PRICELIST
FOR
INFORMATION TECHNOLOGY
INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

MULTIPLE AWARD SCHEDULE

Special Item Number 54151S  Information Technology Professional Services
FSC/PSC Code: D399  Other Information Technology Services

Special Item Number OLM  Order-Level Materials

Contractor Name: Addastaff Consulting Incorporated
Contractor Address: 1777 Borel Place, Suite 406
                   San Mateo, CA  94402-3513
Contractor’s Phone: (650) 638-9633
Contractor’s Fax: 415-358-8054
Contractor’s Website http://www.addastaff.com
Contractor Size Addastaff Consulting Incorporated is a Small Business

Contract Administrator Mr. Steven P. Cass - scass@addastaff.com (650) 638-9633 x 301

Contract number: 47QTCA18D009T
Contract period: 04/04/2018 - 04/03/2023

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option
to create an electronic delivery order are available through GSA Advantage®, a menu-driven database
system. The INTERNET address GSA Advantage® is: GSAAAdvantage.gov. For more information on
ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). SIN Number 54151S and SIN OLM

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: System Admin/Operator $53.15 All prices are listed on the last page.

1c. See Labor Category Descriptions on page 5. Each labor category includes a description of the functional responsibility, minimum experience and education requirements.

2. Maximum order: $500,000.

3. Minimum order: $100.

4. Geographic coverage (delivery area): Continental United States (CONUS) including Hawaii, Alaska and Puerto Rico

5. Point(s) of production: City of San Mateo, California, San Mateo, United States of America

6. Discount from list prices or statement of net price. The prices presented are net prices.

7. Quantity discounts. Discounts have been included in the presented prices.

8. Prompt payment terms: 0.75% 15 Days, Net 30 Days
"Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9a. Government purchase cards are accepted at or below the micro-purchase threshold. Credit Cards Accepted

9b. Government purchase cards are accepted or not accepted above the micro-purchase threshold. Credit Cards Accepted

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

11a. Time of delivery: 30 Days after receipt of order (ARO) unless negotiated by Addastaff and the Ordering Agency.

11b. Expedited Delivery: 30 Days ARO All items are available for expedited delivery.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. Addastaff Consulting will provide delivery as agreed upon with Ordering Agency.
11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery. There are no special Urgent Requirement items. Addastaff Consulting Incorporated will work with task order to provide agreed upon delivery.

12. F.O.B. point(s): Destination

13a. Ordering address:
   Addastaff Consulting Incorporated
   1777 Borel Place Suite 406
   San Mateo, CA  94402-3513

13b. 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.

14. Payment address:
   Addastaff Consulting Incorporated
   1777 Borel Place, Suite 406
   San Mateo, CA  94402-3513

15. Warranty provision. Standard Industry Warranty

16. Export packing charges. Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). No Special Terms and Conditions

18. Terms and conditions of rental, maintenance, and repair: Not Applicable

19. Terms and conditions of installation: Not Applicable

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

20a. Terms and conditions for any other services: Not Applicable

21. List of service and distribution points: Not Applicable

22. List of participating dealers: Not Applicable

23. Preventive maintenance: Not Applicable

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

24b. Section 508 compliance for Electronic and Information Technology (EIT) supplies and services. Not Applicable

25. Data Universal Number System (DUNS) number: 010649704
26. Notification regarding registration in System for Award Management (SAM) database. Addastaff Consulting Incorporated is currently active in the System of Award Management.
## Project Manager I

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>MINIMUM EDUCATION LEVEL</th>
<th>MINIMUM YEARS OF EXPERIENCE</th>
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<tbody>
<tr>
<td>PROJECT MANAGER I</td>
<td>Bachelor’s Degree</td>
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</table>

The Project Manager I is responsible for overall coordination, status reporting and stability of IT software development, integration maintenance projects, technical infrastructure and/or telecommunications management. The Project Manager leads projects that involve the successful management of teams composed of business analysts, software developers and other information management professionals who are involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems.

The Project Manager establishes and implements project management processes and methodologies and may provide oversight over implementation vendors and internal resources. The Project Manager is responsible for project timelines, quality standards and budget and performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations.

Tracks progress for each site and mitigates risk. Tracks project milestones and adjusts project plans and/or resources as needed. Coordinates communication with all areas of the enterprise that impact the scope, budget, risk, and resources of the work effort being managed. Demonstrates excellent written and oral communication skills.
<table>
<thead>
<tr>
<th>PROJECT MANAGER II</th>
<th>Bachelor’s Degree</th>
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</table>

In addition to the PM I scope of work:

Works with technical and non-technical business managers, stakeholders and programmers and technical analysts to properly implement programs and systems. Responsible for hiring and allocation of personnel resources among the projects to ensure that all projects are properly staffed. Develops and refines project budgets, technical deliverables, technical resource planning, project status. Ensures that management has updated information about program schedules and budget, project updates, ongoing cost analyses, significant issue management/resolution and communication, monitoring IT project status in comparison to cost/time projections. Translates technical project status to non-technical stakeholders. The Project Manager II has subject matter expertise and has successfully implemented the same or similar systems or same or similar technical architecture.

<table>
<thead>
<tr>
<th>PROJECT MANAGER III</th>
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<th>5-7</th>
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</table>

In addition to the PM II scope of work: The Project Manager III has PMP certification (Project Management Institute certification) or other formal training in project management process and execution. The Project Manager mentors junior personnel on project methodologies (typically agile). May have Scrum master certification or similar level of formal methodology experience. Strong interpersonal skills with proven ability to bring projects back on track by establishing process, creating deliverables and creating project artifacts. Becomes familiar with client’s and project organization structure, business model, and systems architecture to understand and support ad hoc and project needs.
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<th>PROJECT MANAGER IV</th>
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<th>7+</th>
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In addition to the Project Manager III
The Project Manager IV has substantial subject matter expertise of the IT systems being implemented or technical infrastructure being built. The PM IV builds and delivers project management processes which may include; project and portfolio dashboards and metrics; technical project intake processes; technical project management portfolio tracking and monitoring process to enable tracking of budgets cost and benefits of technical project; and works with management to determine technical operational and sustainability challenges and proposes solutions. The Project Manager IV is responsibly not only for successful completion of projects but for establishing repeatable methodologies and processes for successive projects and provides clients with management for tools for assessing project success ways to determine return on investment for technical projects.
<table>
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<tr>
<th>APPLICATIONS PROGRAMMER I</th>
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</table>

Analyzes programming requirements and comes up with technical solutions to meet the needs of the business/agency. Work within the department to understand use cases and develop creative collaborative solutions.
- Designs, develop and deploy new functionality based on business requirements.
- Analyzes and review business, functional, and technical requirements.
- Cleans data, merge data, data backups, configuration changes, etc.
- Creates new code, test, debug and execute system modifications.
- Provides support for quality assurance testing and defect resolution.
- Documents development and functionality
- Develops application design, testing and documentation deployment.
- Conducts and prepares feasibility studies for new data processing applications or revisions to existing systems.

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<th>APPLICATIONS PROGRAMMER II</th>
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In Addition to Applications Programmer I:
- Prepares system development cost estimates, budgets, and schedules.
- Prepares and presents project proposals to management and user departments
<table>
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<th>APPLICATIONS PROGRAMMER III</th>
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<tbody>
<tr>
<td>In Addition to Applications Programmer II: Establishes programming standards and program documentation requirements. Reviews current status of system applications and prepares recommendations for systems improvements. Monitors design processes and prepare reports on systems projects.</td>
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<th>APPLICATIONS PROGRAMMER IV</th>
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| In Addition to Applications Programmer III Applies applications engineering expertise and knowledge of wireless and embedded systems to research and development and systems acquisition of embedded and integrated wireless communications systems. Participates as part of an integrated systems development program and contributes to system design and application development. Provides technical leadership in developing applications for wireless systems. Applies expert system expansion in software development and performance to develop solutions as part of an integrated system. Applies project and program management expertise to lead a team of engineers in developing solutions to meet user requirements. Applies program management expertise to manage programs to meet schedule and cost objectives, prepare regular reports, and conduct progress reviews with integrated product team and clients.
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<tr>
<th>Role</th>
<th>Education</th>
<th>Experience</th>
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<tr>
<td><strong>SYSTEM PROGRAMMER</strong></td>
<td>Bachelor’s Degree</td>
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<td>Responsible for developing software programs required as tools or to support client requirements. To that end, identifies user requirements, conducts systems analysis (including preparation of specifications and designs), analyzes workflow and re-engineering alternatives, and develops programs (including coding, testing, debugging and documentation). Maintains the development and production code libraries.</td>
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<tr>
<td><strong>FUNCTIONAL (SUBJECT MATTER) EXPERT I</strong></td>
<td>Bachelor’s Degree</td>
<td>5-7</td>
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<tr>
<td>Responsible for providing highest level of technical domain expertise and guidance to the delivery team and stakeholders. The Functional (Subject Matter) expert is typically adept at programming, and implementing complex software systems and new technologies. These may include mobile, cloud, security, high performance computing, unstructured data and other emerging technologies. Also included in this consultant’s expertise is understanding of the business or functional area where the technology is being implemented.</td>
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<td><strong>FUNCTIONAL (SUBJECT MATTER) EXPERT II</strong></td>
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<tr>
<td>In Addition to Functional (Subject Matter) Expert I Requirements:</td>
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<td>- Ability to handle deployment and lead troubleshooting efforts, meeting deadlines. Ability to communicate highly technical concepts to senior decision makers and affect projects and decision making.</td>
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</table>
Works with subject matter experts from the project team to determine data requirements for Data Base systems. Develops requirements into functional specifications and detailed design documents. Participates in the full development process life-cycle from concept, through testing, to implementation. Reconciles Data Bases with the new applications and the legacy data sources.

- Write and execute data quality checks to:
  - Ensure that all and only the expected records appear
  - Ensure that calculated values are correct
  - Ensure that abnormal/edge cases are handled as expected
  - Ensure that all values fall within expected range
  - Check null value handling, etc.
- Communicate standard calculation logic and business term definition
In Addition to Data Base Analyst I
Interacts between the business users and the technical organization involved in planning, conducting, and directing the analysis of highly complex business problems. Provides technical assistance in identifying, evaluating, and developing systems and procedures that are cost effective and meet business requirements.
Performs data analysis and design activities at the strategic, operational, and organizational level; working with key users in the continual improvement of business processes within the assigned functional area; analyzing and implementing process improvements to support business objectives.
- Detailed operational and systemic problem solving, including root cause analysis
- Provides new capabilities and driving value from existing capabilities
- Coordinates the efforts of internal and external technical and nontechnical staff, and of key users in the support of existing data
- Defines and document business and functional requirements
- Engages and directs business partners and subject matter experts to identify priorities, scope, and requirements for complex business problems
- Provides technical assistance in identifying, evaluating, and developing systems and procedures that are cost effective and meet business requirements.
- Engages technical development team members to transition requirements to design, and to determine appropriate design approach
- Plans and executes system testing and user acceptance testing
- Create end user documentation, train end users, and assess end user needs
- Serves as a subject matter expert and visionary for the business community and technical teams
- Project planning and management of business team deliverables
In Addition to Data Base Analyst II
The Data Base Analyst uses quality tools and process definition/improvement to re-engineer technical processes for greater efficiencies.
- Taking a leadership role in exploring and analyzing new application functions and technologies
- Collaborating with management to ensure timely and successful issue resolution
- Detailed operational and systemic problem solving, including root cause analysis
- Providing new capabilities and driving value from existing capabilities
- Coordinating the efforts of internal and external technical and nontechnical staff, and of key users in the support of existing data

Perform Business enablement functions (40%)
- Define and document business and functional requirements
- Engage and direct business partners and subject matter experts to identify priorities, scope, and requirements for complex business problems
- Manage and perform complex business and systems analysis
- Provide technical assistance in identifying, evaluating, and developing systems and procedures that are cost effective and meet business requirements.
- Engage technical development team members to transition requirements to design, and to determine appropriate design approach
- Plan and execute system testing and user acceptance testing
- Create end user documentation, train end users, and assess end user needs
- Serve as a subject matter expert and visionary for the business community and technical teams
- Project planning and management of business team deliverables
In Addition to Data Base Analyst III
Interacts between the business users and the technical organization involved in planning, conducting, and directing the analysis of highly complex business problems. Provides technical assistance in identifying, evaluating, and developing systems and procedures that are cost effective and meet business requirements. Works with user groups to provide training, resolve questions, assess user needs, and recommend changes. Recommends and initiates systems testing. The Business Analyst uses quality tools and process definition/improvement to re-engineer technical processes for greater efficiencies.

Responsibilities:
Performing business analysis and design activities at the strategic, operational, and organizational level; working with key users in the continual improvement of business processes within the assigned functional area; analyzing and implementing process improvements to support business objectives (60%)
- Taking a leadership role in exploring and analyzing new application functions and technologies
- Collaborating with management to ensure timely and successful issue resolution
- Detailed operational and systemic problem solving, including root cause analysis
- Providing new capabilities and driving value from existing capabilities
- Coordinating the efforts of internal and external technical and nontechnical staff, and of key users in the support of existing data
- Engage and direct business partners and subject matter experts to identify priorities, scope, and requirements for complex business problems
- Manage and perform complex business and systems analysis
- Engage technical development team members to transition requirements to design, and to determine appropriate design approach
- Plan and execute system testing and user acceptance testing
- Serve as a subject matter expert and visionary for the business community and technical teams
- Project planning and management of business team deliverables
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<th>SYSTEM ADMIN/OPERATOR</th>
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Provides information technology (IT) support by gathering needed information; formulating an action plan and troubleshooting the issue; interpreting test results to determine if further action is necessary; reviewing and contributing to knowledgebase documentation; resolving issues directly; monitoring and responding to phone calls, emails, task requests, and walk ups; and engaging support teams as needed. Coordinates and completes associate requests for access, installation, procurement, and support regarding workstations, printing, phones, audio and video conferencing, video and audio equipment, smartphones, applications, and vpn by reviewing requests; utilizing department-specific guidelines and processes in order to prioritize and resolve requests; escalating or resolving critical requests; determining required resources; and assigning work to appropriate associates. Demonstrates up-to-date expertise in Information Technology and applies this to the development, execution, and improvement of action plans by providing expert advice and guidance to others in the application of information and best practices. Supports efforts to enforce compliance with policies and procedures. Observes associate, customer, or supplier behavior. Logs all customer problems and tracks the calls through to resolution. Ensures timely escalation of customer problems by assigning an appropriate priority and resolution target. Responsible for prompt, accurate status and feedback on problems to customers and management. Provides day to day end user support. Diagnoses causes of problems being encountered, and determines/suggests needed corrective actions. Install and troubleshoot networked and standalone PCs and printers. Follow procedures for software and hardware inventory and license tracking. Analyze existing hardware and software processes, identify potential improvements. Standardize and document all new processes and procedures. Staff the help desk phone line to support user calls and issue resolutions.

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<th>SOFTWARE ENGINEER</th>
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Builds and manage software as part of a business critical solution, working with designers, analysts and managers. 
- Strong experience with web implementation of design specifications using HTML and CSS or other required programs
- Understanding of CMS applications such as WordPress
- Proficient with: PHP 5, CSS 3 and HTML 5
The Operations Manager acts as technical leader in the areas of computing and networking services including production support service, product management, software development and IT Infrastructure teams. The operations manager collaborates with development teams, IT Infrastructure, business users, external vendors, and others to deliver outstanding operational services to the organization. Collaborate with enterprise technical team to establish software development lifecycle or IT infrastructure lifecycle and document production support manual. Partners with internal teams and other IT service groups to build a quality service model ensuring adherence to client policies and procedures, security measures and audit standards. Manages personnel working in the areas of computing and network services. Also required to perform design, development, and program management of multimillion-dollar initiatives.

Prepares technical documentation, including conducting research on applicable standards. Gathers, analyzes, and composes technical information from technical teams. This includes standards, software documentation, uses of software. Conducts research and ensures the use of proper technical terminology. Gathers and analyzes user requirements and translating them into system designs. Partners with engineering, software development, marketing, QA, and others to define documentation requirements and realize them in an Agile development environment. Edits documentation for technical completeness, accuracy, logical flow, grammar and spelling. Test documentation in software and corresponding instrument to ensure correct linking of pages to software.
### TECHNICAL WRITER II

| Bachelor’s Degree | 7+ |

In Addition to Technical Writer I
- Writes policies and procedures for compliance with technology standards and compliance standards (ISO 27001, NIST 800-53, etc.)
- Writes external facing white papers for security including encryption and business continuity, developing process narratives for clients, and perform technical writing duties in association with architecture and operational documents produced by the team.
- Organizes materials and complete writing assignments for setting standards regarding order, clarity, conciseness, style, and terminology
- Maintain records and files of work and revisions
- Plans, writes, edits, proofreads, and coordinates the production of various documents, diagrams, and process flows
- Plans formats of documents, organize content, edit text and graphics, and prepare instructions for reproduction.
- Finalizes documents by incorporating comments and overseeing production cycle
- Writes technical documentation for consumption by internal and external audience
- Interviews technical team and asks appropriate questions in order to understand the architecture and functioning of each system
- Communicates clearly in written and verbal form
- Communicates effectively with visual block diagrams, process flows, data/system architectures
- Builds relationships with technical and audit teams
- Collaborate successfully within the audit team and across the company

### BUSINESS ANALYST I

| Bachelor’s Degree | 2-3 |

Meets with internal customers to understand their technology integration needs. Gathers and analyzing user requirements and translating them into system designs.
- Facilitates scoping and design sessions, analyzes client business processes, defines and document requirements, document design and technical specifications, coordinates and/or manage aspects of initial and change order implementations, coordinates and/or manage client testing including usability testing, functional and technical testing.
- Analyzes user requirements and translates them into system designs using various methodologies. Providing new capabilities and driving value from existing capabilities.
- Ensures Test plans and training plans are designed and executed successfully.
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<th>BUSINESS ANALYST II</th>
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In Addition to Business Analyst I
- Engages with cross functional teams to capture stakeholder requirements and to creates Requirements documentation and User Stories
- Assists in the setup of meetings and presentations.
- Participates in production release deployment and testing activities (some after business hours).
- Works with Department, lines of business stakeholders, and IT
- Understands software and systems development life cycles.
- Collects, analyzing and documenting stakeholder business requirements.
- Performs complex problem and structure analysis, identifies issues, recommends solutions, formulates work scope, and provides accurate estimates

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<th>BUSINESS ANALYST III</th>
<th>Bachelor's Degree</th>
<th>5-7</th>
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In Addition to Business Analyst II
- Provides new capabilities and driving value from existing capabilities
- Coordinates the efforts of internal and external technical and nontechnical staff, and of key users in the support of existing data
- Works with the business to come up with technical solutions for projects
- Manages and performs complex business and systems analysis
- Provides technical assistance in identifying, evaluating, and developing systems and procedures that are cost effective and meet business requirements.
- Engages technical development team members to transition requirements to design, and to determine appropriate design approach
- Plans and execute system testing and user acceptance testing
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<th>BUSINESS ANALYST IV</th>
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<tr>
<td>In Addition to Business Analyst III&lt;br&gt;- Serves as a subject matter expert and visionary for the business community and technical teams&lt;br&gt;- Manages business analyst team deliverables&lt;br&gt;- Complex data interpretation and dissemination of analysis results influence decision making&lt;br&gt;- Interacts with all levels of senior management.&lt;br&gt;- Participates in change management impacts &amp; assessment&lt;br&gt;- Serves as a subject matter expert and visionary for the business community and technical teams&lt;br&gt;- Project planning and management of business team deliverables</td>
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<th>DATABASE ADMINISTRATOR</th>
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<tr>
<td>54151S</td>
<td>Project Manager I</td>
<td>Hour</td>
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<td>54151S</td>
<td>Project Manager II</td>
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<tr>
<td>54151S</td>
<td>Project Manager III</td>
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<td>54151S</td>
<td>Project Manager IV</td>
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<td>54151S</td>
<td>Applications Programmer I</td>
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<td>54151S</td>
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<td>54151S</td>
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<td>54151S</td>
<td>System Programmer</td>
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<td>54151S</td>
<td>Functional (Subject Matter) Expert I</td>
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<td>54151S</td>
<td>Functional (Subject Matter) Expert II</td>
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<td>54151S</td>
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<td>54151S</td>
<td>Software Engineer</td>
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<td>54151S</td>
<td>Operations Manager</td>
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<td>54151S</td>
<td>Technical Writer I</td>
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<tr>
<td>54151S</td>
<td>Database Administrator I</td>
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