyzes and documents security requirements for computer systems, which may include mainframes, workstations, and personal computers.
Designs, develops, engineers, and implements common solutions to security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Two years experience performing the functions described.

### 29. Junior Quality Assurance Technician

**Functional Responsibility**
Performs supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing in a supervised setting. Interprets and applies Government regulations, manuals, and standards relating to quality assurance. Evaluates software and associated documentation. Participates in formal and informal reviews to determine quality and in the development of software quality assurance plans. Examines and evaluates the SQA process and recommends enhancements and modifications. Develops quality standards. Performs reporting, tracking, and analysis of key performance based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Two years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

### 30. Junior Software Engineer

**Functional Responsibility**
Conducts analysis development and maintenance of software in a supervised setting. Modifies and creates systems software and ensure systems efficiency and integrity. Translates detailed design into executable software. Tests, debugs, and refines the software to produce the required product. Prepares required documentation, including block diagrams, logic flow charts and software program documentation.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Two years experience performing the functions described.

### 31. Junior System/Software Integration Engineer

**Functional Responsibility**
Assists in the analysis of existing systems and the definition, design and development of new system requirements. Performs requirements analysis for general users of office automation. Participates in the determination of system specifications, input/output processes and working parameters for hardware/software compatibility. With supervision, identifies, analyzes and may resolve program support deficiencies.

**Education**

Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**

Two years experience performing the functions described.

**32. Junior Systems Analyst**

**Functional Responsibility**

Assists in research and analysis of existing systems to define problems, data availability and report requirements. Researches and analyzes requirements for information systems from a project's inception to its conclusion. Researches required specifications for simple to moderately complex systems. Assists Senior Systems Analyst in preparing input and test data for the proposed system. 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.

**Education**

Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**

Two years experience performing the functions described.

**33. Junior Telecom Engineer**

**Functional Responsibility**

Assists in planning, designing, developing, testing and analyzing all types of telecommunications systems. Researches appropriate conceptual and development processes and applicable standards. Installs, implements, operates and maintains telecommunications software/protocols in a supervised setting.

**Education**

Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**

Two years total experience performing the functions described.

**34. Management Analyst**

**Functional Responsibility**

Identifies best practices and applies change management, organizational development, activity and data modeling, or information system development methods and practices with minimal oversight. Supports and participates in formal and informal reviews at pre-determined points throughout the project life cycle using process improvement and re-engineering methodologies and principles.
Creates and assesses performance measurements. Participates in client problem-solving and in the recommendation development process.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years demonstrated experience in the application of multiple organizational and management improvement techniques in a government or commercial environment. Demonstrated ability to communicate effectively orally or in writing.

### 35. Network Administrator

**Functional Responsibility**
Supervises operations and maintenance activities for voice and data communications networks. Conducts protocol analysis and knowledge of LAN and WAN data communications protocols (TCP/IP, ATM, frame relay, X.400, and X.500). Plans and performs fault management, configuration control, and performance monitoring. Conducts activation, back-up, deactivation, and restart of network resources/services. Evaluates communication hardware and software, troubleshoot LAN/MAN/WAN and other network-related problems. Performs and supervises general voice and data network administration, provides technical leadership in the integration and testing of complex large-scale networks. Schedules network conversions and cutovers. Supervises maintenance of network systems. Coordinates with users, technical team, senior management throughout all network sites.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years experience in the functions described.

### 36. Network Engineer

**Functional Responsibility**
Designs, configures, tests, implements and maintains network support activities, and supports application programmers working in that environment. Provides technical and administrative direction for personnel responsible for network design, implementation, and operations tasks, including the review of work products for correctness, adherence to the design concept and to user standards and progress in accordance with schedules. Evaluates and resolves network and processor problems. Designs, configures and implements networks. Evaluates network performance using hardware and software diagnostic tools. Participates in designing, planning and installation of new networks and hardware. Evaluates network changes for operational impact. Makes recommendations for approval of major network installations. Prepares milestone status reports, and deliveries/presentations on network progress to colleagues, subordinates, and end user representatives.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years experience in the functions described.

### 37. Network/System Security Engineer

**Functional Responsibility**
Independently performs complex security analysis of existing systems for compliance with security requirements. Uses a variety of security techniques, technologies, and tools to develop, integrate, and implement security solutions into highly sensitive computer systems and networks. Perform vulnerability and risk analysis and participate in a variety of computer security penetration studies. Analyzes and defines security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, and implements solutions to meet security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Participates in most phases of the systems lifecycle including preliminary and final design, systems development, integration and testing.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Four years experience performing the functions described.

### 38. Network/System Security Manager

**Functional Responsibility**
Manages a Network Security Team and directs and implements the necessary controls and procedures to cost-effectively protect information network and system assets from intentional or inadvertent modification, disclosure or destruction. Provides guidance and direction to other functional units for the physical protection of information system assets. Provides reports to superiors regarding effectiveness of data security and makes recommendations for the adoption of new procedures. Assigns work to subordinates and monitors performance.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Six years experience performing the functions a Network/System Security Engineer, and two years experience managing a network security team.

### 39. Principal Systems Programmer

**Functional Responsibility**
Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to
specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures. Supports the following specialties: connected health; electronic health records, health information exchanges; health analytics; personal health information Management; innovative health IT solutions; health informatics; emerging health IT research and other health IT related specialties not defined here.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Ten years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

### 40. Project Control Specialist

**Functional Responsibility**
Supports project management team in controlling project cost and schedule. Uses state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to develop project plans, status reports, and data updates for Government and contractor project management personnel to use in the management and control of project activities.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Four years experience in the use of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

### 41. Project Manager

**Functional Responsibility**
Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the
Bachelors Degree.

Experience
Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

42. Quality Assurance Specialist

Functional Responsibility
Applies quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing with minimal oversight. Interprets and applies Government regulations, manuals, and standards relating to quality assurance. Determines the resources required for quality control. Develops and presents software quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Independently develops and implements a program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and participating in system reviews and testing.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity. Experience in the application of software engineering processes and methodologies, and the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency.

43. Research Analyst

Functional Responsibility
Analyzes existing and potential information from a wide variety of sources. Performs internet searches. Collates information into meaningful reports and presentation material. Organizes and maintains technical information in a systems library.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

Experience
Four years total experience performing the functions described.

44. Senior Administrative Assistant

Functional Responsibility
Analyzes existing and potential information from a wide variety of sources. Performs internet searches. Collates information into meaningful reports and presentation material. Organizes and maintains technical information in a systems library.

Performs general administrative duties to include correspondence control, word processing,
conference, meeting and travel arrangements, and report preparation. Assists in the preparation of management plans and various management reports. Coordinates schedules to facilitate the completion of tasks, briefings and presentations. Assists in IPR preparation. Performs analysis, development, and review of program administrative operating plans and procedures. Uses word processing, spreadsheet, and graphics office automation software to compose complex correspondence and other documentation. Works independently with diverse organizations and personalities.

**Education**

Associates Degree. An additional two years of experience may be substituted for the degree requirement.

**Experience**

Four years experience in the support of office operations including the use of appropriate desktop technology.

### 45. Senior Application Programmer

**Functional Responsibility**

Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

**Education**

Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**

Six years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

### 46. Senior BPR Specialist

**Functional Responsibility**

Applies facilitation techniques, training, methodology development and evaluation across all phases of the modernization and improvement project. Identify and recommend best practices, change management and business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Performs process modernization projects by applying process improvement and reengineering methodologies and principles to. Implements transition of existing project and project teams and facilitates project teams in the accomplishment of project activities and objectives. Conducts group facilitation, interviewing, and training, and provides additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to business process reengineering specialist.

**Education**

Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other
related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Seven years experience including ability to apply process improvement and reengineering methodologies and principles. Demonstrated experience and ability to lead or supervise a team of business process reengineering specialists.

### 47. Senior Computer Specialist

**Functional Responsibility**
Leads or supervises a team of specialists in developing, managing, maintaining, and evaluating current state-of-the-art computer hardware, software, and software development tools. Determines processes and costs for converting computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency through conversion or migration. Evaluates their application in support of specific requirements and interface with other equipment and systems. Determines potential and actual bottlenecks; proposes workable recommendations for their elimination; and makes recommendations for systems improvements that will result in optimal hardware and software usage.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years experience in the functions described below, including experience in supervising a team of specialists.

### 48. Senior Configuration Management Specialist

**Functional Responsibility**
Provides configuration baseline control throughout the life cycle of highly complex information systems as well as component software and hardware elements. Facilitates and advises Configuration Control Boards (CCBs). Maintains allocated, functional and physical baseline control and ability to performs audit support. Reviews all engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline. Prepares directives for change authorization and implementation.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years experience in the functions described below, including experience in supervising a team of configuration management specialists.
49. Senior Cost Analyst

**Functional Responsibility**
Supervises or leads a team of cost/junior analysts. Independently applies common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Interprets and applies principles of Office of Management and Budget and appropriate government agency’s cost estimating circulars. Applies cost estimating tools such as SEER, ACE-IT or their methodologies to required cost estimation tasks. Responsible for reporting status of cost analysts/estimating activities to the Program Manager.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years experience including the application of cost analysis techniques and use of common cost estimating tools in all cost analysis activities.

50. Senior Database Engineer

**Functional Responsibility**
Independently analyzes, compiles requirements, and develops database solutions for full-featured database systems and related tools. Plans, designs, develops, and modifies complex databases structures and database administration tools using current products and programming languages.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Six years performing the functions described.

51. Senior Information Assurance Engineer

**Functional Responsibility**
Develops and applies analytical and computational techniques and methodology for problem solutions. Independently develops and recommends technical solutions to support client requirements in solving moderate to highly complex network, platform, and system security problems. Applies analytical and engineering solutions based on federal and industry INFOSEC policies, doctrine, and regulations. Conducts secure system engineering and development, including system/security requirements analysis and secure system definition and specification development of INFOSEC policies and procedures utilizing technical and analytical skills. Designs test beds of advanced INFOSEC hardware and software solutions.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an
Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Six years experience in the functions described below, including experience in application of a set of disciplines for planning, analyzing, and designing information systems enterprise-wide or across a major sector of the enterprise.

**52. Senior Intranet/Extranet/Internet Site Developer/Engineer**

**Functional Responsibility**
Leads or directs a team of engineers and other specialists to develop the site concept, interface design, and architecture of the website. Develops successful web strategies. Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) in the design and programming of complex Internet/Intranet web applications. Translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Applies new and emerging technologies to the site development process. Performs advanced analysis and is responsible for information architecture and navigational integrity, making decisions on whether applications should be revised or improved.

**Education**
Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years experience in the functions described below, including experience in supervising a team of engineers and other specialists.

**53. Senior Management Analyst**

**Functional Responsibility**
Conducts and participates in formal and informal reviews at predetermined points throughout the project life cycle process improvement and re-engineering methodologies and principles. Analyzes client needs to determine systems requirements as they apply to the client's management systems. Reviews client requirements and participates in client problem-solving and in the recommendation process. Identifies best practices and applies enterprise- wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Creates and assess performance measurements. Leads or supervises a team of specialists and other management staff. Ability to communicate effectively orally or in writing.

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Six years demonstrated experience in the application of multiple organizational and management improvement techniques in a government or commercial environment, including demonstrated
experience in leading or supervising a team of specialists and other management staff to incorporate requirements into new or existing information management systems. Demonstrated ability to communicate effectively orally or in writing.

54. Senior Network Installation Technician

**Functional Responsibility**
Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate network based data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

**Education**
Bachelor's Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Four years experience performing the functions described.

55. Senior Network/System Security Engineer

**Functional Responsibility**
Analyzes and defines highly specialized security requirements for networks and computer systems, which may include LANs, WANs mainframes, workstations, and personal computers. Uses a variety of security techniques, technologies, and tools to design, develop, and implement security solutions into highly sensitive computer systems and networks. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Fully participates in all phases of the systems lifecycle including requirements gathering, preliminary and final design, systems development, integration and testing. Directs or performs vulnerability and risk analysis and participates in a variety of computer security penetration studies during all phases of the system development life cycle.

**Education**
Bachelor's Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**
Six years experience performing the functions described.

56. Senior Project Control Planner

**Functional Responsibility**
Independently prepares and analyses financial statements, develops highly complex project schedules, recommends and utilizes cost accounting and labor-reporting systems, and manages multiple contracts and subcontracts. Manages financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares projections for all active contract task orders.
Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Six years experience in the use of spreadsheets and complex project management tools. Requires knowledge of cost accounting and labor-reporting systems, and demonstrated experience in the preparation of financial statements.

57. Senior Quality Assurance Manager

Functional Responsibility
Directs QA team in developing and implementing QA program and procedures. Evaluates, recommends, and uses software engineering processes and methodologies. Determines and applies the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Interprets and applies Government regulations, manuals, and standards relating to quality assurance. Determines the resources required for quality control. Develops and presents software and system quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Independently develops and implements a complex program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and may include Quality Assurance Team supervision.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Seven years experience in the development and implementation of quality assurance programs. Experience in supervising or leading a team of Quality Assurance (QA) specialists in applying quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key metrics, monitoring quality procedures and participating in software reviews and testing.

58. Senior Software Engineer

Functional Responsibility
Develops and maintains operating systems, applications software, database packages, compilers, assemblers, utility programs and other highly complex system software requirements. Modifies and creates special purpose software and ensure systems efficiency and integrity. Analyze systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed systems designs into executable software. Tests, debugs, and refines software to produce the required product. Prepares required documentation, including project plans and software program documentation.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.
Experience
Six years experience performing the functions described below, including experience leading or directing a team of software engineers.

59. Senior System Architect

Functional Responsibility
Develops network, and technical architectures in support of complex and highly sophisticated client/server and mainframe applications. Develops network and technical architectures for complex and highly sophisticated client/server and mainframe applications. Develops and execute architecture strategies, feasibility studies, and integration analyses. Supervises and provides guidance in implementing various architectures. Independently gathers and defines the architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Six years experience performing the functions described below, including experience in leading a team of specialists performing such functions.

60. Senior System/Software Integration Engineer

Functional Responsibility
Leads a team of specialists involved in combining a multitude of very complex system and software packages. Assesses architecture and current hardware limitations, define and design complex system specifications, input/output processes and working parameters for hardware/software compatibility. Implements computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Performs requirements analysis for a wide range of users in areas of office automation. Presents system designs for user approval at formal reviews. Independently integrates software, interprets software test results, and recommends solutions for unsatisfactory test results. Coordinates design of subsystems and integration of total system and life-cycle support, including maintenance, administration, and management. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major products. May provide work leadership for lower level employees.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Six years experience performing the functions described below, including experience in leading a team of specialists performing such functions.

61. Senior Systems Analyst

Functional Responsibility
Oversees analyst staff and analyzes and evaluates existing systems to independently define problems, data availability, report requirements and system design issues. Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Defines system objectives and prepare system design specifications to meet user requirements and satisfy interface problems. Coordinates with the Program Manager to ensure solutions to problems and user satisfaction. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. 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.

**Education**  
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

**Experience**  
Six years experience performing the functions described.

### 62. Senior Telecom Engineer

**Functional Responsibility**  
Performs highly complex network engineering tasks and systems studies. Performs advanced telecommunications studies, planning, design, development, and modifications of existing of planned voice and data communications network systems and subsystems. Directs and/or participates in complex advanced telecommunications studies and comparisons of costs, efficiency, and reliability of telecommunications technologies. Analyzes and compares existing telecommunications systems and subsystems and make recommendations to increase their scope and performance to meet specific client requirements.

**Education**  
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**  
Six years total experience performing the functions described.

### 63. Senior Training Specialist

**Functional Responsibility**  
Develops, plans, and provides sophisticated Information System or ADP, end-user training on highly complex computer hardware, application software, new systems, or related procedures. Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. Prepares all course materials (course outline, background material and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Education**  
Bachelors Degree in computer science, information systems, mathematics, management,
education, or related field. An additional four years of experience may be substituted for the degree requirement.

Experience
Four years total experience performing the functions stated.

64. Software Engineer

Functional Responsibility
Develops and maintains operating systems, applications software, database packages, compilers, assemblers, and utility programs with minimal oversight. Modifies and creates special purpose software and ensures systems efficiency and integrity. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans and software program documentation. Provides technical direction to less experienced programmers.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Four years experience performing the functions described.

65. Subject Matter Expert (Functional) I

Functional Responsibility
Defines problems and analyzes and develops plans and requirements in the subject matter area for simple to moderately complex systems in the subject matter area. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, modeling, and simulation in the functional area being addressed.

Education
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

66. Subject Matter Expert (Functional) II

Functional Responsibility
Defines problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems in the subject matter area. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, modeling, and simulation in the functional area being addressed.
Education
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**67. Subject Matter Expert (Functional) III**

**Functional Responsibility**
Provides managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advise on system-wide improvements; risk management; automation, modeling and simulation, optimization and maintenance efforts in the functional area being addressed.

Education
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Experience
Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**68. Subject Matter Expert (Functional) IV**

**Functional Responsibility**
Confers with client senior management using industry expertise to define the client s strategic information technology business goals and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists client in developing strategies and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their activity.

Education
Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. Four years of documented relevant experience or an Associates Degree together with two years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems. Demonstrated experience and ability to effectively communicate, both orally and in writing.

**69. Subject Matter Expert (Functional) V**

**Functional Responsibility**
Confers with client executive management using industry expertise to define the client s strategic
information technology business goals and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists client in developing strategies and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their activity.

**Education**

Bachelors Degree in a recognized engineering, scientific, managerial, business, or other discipline related to area of expertise. Four years of documented relevant experience or an Associates Degree together with two years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**

Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems. Demonstrated experience and ability to effectively communicate, both orally and in writing.

### 70. Subject Matter Expert (Technical) I

**Functional Responsibility**


**Education**

Bachelors Degree in a recognized technical, engineering, scientific, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**

Five years applied experience in specific area of technical expertise.

### 71. Subject Matter Expert (Technical) II

**Functional Responsibility**

Defines problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: Information Systems Architecture, Networking, Telecommunications, Automation, Communications Protocols, Risk Management/Electronic Analysis, Software, Life-Cycle Management, Software Development Methodologies, and Modeling and Simulation.

**Education**

Bachelors Degree in a recognized technical, engineering, scientific, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Seven years applied experience in specific area of technical expertise.

72. Subject Matter Expert (Technical) III

**Functional Responsibility**

**Education**
Bachelors Degree in a recognized technical, engineering, scientific, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Experience**
Nine years applied experience in specific area of technical expertise.

73. Subject Matter Expert (Technical) IV

**Functional Responsibility**
Provides technical management and direction for problem definition, analysis, requirements development and implementation for complex systems in the subject matter area. Provides workable recommendations and advise on system improvements, optimization or maintenance efforts in the following specialties: Information Systems Architecture, Networking, Telecommunications, Automation, Communications Protocols, Risk Management/Electronic Analysis, Software, Electronic Email, Modeling and Simulation, and Data Storage and Retrieval.

**Education**
Bachelors Degree in a recognized engineering, scientific, business, or other discipline related to area of expertise. Four years of documented relevant experience or an Associates Degree together with two years of documented relevant experience, may be substituted for the Bachelors Degree.

**Experience**
Ten years applied experience in specific technical area of expertise. Demonstrated experience and ability to effectively communicate, both orally and in writing.

74. Subject Matter Expert (Technical) V

**Functional Responsibility**
Provides enterprise-wide technical management and direction for problem definition, analysis, requirements development and implementation for very complex systems in the subject matter area. Provides workable recommendations and advise to client executive management on emerging technology, system improvements, optimization or maintenance efforts in the following specialties: Information Systems Architecture, Networking, Telecommunications, Automation, Networking, Communications Protocols, Software, Electronic Email, Modeling and Simulation, and Data Storage and Retrieval.
Education
Bachelors Degree in a recognized engineering, scientific, business, or other discipline related to area of expertise. Four years of documented relevant experience or an Associates Degree together with two years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Twelve years applied experience in specific technical area of expertise. Demonstrated experience and ability to effectively communicate, both orally and in writing.

75. System Architect

Functional Responsibility
Develops and executes architecture strategies, feasibility studies, and integration analyses with minimal oversight. Develops network, and technical architectures for moderate to simple client/server and mainframe applications. Gathers and defines architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Four years experience performing the functions described.

76. System/Software Integration Engineer

Functional Responsibility
Implements computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing with minimal oversight. Analyzes existing systems and define, design and develop new integrated system requirements. Determines system specifications, input/ output processes and working parameters for hardware/software compatibility. Performs requirements analysis for a wide range of users in areas of office automation. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Four years experience performing the functions described.

77. Systems Analyst

Functional Responsibility
Analyzes and evaluates existing systems with minimal oversight, and define problems, data availability, report requirements and system design issues. Develops plans for IT systems from project inception to conclusion. Analyze the problem and the information to be processed, defines the problem and develops system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. 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. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

Experience
Four years experience performing the functions described.

78. Task Manager

Functional Responsibility
Serves as the central point of contact for a particular delivery/task order and interfaces with the Government’s Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Education
Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Experience
Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

79. Technical Editor

Functional Responsibility
Able to accurately edit and format documents, including technical documents, functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Demonstrated experience and ability to work independently or under only general direction.

Education
High school diploma or equivalency certificate, Associates of Arts degree desirable.

Experience
Two years professional experience in a position requiring development of structured written materials and visual aids.

80. Technical Writer
Functional Responsibility
Writes and prepares technical documentation using outlines and resource material provided by functional analysts and computer personnel. Applies knowledge of required standards and verifies that documentation conforms to standards. Plans, develops, maintains, rewrites, and produces computer software/systems related documentation including tailoring style and readability to user requirements. Collects and organizes information for preparation of user manuals, training materials, installation guides, proposals, and reports. Writes reports, documentation (e.g., system specifications, operator manuals, reference manuals, and pamphlets) for information management systems and new releases of technical material; applying word processing, graphics and audio visual communications techniques for technical or scientific subject matter; and assisting programmers and engineers in developing on-line documentation.

Education
Associates Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substituted for the degree requirement.

Experience
Three years professional experience in a position requiring development of structured written materials and visual aids.

81. Telecom Engineer

Functional Responsibility
Plans, designs, develops, tests and analyzes telecommunications systems. Applies conceptual, development and acquisition processes and pertinent industry standards. Installs, implements, operates and maintains a wide variety of communications software/protocols. Sample protocols and methodologies include, but are not limited to: Ethernet; the full suite of DDN protocols; the National Bureau of Standards Government Open Systems Interconnection Profile (GOSIP); the International Standards Organization (ISO); Open Systems Interconnection (OSI) seven layer model; IEEE 802 standards; and the Consultative Committee for Telegraphy and Telephony (CCITT) X.25. Applies communication transmission technology using broadband, baseband fiber optic, twisted pair, and satellite.

Education
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

Experience
Four years total experience performing the functions described.

82. Test Manager

Functional Responsibility
Supervises a team of test specialists and manages complex, state-of-the-art test programs. Translates complex program requirements into testable objectives. Analyzes and recommends test cycle, test plans, safety reviews, and detailed test objectives. Manages and works effectively with diverse organizations and personalities to execute a successful test program. Applies complex test methodologies and compensates for limitations and restrictions. Develops overall test strategy to include objectives, methodologies, analysis, and schedules. Independently assesses system performance against stated requirements. Applies test discipline to design a thorough and
executable test program. Leads analysis efforts to dissect output data, interface with the client, and provide clear results and recommendations.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Five years total experience performing the functions described below, including detailed familiarity with commercial test environments and operating procedures.

### 83. Test Specialist

**Functional Responsibility**
Designs and executes ADP software tests and evaluate results to ensure compliance with applicable regulations. Prepares test scripts and all required test documentation. Designs and prepares all needed test data. Works independently with diverse organizations and personalities to execute a successful test program. Applies test methodologies, accounting for all limitations and restrictions. Supports test program manager for complex, state-of-the-art test programs. Writes test plans (to include objectives, methodologies, instrumentation requirements, analysis, safety, etc.) and test procedure documents. Conducts analysis of output data, provide results and recommendations. Independently assesses system performance against stated requirements. Analyzes internal security within systems. Reviews test results and evaluates for conformance to design.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Five years total experience performing the functions described.

### 84. Test Technician

**Functional Responsibility**
Tests systems using pre-determined test scripts. Must have a general understanding of test methodologies. Writes test procedure documents and test results. Conducts supervised analysis efforts to dissect output data, provide results and recommendations. Assesses system performance against stated requirements.

**Education**
Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Two years total experience performing the functions described below, including basic understanding of the test methodologies, test cycle, test plans, safety reviews, and detailed test results reporting.

### 85. Trainer

**Functional Responsibility**
Develops lesson plans and utilizes prepared course and student materials for end-user training on computer hardware, application software, new systems, or training on business process improvements and other procedures in a supervised setting. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Education**
Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Two years total experience performing the functions stated.

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**86. Training Manager**

**Functional Responsibility**
Provides daily supervision and direction to a staff of training personnel. Assesses training needs and designs and manages Information System and/or Automated Data Processing subject matter training classes. Works closely with Government personnel to determine training and scheduling requirements. Responsible for the development, quality and adequacy of course material. Reviews and provides inputs for training documentation. Ability to develop and prepare user and technical documentation and training course materials for computer based training as well as classroom instruction, training instruction, writing and editing technical documents, and knowledge of information systems.

**Education**
Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Six years total experience performing the functions stated below, including two years supervisory experience.

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**87. Training Specialist**

**Functional Responsibility**
Plans and provides Information System or ADP, end-user training on computer hardware, application software, new systems, or training on business process improvements and other procedures with minimal oversight. Prepares routine training materials, including workbooks, handouts, completion certificates, and course evaluation forms. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Education**
Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

**Experience**
Four years total experience performing the functions stated.
The Labor Category Requirements and Descriptions in the section below are applicable to the following SINS associated with this Multiple Award Schedule contract:

541430 – Graphic Design Services
54151S – Information Technology Professional Services
541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541820 – Public Relations Services
541910 – Marketing Research and Analysis
541990RISK – Risk Assessment and Mitigation Services

1. Administrative Assistant I

   Functional Responsibility – Provides diversified clerical, administrative, and general office duties under general direction and supervision.

   Education – High school diploma or GED.

   Experience – No relevant experience required.

2. Administrative Assistant II

   Functional Responsibility – Experience includes performing diversified clerical, administrative, and general office duties to support government/client, manager(s), and/or staff. Requires good organizational and interpersonal skills to maintain schedules, calendars, correspondences, and filing systems. The work requires knowledge of general office procedures and common office software and automation tools such as Microsoft Word and Microsoft Outlook.

   Education – High school diploma or GED.

   Experience – Minimum of two (2) years of relevant experience.

3. Administrative Assistant III

   Functional Responsibility – Performs a combination of clerical tasks to support office, business, or administrative operations, such as maintaining records (e.g., receiving, preparing, and/or verifying documents), researching and compiling information and data, responding to routine requests (via phone, in person, or by e-mail or written correspondence), scheduling and detailed notetaking for meeting minutes and other reports as needed. The work requires knowledge of general office procedures and technical skills using common office software applications such as Microsoft Word and Microsoft Outlook.

   Education – Associate’s degree.

   Experience – Minimum of five (5) years of relevant experience.

4. Administrative Assistant IV
Functional Responsibility – Experience includes performing diversified clerical, administrative, and general office duties of a highly responsible and/or confidential nature to government/client, manager(s), and/or staff. Requires good organizational and interpersonal skills to maintain schedules, calendars, correspondences, and filing systems. This position requires knowledge of applicable policies, organization, office procedures, and technical skills using common office software applications such as Microsoft Word and Microsoft Outlook.

Education – Associate’s degree.

Experience – Minimum of ten (10) years of relevant experience.

5. Analyst I

Functional Responsibility – Serves as a junior member of a group of analysts who are working in concert to systematically integrate business, functional, and/or financial management processes. Possesses a general understanding of business process management, business process re-engineering, and business functional operations. Under supervision, must be able to assess procedures for compliance with government and industry standards, analyze requirements, conduct research, analyze data, develop solutions and/or alternative methods for improving performance and apply sound management principles.

Education – Bachelor’s degree in areas such as business administration, management, science, or related field.

Experience – No relevant experience required.

6. Analyst II

Functional Responsibility – Serves as a member of a group of analysts who are working in concert to systematically integrate business, functional, and/or financial management processes. Possesses a general understanding of business process management, business process re-engineering, and business functional operations. Under supervision, must be able to assess procedures for compliance with government and industry standards, analyze requirements, conduct research, analyze data, develop solutions and/or alternative methods for improving performance and apply sound management principles.

Education – Bachelor’s degree in areas such as business administration, management, science, or related field.

Experience – Minimum of two (2) years of relevant experience in analysis consulting or related to oversight, planning, administration, finance, or technology implementation.

7. Analyst III

Functional Responsibility – Serves as a member of a group of analysts who are working in concert to systematically integrate business, functional, and/or financial management processes. Possesses a general understanding of business process management, business process re-engineering, and business functional operations. Under supervision, must be able to assess procedures for compliance with government and industry standards, analyze requirements, conduct research, analyze data, develop solutions, and/or alternative methods for improving performance and apply sound management principles.
Education – Bachelor’s degree in areas such as business administration, management, science, or related field.

Experience – Minimum of five (5) years of relevant experience in analysis consulting or related to oversight, planning, administration, finance, or technology implementation.

8. Analyst IV

Functional Responsibility – Leads a group of analysts who are working in concert to systematically integrate business, functional, technical, and/or financial management processes. Possesses an expert understanding of business process management, business process re-engineering, and business functional operations. Analyst IV is adept at assessing procedures for compliance with government and industry standards, analyzing requirements, conducting and synthesizing research, analyzing data, developing solutions and/or alternative methods for improving performance and applying sound management principles.

Education – Bachelor’s degree in areas such as business administration, management, science, or related field.

Experience – Minimum of eight (8) years of relevant experience in analysis consulting or related to oversight, planning, administration, finance, or technology implementation.

9. Business Analyst I

Functional Responsibility – Prepares and conducts business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks and works with senior team members on mitigation strategies.

Education – Bachelor’s degree in areas such as business administration, management, science, or related field.

Experience – No relevant experience required.

10. Business Analyst II

Prepares and conducts business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks and prepares mitigation strategies to senior team members for review and approval.

Education – Bachelor’s degree in areas such as business administration, management, science, or related field.

Experience – Minimum of two (2) years of relevant experience.

11. Business Analyst III

Functional Responsibility – Works with junior business analysts to prepare and conduct business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and
business systems. Identifies potential business risks and implements mitigation strategies as necessary.

**Education** – Bachelor’s degree in areas such as business administration, management, science, or related field.

**Experience** – Minimum of five (5) years of relevant experience.

### 12. Business Analyst IV

**Functional Responsibility** – Leads a team of business analysts to prepare and conduct business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks and implements mitigation strategies as necessary. Reports directly to senior project/program manager.

**Education** – Bachelor’s degree in areas such as business administration, management, science, or related field.

**Experience** – Minimum of eight (8) years of relevant experience.

### 13. Communications Specialist I

**Functional Responsibility** – Member of a team of communications, public relations, and/or marketing professionals. Aids in developing and implementing targeted information campaigns. Contributes to the production of information products such as brochures, marketing materials, multimedia, press kits, and legislative analysis.

**Education** – Bachelor’s degree in areas such as marketing, integrated marketing communications, mass communication, English, journalism, or related field.

**Experience** – Minimum of two (2) years of relevant experience.

### 14. Communications Specialist II

**Functional Responsibility** – Supports a team of communications, public relations, and/or marketing professionals. Develops a strategic approach to information campaigns and strives to improve work processes, products, and services. Leads and implements communication tasks. Conducts targeted information campaigns, arranges press briefings and interviews, coordinates editorial boards, monitors the news, and writes trends analysis. Meets with government/client to ensure work meets/exceeds client objectives, to propose initiatives, and to support defined priorities.

**Education** – Bachelor’s degree in areas such as marketing, integrated marketing communications, mass communication, English, journalism, or related field.

**Experience** – Minimum of five (5) years of relevant experience.

### 15. Communications Specialist III

**Functional Responsibility** – Leads a diverse team of communications, public relations, and/or marketing professionals. Directs and develops communications, marketing, advertising, and public relations strategies. Directs a broad range of strategic communications support services including public/media relations, news monitoring, evaluation, and trends analysis. Meets with government/client regularly to discuss performance, propose initiatives, and establish priorities.
Education – Bachelor’s degree in areas such as marketing, integrated marketing communications, mass communication, English, journalism, or related field.

Experience – Minimum of eight (8) years of relevant experience.

16. Consultant I

Functional Responsibility – Assists project team members with data gathering and research, organizing data and project documents, and assists the project manager in the development of deliverables, and supports the development of process flow diagrams, project reports, training materials, instructional design, multimedia, and other deliverables.

Education – Bachelor’s degree.

Experience – Minimum of one (1) year of relevant professional experience.

17. Consultant II

Functional Responsibility – Gathers data for more senior team members, conducts Internet and document research, manages team databases and knowledge repositories, takes notes during meetings and interviews, drafts process flow diagrams, contributes to project reports, training materials, and other deliverables, and performs instructional design and multimedia responsibilities and performs training and knowledge sharing.

Education – Bachelor’s degree.

Experience – Minimum of two (2) years of relevant professional consulting experience, as well as other related experience working in complex organizations in a leadership role.

18. Consultant III

Functional Responsibility – Leads data-gathering and analysis, conducts research, develops databases and spreadsheets, creates process flow diagrams, drafts project reports, training materials, and other deliverables, performs instructional design and multimedia responsibilities and performs training and knowledge sharing.

Education – Bachelor’s degree.

Experience – Minimum of three (3) years of relevant professional consulting experience, as well as other related experience working in complex organizations in a leadership role.

19. ERP Specialist I

Functional Responsibility – Under the direction of the ERP Specialist II, ERP Specialist III, or a Project Manager, provides technical design and configuration specifications, implementation planning, technology integration, and execution. Has business knowledge with functional skills in finance, procurement, human resources, payroll, facilities management, sales and distribution, and/or project management.

Education – Bachelor’s degree in areas such as business administration, management, computer science, or related field.

Experience – Minimum of five (5) years of relevant experience.
20. ERP Specialist II

**Functional Responsibility** – Provides management and direction on government/client engagements to junior team members. Has knowledge of and experience with system development and implementation of enterprise-wide business systems or products, development of engagement work plans, and deployment of program criterion. Experienced with implementing business process reengineering, developing financial models, orchestrating change management principles, and conducting performance measurements.

**Education** – Bachelor’s degree in areas such as business administration, management, computer science, or related field.

**Experience** – Minimum of eight (8) years of relevant experience.

21. ERP Specialist III

**Functional Responsibility** – Leads a team of ERP Specialists or serves as an individual contributor to standardize ERP reporting and ensure the best performance of ERP applications and support systems. Leads the analysis, modeling, standardization, streamlining, and implementation of the ERP system. Has deep technical or functional knowledge of an enterprise-wide business system and/or product. Has extensive experience in all aspects of a system's development life cycle, experience in formulating project definition, identifying key success factors, and aligning objectives with government/client needs. Communicates issues and provide recommendations for improvement to accomplish goals. Other experience includes the administration of project work plans and processes and core capabilities in the implementation and sustainment of enterprise-level information systems.

**Education** – Bachelor’s degree in areas such as business administration, management, computer science, or related field.

**Experience** – Minimum of twelve (12) years of relevant experience.

22. Financial Analyst I

**Functional Responsibility** – Performs analyses of financial statements, cost data, financial system data, operating, and project reports. Provides initial assessments and recommendations as to areas requiring further review by senior staff. Reviews records of financial transactions and data requiring further analysis.

**Education** – Bachelor’s degree in areas such as finance, accounting, business administration, or related field.

**Experience** – Minimum of two (2) years of relevant experience.

23. Financial Analyst II

**Functional Responsibility** – Determines the feasibility of automating government financial business practices. Supports the definition of government financial business practices and incorporates processes into an automated solution. Assists in applying sound accounting and data processing principles.

**Education** – Bachelor’s degree in areas such as finance, accounting, business administration, or related field.

**Experience** – Minimum of five (5) years of relevant experience.
24. Financial Analyst III

**Functional Responsibility** – Integrates government/client financial business practices. Identifies potential problems and solutions through analysis and recommends solutions. Works with functional specialists, vendors, and clients to effectively automate requirements. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Acts as a focal point for coordinating all disciplines in the recommended solution. Adheres to established accounting principles and practices and all government standards.

**Education** – Bachelor’s degree in areas such as finance, accounting, business administration, or related field.

**Experience** – Minimum of eight (8) years of relevant experience.

25. Financial Analyst IV

**Functional Responsibility** – Performs complex financial analysis of budgets, schedules, requirements, and milestones for an assigned program or programs. Experienced in financial management and serves as the senior expert for financial analysis issues. Leads a team of financial analysts, ensuring all contractual and programmatic requirements are met. Possesses a thorough knowledge of and adheres to all Federal government financial policies, accounting principles, and systems requirements. Monitors and reports performance against plans to ensure that contractual cost and schedule objectives are met.

**Education** – Bachelor’s degree in areas such as finance, accounting, business administration, or related field.

**Experience** – Minimum of ten (10) years of relevant experience.

26. Functional Specialist/Subject Matter Expert I

**Functional Responsibility**

Provides expertise, guidance, consultation, facilitation, training, change management, and education to the client and/or project team based on specialized expertise in such fields as technology, science, public policy and administration, and management.

**Education** – Bachelor’s degree.

**Experience** – Minimum of five (5) years of specialized experience with a deep understanding of and expertise in his/her subject area.

27. Functional Specialist/Subject Matter Expert II

**Functional Responsibility** – Provides expertise, guidance, consultation, facilitation, training, change management, thought leadership, and education to the client and/or project team based on specialized deep expertise in such fields as technology, science, public policy and administration, and management.

**Education** – Bachelor’s degree.

**Experience** – Minimum of eight (8) years of specialized experience with a deep understanding of and expertise in his/her subject area. The resource may have published in professional journals.
and/or have been invited to speak professionally in their area of expertise.

28. **Functional Specialist/Subject Matter Expert III**

**Functional Responsibility** – Provides expertise, guidance, consultation, facilitation, training, change management, thought leadership, and education to the client and/or project team based on specialized deep expertise in such fields as technology, science, public policy and administration, and management.

**Education** – Master’s degree.

**Experience** – Minimum of twelve (12) years of specialized experience with a deep understanding of and expertise in his/her subject area. The resource may have published in professional journals and/or have been invited to speak professionally in their area of expertise.

29. **Graphics Specialist I**

**Functional Responsibility** – Creates graphic materials based on pre-set standards and concepts. Supports the design of projects from conception to completion. Experienced in desktop layout, image manipulation, and some pre-press preparation. Works under the direction of a Project Manager, Graphics Specialist II, Graphics Specialist III, and/or a senior consulting professional.

**Education** – Associate’s degree in areas such as graphics design, art, fine art, film, integrated marketing communications, or related field.

**Experience** – Minimum of two (2) years of relevant experience.

30. **Graphics Specialist II**

**Functional Responsibility** – Creates graphic materials based on pre-set standards and concepts. Responsible for the design of projects from conception to completion. Possesses specialized skills in web, multimedia, or video expertise in using design software (e.g., Adobe Creative Suite, Corel, and similar software) for use in government/client marketing materials, brochures, and/or other multimedia. Experienced in desktop layout, image manipulation, and some pre-press preparation.

**Education** – Bachelor’s degree in areas such as graphics design, art, fine art, film, integrated marketing communications, or related field.

**Experience** – Minimum of three (3) years of relevant experience.

31. **Graphics Specialist III**

**Functional Responsibility** – Assists in establishing the conceptual and stylistic direction for the work of a design team. Designs materials and approves the work of other graphics specialists. Possesses specialized skills in web, multimedia, or video expertise in using design software (e.g., Adobe Creative Suite, Corel, and similar software) for use in government/client marketing materials, brochures, and/or other multimedia. Meets with government/client as necessary and acts as client liaison for the design team.

**Education** – Bachelor’s degree in areas such as graphics design, art, fine art, film, integrated marketing communications, or related field.

**Experience** – Minimum of eight (8) years of relevant experience.
32. **Organizational Change Management Specialist I**

**Functional Responsibility** – As part of a team, applies industry best practices, tools, and frameworks to support improved government/client future-state organizational design and alignment. Co-develops and executes communication plans alongside senior Organizational Change Management Specialists. Applies behavioral tools to assess the impact of change on organizations, using assessments of organizational culture, performance, and readiness for change. Assists in defining activities to support change and transition initiatives. Supports the development and deployment of user adoption/training programs to support technology implementations. Contributes to practice development initiatives, including culture building, internal community involvement, eminence, recruiting, and whitepapers.

**Education** – Bachelor’s degree in areas such as business administration, management science, or related field.

**Experience** – Minimum of two (2) years of relevant experience.

33. **Organizational Change Management Specialist II**

**Functional Responsibility** – Applies industry best practices, tools, and frameworks to support improved client future-state organizational design and alignment. Develops and executes communication plans. Apply behavioral tools to assess the impact of change on organizations, using assessments of organizational culture, performance, and readiness for change. Defines activities to support change and transition initiatives. Develops and deploys user adoption/training programs to support technology implementations. Contributes to practice development initiatives, including culture building, internal community involvement, eminence, recruiting, and whitepapers.

**Education** – Bachelor’s degree in areas such as business administration, management science, or related field.

**Experience** – Minimum of five (5) years of relevant experience.

34. **Organizational Change Management Specialist III**

**Functional Responsibility** – Applies industry best practices, tools, and frameworks to support improved client future-state organizational design and alignment. Oversees the development and execution of communication plans. Applies behavioral tools to assess the impact of change on organizations, using assessments of organizational culture, performance, and readiness for change. Defines activities to support change and transition initiatives. Develops and deploys user adoption/training programs to support technology implementations. Designs and deploys practice development initiatives, including culture building, internal community involvement, eminence, recruiting, and whitepapers. Defines and executes sound organizational development practices that support culture transformation. Provides change management expertise to a team of Organizational Change Management professionals as required to support large-scale, complex change projects. Assesses critical business issues and design organization development and strategic plans to enhance performance. Advises and designs on team effectiveness and performance, supporting team effectiveness within and across functional lines. Provides development, coaching, and leadership training. Leads and propels process improvement initiatives.
Education – Bachelor’s degree in areas such as business administration, management science, or related field.

Experience – Minimum of eight (8) years of relevant experience.

**35. Program Manager I**

Functional Responsibility – Provides oversight and management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. Handles cross-team subcontractor support and program financials. Meets with the client program manager to discuss performance, propose initiative, and establish priorities, as needed. For large-scale, enterprise programs, may report to a Program Manager II or Program Manager III.

Education – Bachelor’s degree in areas such as business administration, management science, or related field.

Experience – Minimum of two (2) years of relevant experience in program management related to oversight, planning, administration, finance, or technology implementations. Holds a Project Management Professional (PMP) certification.

**36. Program Manager II**

Functional Responsibility – Provides oversight and management to overall contract operations, often involving a multi-level program with multiple projects/tasks and groups of personnel at multiple locations. Maintains and manages relationships with senior-level management within the government/client organization. Responsible for ensuring senior level management within the government/client organization is aware of overall program status, including all relevant projects and their potential impact on higher-level organizational strategic vision, this may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors the overall project and contract performance.

Education – Bachelor’s degree in areas such as business administration, management science or related field.

Experience – Minimum of five (5) years of relevant experience in program management related to oversight, planning, administration, finance, or technology implementations. Holds a Project Management Professional (PMP) certification.

**37. Program Manager III**

Functional Responsibility – Performs day-to-day management of overall contract support operations involving multiple projects and/or programs as well as groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all project/program support activities. Responsible for establishing, overseeing, and successfully maintaining integrated management structure and evaluating overall performance to direct effective contract support activities. Strategically manages multi-faceted project(s) and/or program(s), developing product and service vision. Meets regularly with government/client program manager to discuss performance, propose initiatives, and establish priorities.
Education – Bachelor’s degree in areas such as business administration, management science, or related field.

Experience – Minimum of eight (8) years of relevant experience in program management related to oversight, planning, administration, finance, or technology implementations. Holds a Project Management Professional (PMP) certification.

38. Project Director

Functional Responsibility – Provides leadership and overall direction for concurrent multiple small projects within a single large organization, or serves as the project manager of a single large program containing multiple task elements. Coordinates personnel, services, and products from a variety of functional areas. Applies industry knowledge as well as training, change management, technical, functional, and project management expertise. Works with senior executives in the client organization.

Education – Master’s degree and training within public policy, public administration, or management science.

Experience – Minimum of three (3) years of relevant experience in consulting or program or project management related to a planning, administration, finance, or technology function.

39. Project Manager I

Functional Responsibility – Provides day-to-day project management for a single project or serves as the team lead for a workstream within a small project. Coordinates and directs the activities of junior consultants and staff and provides direct consulting support (including but not limited to Functional, Technical, Training/Facilitation, and Change Management responsibilities) and expertise to clients including the identification of project issues, reviewing elements of deliverables developed by others, and the presentation of project findings and results to lower levels of client management.

Education – Bachelor’s degree in areas such as business administration, management science, or related field.

Experience – Minimum of one (1) year of relevant experience in consulting or project management.

40. Project Manager II

Functional Responsibility – Provides day-to-day project management for smaller projects or is the team lead for a workstream within a larger project. Coordinates and directs the activities of junior consultants and provides direct consulting support (including but not limited to Functional, Technical, Training/Facilitation, and Change Management responsibilities) and expertise to clients including the identification of project issues, reviewing elements of deliverables developed by others, and the presentation of project findings and results to lower levels of client management.

Education – Master’s degree in areas such as public policy, public administration, or management science.

Experience – Minimum of three (3) years of relevant experience in consulting or program management related to oversight, planning, administration, finance, or technology
implementation.

**41. Project Manager III**

**Functional Responsibility** – Provides day-to-day management direction and leadership for projects comprised of several workstreams. Coordinates and directs the activities of other consultants and provides direct consulting support (including, but not limited to, Functional, Technical, Training/Facilitation, and Change Management responsibilities) and expertise to clients, including the resolution of project issues, quality control of deliverables, and the presentation of project findings and results to client management.

**Education** – Master’s degree in an area such as public policy, public administration, or management science.

**Experience** – Minimum of five (5) years of relevant experience in consulting or program or project management related to a planning, administration, finance, or technology function.