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

Schedule for Multiple Award Schedule
Federal Supply Group: Professional Services Class: R408, R799, R499, U006
Contract Number: 47QRAA20D0006
For more information on ordering from Federal Supply Schedules Go to the GSA Schedules page at GSA.gov
Contract Period: October 9, 2019 - October 8, 2024

Contractor: AKYTECH CONSULTING LLC
1952 Gallows Rd
Suite 214
Vienna, VA 22182

Business Size: Small, Disadvantaged, 8(a), Woman Owned Business

Telephone: 703-992-5936
FAX Number: 703-988-2594
Web Site: www.akytechconsulting.com
E-mail: marora@akytechconsulting.com
Contract Administration: Meenakshi Arora

Price list current as of Modification # PS-A812 effective February 3, 2020.

CUSTOMER INFORMATION:

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

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<th>SIN</th>
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<td>541612HC</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit
of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Not applicable

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See GSA awarded labor categories with hourly rates, GSA pricelist, and GSA labor category descriptions on pages 3-20.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

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

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

7. Quantity discounts: Yes

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

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

10a. Time of Delivery (Contractor insert number of days): Contact Contractor

10b. Expedited Delivery. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

11. F.O. B Points(s): Destination

12a. Ordering Address: 1952 Gallows Road, Suite 214, Vienna, VA 22182

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address (es): 1952 Gallows Road, Suite 214, Vienna, VA 22182

14. Warranty provision: Standard Commercial Warranty Terms & Conditions
15. **Export Packing Charges (if applicable):** Not applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov). Not Applicable

23. Unique Entity Identifier (UEI) Number. 080113832

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

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**Pricing for 42 Labor Categories**

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Labor Category Descriptions

1. Analyst I

**Minimum Experience:** 2 years

**General Description:** Bachelor’s degree and a minimum of two (2) years of experience in systems analysis and design of large information systems programs, and at least one (1) year of experience in information technology.

**Functional Responsibility:** With supervision, applies systems analysis and design techniques to complex computer systems. Schedules and reviews all life cycle support functions associated with the design of complex information system projects. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Participates in development of strategic planning activities; reviews and analyzes data to predict future needs and recommend enhancements; prepare budgeting and cost analysis. Work ranges from moderately complex and varied to working on multiple, complex project. Uses relational theory to assess normality of databases and recommends improvements. Develops procedures, manuals, and other documentation for complex information systems.

2. Analyst II

**Minimum Experience:** 5 years

**General Description:** Bachelor’s degree and a minimum of five (5) years of experience in systems analysis and design of large information systems programs, and at least two (2) years of experience in information technology.

**Functional Responsibility:** Under little or no supervision, applies systems analysis and design techniques to complex computer systems. Schedules and reviews all life cycle support functions associated with the design of complex information system projects. Participates individually or as a team member on study and analysis efforts. Performs analytic and assessment duties required for successful completion of the program. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Uses complexity meters to assess programs and recommends improvements and assess operating systems performance. Uses relational theory to assess normality of databases and recommends improvements. Develops procedures, manuals, and other documentation for complex information systems.

3. Analyst III

**Minimum Experience:** 10 years

**General Description:** Bachelor’s degree and a minimum of ten (10) years of experience in systems analysis and design of large information systems programs, and at least four (4) years of experience in information technology. At least two (2) years supervisory experience.

**Functional Responsibility:** Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Expertise to receive guidance from senior level managers / engineers /scientist and work independently to provide support in functional areas such as acquisition, costing, logistics, programatics, mission planning, configuration management, quality assurance, test and evaluation, simulation model development and independent verification and validation.
4. Analyst IV

Minimum Experience: 15 years

General Description: Bachelor’s degree and a minimum of fifteen (15) years of experience in systems analysis and design of large information systems programs, and at least six (6) years of experience in information technology. At least four (4) years supervisory experience.

Functional Responsibility: Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles and is recognized as a leader within project functions. Gathers, organizes, and analyzes data and information in order to present potential solutions and recommendations for clients. Responsible for applying systems analysis and design techniques to complex computer systems. Schedules and reviews all life-cycle support functions associated with the design of complex information system projects. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Uses complexity meters to assess programs and recommends improvements and assess operating systems performance. Uses relational theory to assess normality of databases and recommends improvements. Develops procedures, manuals, and other documentation for complex information systems. Responsible for the supervision of subordinate systems analysts.

5. Computer Systems Analyst I

Minimum Experience: 2 years

General Description: Bachelor’s degree and a minimum of two (2) years of experience in systems analysis and design of large information systems programs, and at least one (1) year of experience in information technology.

Functional Responsibility: With supervision, applies systems analysis and design techniques to complex computer systems. Schedules and reviews all life cycle support functions associated with the design of complex information system projects. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Uses complexity meters to assess programs and recommends improvements and assess operating systems performance. Uses relational theory to assess normality of databases and recommends improvements. Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management. Develops procedures, manuals, and other documentation for complex information systems.

6. Computer Systems Analyst II

Minimum Experience: 5 years

General Description: Bachelor’s degree and a minimum of five (5) years of experience in systems analysis and design of large information systems programs, and at least two (2) years of experience in information technology.

Functional Responsibility: Under little or no supervision, applies systems analysis and design techniques to complex computer systems. Schedules and reviews all life cycle support functions associated with the design of complex information system projects. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Uses complexity meters to assess programs and recommends improvements and assess operating systems performance. Uses relational theory to assess normality of databases and recommends improvements. Develops procedures, manuals, and other documentation for complex information systems.
7. **Computer Systems Analyst III**

**Minimum Experience:** 10 years

**General Description:** Bachelor’s degree and a minimum of ten (10) years of experience in systems analysis and design of large information systems programs, and at least four (4) years of experience in information technology. At least two (2) years of supervisory experience.

**Functional Responsibility:** Responsible for applying systems analysis and design techniques to complex computer systems. Schedules and reviews all life-cycle support functions associated with the design of complex information system projects. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides technical direction to lower level systems analysts. Responsible for the supervision of subordinate systems analysts.

8. **HR Generalist I**

**Minimum Experience:** 2 years

**General Description:** Bachelor’s degree and a minimum two (2) years of experience in Federal Human Resources (HR) business processes with knowledge and skill in at least two different functional areas.

**Functional Responsibility:** Human Resource Generalist conduct a variety of human resources related actions including:
- Developing positions descriptions; developing staffing requirements and recruiting personnel; assessing candidates and hiring personnel; developing benefits plans and strategies;
- Developing and analyzing compensation plans; relocating personnel; processing personnel actions such as raises, bonuses, benefits enrollment, severance and separation actions, and workers compensation claims; developing personnel policies and procedures and communicating them to employees; and assisting personnel with outplacement, job transition, separation, and retirement.

9. **HR Generalist II**

**Minimum Experience:** 4 years

**General Description:** Bachelor’s degree and a minimum of four (4) years of experience in Human Resource business processes or training development and administration.

**Functional Responsibility:** Plans and administers human resources policies, processes and procedures; provides guidance in human resource issues.
- Collects and analyzes data; prepares reports; makes recommendations to management
- Prepares and disseminates internal employee communication regarding benefits and company policies
- Interprets labor law and agency policy to provide recommendations to management
- Provides daily supervision and direction to staff
- Recommends and oversees human resource databases, computer software systems and manual filing systems
10. HR Generalist III

Minimum Experience: 6 years

General Description: Bachelor’s degree and minimum six (6) years of experience in Human Resource business processes or training development and administration.

Functional Responsibility: Plans and administers human resources policies, processes and procedures; provides guidance in human resource issues.
• Collects and analyzes data; prepares reports; makes recommendations to management
• Prepares and disseminates internal employee communication regarding benefits and company policies
• Interprets labor law and agency policy to provide recommendations to management
• Provides daily supervision and direction to staff
• Recommends and oversees human resource databases, computer software systems and manual filing systems

11. HR Generalist IV

Minimum Experience: 8 years

General Description: Bachelor’s degree and minimum of eight (8) years of experience in Human Resource business processes or training development and administration.

Functional Responsibility:
• Provides expert level counsel and advice to senior executives (and all levels of employees) and human resource program expertise in support of workforce planning activities and in the development of workforce planning tools management work experience which includes planning, organizing, developing, implementing, coordinating, and directing human resources policies, programs and practices.
• Areas of experience typically include employment, compensation, benefits, classification, training, career and succession planning, employee relations, recruitment, labor relations, and EEO. Is experienced in providing expert level counsel and advice to senior executives.
• Can facilitate individual and group meetings with varying employee levels. Reviews statistical staffing and workforce data as part of workforce planning activities.
• Also, may analyze workforce data, functional statements and position descriptions and develop workforce profiles to be utilized in developing workforce planning tools.

12. HR Recruitment Specialist I

Minimum Experience: 2 years

General Description:
Associates or bachelor’s degree and a minimum of two (2) years of directly related progressively responsible and in-depth recruitment experience performing the foregoing types of functions.

Functional Responsibility: Responsible for assisting in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in recruitment and/or staffing. Assist in providing HR process services and interacts with clients. For example, may be asked to perform some of the following tasks:
• Performs job analysis
• Develops crediting plans
• Develop recruitment plans
13. HR Recruitment Specialist II

Minimum Experience: 4 years

General Description: Bachelor’s degree and a minimum of four (4) years of experience in Federal Human Resources (HR) business processes with knowledge and skill in recruitment and/or staffing.

Functional Responsibility: Responsible for processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in recruitment and/or staffing. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example, may be asked to perform some of the following tasks:
• Develops or interprets HR policy or guidance
• Processes personnel transactions into Human Resources Information Systems (HRIS)
• Assists in preparing HR reports or analytics

14. HR Recruitment Specialist III

Minimum Experience: 6 years

General Description: Bachelor’s degree and a minimum of six (6) or more years of experience in Federal Human Resources (HR) business processes with knowledge and skill in recruitment and/or staffing.

Functional Responsibility: Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes and supervisory skills to administer HR processes in recruitment and/or staffing. Provides HR process services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. For example, may be asked to perform some of the following tasks:
• Develops or interprets HR policy or guidance
• Processes personnel transactions into Human Resources Information Systems (HRIS)
• Prepares HR reports or analytics
• Responds to technical questions received via phone or email
• Provides daily supervision and direction to staff

15. HR Recruitment Specialist IV

Minimum Experience: 8 years

General Description: Bachelor’s degree and a minimum of eight (8) years of experience in Federal Human Resources (HR) business processes with knowledge and skill in recruitment and/or staffing.

Functional Responsibility: A proven expert with at least 8 years of Human Resource management work experience which includes planning, organizing, developing, implementing, coordinating, and directing human resources policies, programs and practices; employment, compensation, benefits, classification, training, career and succession planning, employee relations, recruitment, labor relations, and EEO. 
• Able to assist in facilitation of individual and group meetings with varying employee levels.
• Provides counsel and advice to management (and all levels of employees) and human resource program expertise in support of the goals and objectives of the organization.
• Creates and modifies position descriptions as part of workforce planning activities.
• Also, may analyze workforce data, functional statements and position descriptions and develop workforce profiles to be utilized in developing workforce planning tools.
16. HR Subject Matter Expert I  
**Minimum Experience:** 5 years  
**General Description:** Bachelor’s degree and a minimum of five (5) years of HR experience performing business and management analysis.  
**Functional Responsibility:** Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements. Conducts in depth and complex studies and analyses to support agency level activities such as workforce planning, performance management and organizational design and analysis.  
- May participate in Presidential or Secretarial special initiatives often provide subject matter expertise, identification of best practices or development of new and creative strategies or solutions to meet the requirements of the assigned tasks.  
- Participates in the design and implementation of strategies and interventions to improve both individual and organizational performance.  
- May function as an organizational Change Agent.  
- Develops recommendations and conducts option and cost analyses to support recommendations.

17. HR Subject Matter Expert II  
**Minimum Experience:** 10 years  
**General Description:** Bachelor’s degree and a minimum of ten (10) years of HR experience performing business and management analysis.  
**Functional Responsibility:** Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements  
- Addresses employee development needs assessments; designing employee development programs; administering and delivering employee development programs  
- (Learning Management) and evaluating overall effectiveness of the agency’s employee development approach. Establish internal programs and procedures for attracting, recruiting, assessing, and selecting highly qualified productive employees with appropriate skills and competencies.  
- Conducts workforce studies involving organizations of government agencies at multiple locations. Based upon study findings, develops detailed staffing recommendations, staffing standards and guides.  
- Keeps government program authorities, and management aware of status, problems and solutions.

18. Human Capital Consultant I  
**Minimum Experience:** 2 years  
**General Description:** Bachelor’s Degree and a minimum two (2) years of human capital experience.  
**Functional Responsibility:** Experience assisting in preparing workforce analysis plans that detail how organizations will be assessed in terms of current and future HR needs. Evaluates organizational structures in relation to designed organizational strategies and mission requirements and recommends organizational structures to bring those elements into alignment. May have experience recommending succession planning, career pathways, and future growth into organizational design components. Tasks may include:  
- Uses skill inventories and other means to identify current organizational.  
- Recommends communication strategies and methods for adapting structures.  
- Makes recommendations on appropriate mission/function statements.  
- Makes recommendations on new positions in line with the recommended or revised structure.
19. Human Capital Consultant II

Minimum Experience: 4 years

General Description: Bachelor’s degree and a minimum of four (4) years human capital experience

Functional Responsibility: Experience assisting in preparing workforce analysis plans that detail how organizations will be assessed in terms of current and future HR needs. Evaluates organizational structures in relation to designed organizational strategies and mission requirements and recommend organizational structures to bring those elements into alignment.
• Supervises one or more subordinate contract employees.
• Exercises broad discretion in the support of Federal clients, including providing high-level technical, strategic advice and persuading stakeholders to take action or accept policies in the best interests of the client.
• Carries out the full range of recruitment and staffing functions for an organization.
• Advises employees on retirement and benefits packages available to them.
• Provides career advice to employees.
• Classifies and audits positions according to Federal rules and practices.
• Offers expert human resource policy advice to Federal managers and hiring officials (e.g., compensation, hiring, firing, performance management, planning).
• Facilitates the relationship among employees, unions and management.

20. Human Capital Consultant III

Minimum Experience: 6 years

General Description: Bachelor’s degree and a minimum six (6) years human capital experience

Functional Responsibility: Experience assisting in preparing workforce analysis plans that detail how organizations will be assessed in terms of current and future HR needs. Evaluates organizational structures in relation to designed organizational strategies and mission requirements and recommends organizational structures to bring those elements into alignment. May have experience recommending succession planning, career pathways, and future growth into organizational design components. Tasks may include:
• Initiate and lead human resource programs and projects
• Conduct research through various methods (data collection, surveys etc.) to identify a problematic situation or find the cause
• Provide advice and recommendations to HR personnel for resolution of daily issues
• Formulate strategic and practical plans to address human resource matters
• Assist in recruiting, training and management of personnel
• Devise plans and techniques to drive change and culture management
• Assist in the development and integration of policies
• Select and implement suitable HR technology
• Help establish control systems for compliance with business methods and HR practices
• Review systems and processes and make modifications to address issues

21. Human Capital Consultant IV

Minimum Experience: 8 years

General Description: Bachelor’s degree and a minimum of eight (8) years human capital experience.

Functional Responsibility: Experienced in providing expert level counsel and advice to Federal senior executives Organization Development, Change, Management, Strategic Planning, Human Capital
• Can facilitate meetings / sessions with varying employee and stakeholder group levels.
• Evaluates organizational structures in relation to designed organizational strategies and mission requirements and recommends organizational structures to bring those elements into alignment.
• May have experience recommending succession planning, career pathways, and future growth into organizational design components.
• Makes recommendations on new positions in line with the recommended or revised structure.

22. Instructor I

Minimum Experience: One year of experience

General Description: Associates degree and a minimum one year of experience in training, or related fields. Must have one (1) year experience, preferably in developing and providing end-user training.

Functional Responsibility: Develops and delivers instruction; also manages diverse classes of adult learners in a single classroom or simultaneously via satellite or other virtual delivery methods to multiple sites. Conducts individual, small group, and full classroom exercises, including simulations and end-to-end process activities. Work may encompass managing training professionals as well as interpreting and administering policies, processes, and procedures.

23. Instructor II

Minimum Experience: 4 years

General Description: Bachelor’s degree and a minimum four (4) years of experience in training, or related fields. Must have two years specialized experience, including experience in developing and providing end-user training. Demonstrated ability to communicate orally and in writing.

Functional Responsibility: Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

24. Instructor III

Minimum Experience: 6 years

General Description: Bachelor’s degree and a minimum of six (6) years of experience in training, or related fields. Must have two years specialized experience, including experience in developing and providing end-user training. Demonstrated ability to communicate orally and in writing.

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials by interfacing with subject matter experts (course outline, background material, training aids, tests, etc.). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, on-the-job training and/or computer based/computer aided training. Uses a variety of training evaluation methods to determine training effectiveness. May supervise junior Instructors.
25. Program Analyst

Minimum Experience: 2 years

General Description: Bachelor’s degree and a minimum two (2) years of experience in project development from inception to deployment with thorough knowledge of advanced methods of program analysis. Demonstrated ability in the management and control of funds and resources.

Functional Responsibility: Responsible for the development, analysis and daily maintenance of current and future project programs. Responsible for providing, coordinating and advising clients on a variety of management, analysis, and administrative functions essential to the direction and efficient operation of the agency. Identifies issues and makes recommendations for administrative or technical improvement. Prepares updates, provides information and justify the study, evaluation and/or assistance needed to assist clients with coordinating through federal agency assistance, mobilization and de-mobilization readiness. Develops and maintains project data and case management evaluation in a variety of management information databases. Coordinates duties with management, discussing changes affecting the staff and activities and with management, address issues, resolve problems and provide recommendations for improving processes and ensuring reintegration of personnel is appropriately handled. Assigns work to administrative support personnel. Provides advice and assistance to management on the processes and procedures of the project/case management system; as well as other productivity measurement and improvement programs. Uses statistical analysis, simulation, and optimization (minimizing or maximizing a function based on a set of variables) to analyze information and develop practical solutions to business problems.

26. Program Manager

Minimum Experience: 10 years

General Description: Bachelor’s degree and a minimum of ten (10) years progressive management experience in information systems development, project development from inception to deployment, demonstrated ability to provide technical guidance and direction in multiple tasks across several functional areas, and proven experience in the management and control of funds and resources, and exceptional oral and written communications skills. At least eight years supervisory experience.

Functional Responsibility: Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of all contractual deliverable items. Serves as the contractor's authorized point of contact with the customer and is responsible for overall contract task performance. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising technical personnel, hiring and termination, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for ensuring that all required resources including manpower, funds, production components, computer time, and facilities are available for program implementation and completion. Responsible for the supervision of subordinate managers, engineers, scientists, analysts, and technicians.

27. Project Manager I

Minimum Experience: 2 years

General Description: Bachelor’s degree and a minimum of two (2) years progressive project experience, most of which must have been in a specialized area, in information systems development, project development from inception to deployment; demonstrated ability to manage and provide technical guidance and direction in multiple tasks across several functional areas, and excellent oral and written communications skills. At least one-year supervisory experience.
**Functional Responsibility**: Responsible for coordination and documentation of tasks within a project plan. Works with a more senior lead to follow up on action items, tasks, and deliverables. Under direction of a more senior consultant, gathers and prepares Plan of Actions and Milestones (POAMs) and status reports, contractual clarifications and proper supervision and accounting of all project personnel. Responsible for taking meeting minutes, notes, and distribution of them on a timely basis. May perform one or more of the following activities: assembling project team, assigning individual responsibilities, identifying appropriate resources needed, developing schedule to ensure timely completion of project, meeting deadlines of project, project scope management, project time management, project cost management, project quality management, project human resource management, project communications management, project risk management, and project procurement management.

28. **Project Manager II**

**Minimum Experience**: 5 years

**General Description**: Bachelor’s degree and a minimum of five (5) years progressive project experience, most of which must have been in a specialized area, in information systems development, project development from inception to deployment; demonstrated ability to manage and provide technical guidance and direction in multiple tasks across several functional areas, and excellent oral and written communications skills.

**Functional Responsibility**: Responsible for managing the technical and business aspects projects of a single discipline projects. In addition to having the technical experience and qualifications in the respective field, the project manager must possess skills in project management including budget control, schedule control and resource allocation. Responsible for the completion of assigned projects within budgetary and scheduling guidelines. Leads project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more technical areas. Coordinates all technical and business aspects of the project including client interface, presentations – both technical and executive presentations- and coordinate all external (client and subcontractors) as well as internal functional requirements for the project.

29. **Project Manager III**

**Minimum Experience**: 10 years

**General Description**: Bachelor’s degree and a minimum of ten (10) years progressive project experience, most of which must have been in a specialized area, in information systems development, project development from inception to deployment; demonstrated ability to manage and provide technical guidance and direction in multiple tasks across several functional areas, and excellent oral and written communications skills. At least seven years supervisory experience.

**Functional Responsibility**: Responsible for the management and technical direction of a project or multitask projects. Responsible for project performance including cost, schedule, deliverables, and contractual compliance, and is accountable for the quality and timely delivery of all project deliverable items. Serves as a contractor's authorized technical interface with the customer and is responsible for overall project/task performance. Responsible for enforcing work standards, task schedules, reviewing work discrepancies, supervising technical personnel, recommending project hires and terminations, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for the budgeting of all required resources including manpower, funds, production components, computer time, and facilities that are required for project implementation and completion. Responsible for the supervision of subordinate engineers, scientists, analysts, and technicians.
30. Project Manager IV

Minimum Experience: 15 years

General Description: Bachelor’s degree and a minimum of fifteen (15) years progressive project experience, most of which must have been in a specialized area, in information systems development, project development from inception to deployment; demonstrated ability to manage and provide technical guidance and direction in multiple tasks across several functional areas, and excellent oral and written communications skills. At least ten years supervisory experience.

Functional Responsibility: Serves directly as the contractor’s senior manager or may manage multiple project managers serving in this capacity. Responsible for all aspects of program performance including planning, organizing, staffing, directing, and controlling multiple projects and tasks. Responsible for managing the overall cost, schedule, and performance aspects of the program. Possesses and applies comprehensive knowledge of principles, practices, and procedures of specialization to accomplish very difficult assignments that are highly complex. Establishes and maintains technical and financial reports. Interacts with the customer to address all services required and report project progress. Interacts closely with other elements of management as well as the client/customer community. Serves as a contract manager for design projects assigned to consultant firms. Develops contract scope of services and coordinates activities related to initiation, advertisement, and execution of contracts. Coordinate with discipline Project Managers for the preparation of project-specific scope of services, staff hour estimates, consultant staff hour negotiations, contract execution and maintenance. Coordinates reviews and approves invoices. Prepares, coordinates and negotiates.

31. Senior Consultant I

Minimum Experience: 2 years

General Description: Bachelor’s degree. Educated computer scientist, analyst, or engineer who has solved some of the most difficult and forward-looking technology-based problems. A subject matter expert in engineering, science, or finance and has a track record of applying sound analysis, business, and scientific expertise and practices to solve a wide variety of technology-based customer problems. These may include re-engineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading-edge technological developments. Consultant will usually have two (2) years of experience performing this type of work. Consultant must be an expert in the one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Consultant may have published articles or books in field of expertise and/or made presentations at professional conferences.

Functional Responsibility: Consultant assists in developing programs and implementing creative and innovative solutions to the customer’s problems. Consultant researches and analyzes customer requirements and may perform considerable independent research without any supervision. Consultant applies expert knowledge to determine the accuracy and reasonableness of the data, recommendations, and solutions proposed. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer’s problems. Usually supports a technology executive or program manager but may also supervise others in performing complex tasks.

32. Senior Consultant II

Minimum Experience: 5 years
**General Description:** Bachelor’s degree; educated computer scientist, analyst, or engineer who has solved some of the most difficult and forward-looking technology-based problems. A subject matter expert in engineering, science, or finance and has a track record of applying sound analysis, business, and scientific expertise and practices to solve a wide variety of technology-based customer problems. These may include re-engineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading-edge technological developments. Consultant will usually have five (5) years of experience performing this type of work. Consultant must be an expert in one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Consultant may have published articles or books in field of expertise and/or made presentations at professional conferences.

**Functional Responsibility:** Develops and implements systems and creates and maintains database. Prepares technical documentation, reports, and other deliverables for client approval. Participates in planning of engagement and is responsible for all tasks delegated by Managers. Provides specialized policy, technical, or business analysis and advice. Applies significant educational and professional experience in the development and presentation of potential solutions and recommendations for clients. Participates as a member of study and analysis teams. Performs analytic, evaluation, and assessment duties required for successful completion of the program. Interfaces with client and program management on analytic and technical requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program. Performs other duties as assigned.

**33. Senior Consultant III**

**Minimum Experience:** 10 years

**General Description:** Bachelor’s degree; educated computer scientist, analyst, or engineer who has solved some of the most difficult and forward-looking technology-based problems. A subject matter expert in engineering, science, or finance and has a track record of applying sound analysis, business, and scientific expertise and practices to solve a wide variety of technology-based customer problems. These may include re-engineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading-edge technological developments. Consultant will usually have ten (10) years of experience performing this type of work. Consultant must be an expert in one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Consultant may have published articles or books in field of expertise and/or made presentations at professional conferences.

**Functional Responsibility:** Senior Consultant III plans, organizes, directs and conducts tasks in problem areas. The problems are difficult to define and may require novel approaches and the use of sophisticated techniques. Consultant has moderately extensive technical responsibility for interpreting, organizing, executing and coordinating assignments. Keeps abreast of new methodologies, databases and tools. Analyzes project requirement from inception to closeout and develops solutions to client’s needs. Responsible for business improvement services in life cycle administration and management of contracts.

**34. Senior Consultant IV**

**Minimum Experience:** 15 years

**General Description:** Bachelor’s degree; educated computer scientist, analyst, or engineer who has solved some of the most difficult and forward-looking technology-based problems. A subject matter expert
in engineering, science, or finance and has a track record of applying sound analysis, business, and scientific expertise and practices to solve a wide variety of technology-based customer problems. These may include re-engineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading-edge technological developments. Consultant will usually have fifteen (15) years of experience performing this type of work. Consultant must be an expert in the one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Consultant may have published articles or books in field of expertise and/or made presentations at professional conferences.

**Functional Responsibility:** Senior Consultant IV makes technical decisions which are considered authoritative, and which demonstrate mature judgment in anticipating and solving complex problems. Has the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as the ability to evaluate the impact of new and innovative subject matter related strategies. Responsible for ensuring technical requirements are met, reviews project deliverables for quality and oversees schedules, contract budgets, and managing contractor and subcontractor resources.

35. **Technical Writer I**

Minimum Experience: 2 years

**General Description:** Bachelor’s degree and a minimum of two (2) years of experience in writing and editing technical documentation and literature of modern, complex information systems, in accordance with applicable government and industry writing standards.

**Functional Responsibility:** Under supervision, responsible for collecting, analyzing, composing, and translating technical information into clear, readable documents to be used by both technical and non-technical personnel. Organizes material and writes descriptive copy according to established government and industry standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. Uses automated tools, including computer terminals and word processing or desktop publishing software in performing assigned duties

36. **Technical Writer II**

Minimum Experience: 5 years

**General Description:** Bachelor’s degree and a minimum of five (5) years of experience in writing and editing technical documentation and literature of modern, complex information systems, in accordance with applicable government and industry writing standards.

**Functional Responsibility:** Responsible for documentation design, development, and preparation throughout the production cycle. Tasks may include technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Works with management, technical personnel, authors, and subject matter experts to define documentation content, guidelines, specifications, and development schedules. Reviews materials and recommends revisions or changes in scope, format, and content. Work as a member of a team to ensure production of quality written products. Coordinates, validates, and updates existing documents, to include version control, document repository maintenance, and standards compliance.
37. Technical Writer III

**Minimum Experience:** 10 years

**General Description:** Bachelor’s Degree and a minimum of ten (10) years of experience in writing and editing technical documentation and literature of modem, complex information systems, in accordance with applicable government and industry writing standards.

**Functional Responsibility:** Responsible for the writing of major portions of technical publications. Supports the complete workflow process to ensure successful completion of each revision cycle and distribution of technical publications. Complies with established quality processes to ensure accuracy, ease of use and timely delivery of each revision cycle content. Adheres to required configuration management or quality assurance standards. Analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Performs substantive editing to ensure document organization and quality. Ensures that documents follow the appropriate style guide.

38. Technical Writer IV

**Minimum Experience:** 15 years

**General Description:** Bachelor’s degree and a minimum of fifteen (15) years of experience in writing and editing technical documentation and literature of modem, complex information systems, in accordance with applicable government and industry writing standards.

**Functional Responsibility:** Technical Writer IV conducts reviews and analyzes technical documents to gain a thorough understanding of how complex systems operate and how they are to be integrated into technical manuals. Consults with internal/external customers and engineering to create/revise technical manuals to support the department/corporate operating priorities. Provides input to management on new processes or technology for integration into the technical publications business model. Assists in developing solutions for overcoming the technology/technical issues introduced by outside suppliers for incorporation into existing manuals.

39. Training Specialist I

**Minimum Experience:** 2 years

**General Description:** Associates degree and a minimum of two (2) years of experience in Human Resource business processes or training development and administration

**Functional Responsibility:** Provide training development and administration services and interact with clients at the supervisory level, qualified to perform tasks such as:
- Conduct the research necessary to develop and revise training courses
- Prepare appropriate training catalogues
- Develop all instructor materials including course outline, background material, and training aids
- Develop all student materials including course manuals, workbooks, handouts, completion certificates, and course critique forms
- Conduct formal classroom courses, workshops, seminars, and/or computer based/computer aided training
- Provide daily supervision and direction to staff
40. Training Specialist II

Minimum Experience: 4 years

General Description: Bachelor’s degree and a minimum four years of experience in training, or related fields. Must have two years specialized experience, including experience in developing and providing end-user training. Demonstrated ability to communicate orally and in writing.

Functional Responsibility: Uses knowledge of the principles, practices, and techniques of education, instructional design, or training for priority projects. In consultation with other technical staff, develops curriculum and produces training materials. Ensures that all aspects of training activities are compatible with appropriate government and industry practices and procedures. Has final responsibility for the technical accuracy and timeliness of the curriculum.

41. Training Specialist III

Minimum Experience: 6 years

General Description: Bachelor’s degree and a minimum six years of experience in training, or related fields. Must have two years specialized experience, including experience in developing and providing end-user training. Demonstrated ability to communicate orally and in writing.

Functional Responsibility: Uses state-of-the-art knowledge of the principles, practices, and techniques of education, instructional design, or training for high priority projects. In consultation with other technical staff, develops curriculum and produces training materials. Ensures that all aspects of training activities are compatible with appropriate government and industry practices and procedures. Has final responsibility for the technical accuracy and timeliness of the curriculum.

42. Training Specialist IV

Minimum Experience: 10 years

General Description: Bachelor’s degree and a minimum ten years of experience in training, or related fields. Must have four years specialized experience, including experience in developing and providing end-user training. Demonstrated ability to communicate orally and in writing.

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogues. Develops all instructor materials by interfacing with subject matter experts (course outline, background material, training aids, tests, etc.). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, on-the-job training and/or computer based/computer aided training. Uses a variety of training evaluation methods to determine training effectiveness.

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