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: MAS  Class: Information Technology
Contract Number: 47QTCA18D00G9
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering

Contract Number: 47QTCA18D00G9

Contract Period: July 11, 2018 – July 10, 2023

Contractor: KMA Business Solutions, Inc
112 Harmony Crossing
Suite 2
Eatonton, GA 31024

Business Size: Small Disabled Veteran-Owned, Women Owned
Telephone: 678-357-3347
Web Site: www.kmabusinesssolutions.com
E-mail: Annette.Obanion@kmabusinesssolutions.com
Contract Administration: Annette OBanion

CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
</tbody>
</table>

2. Maximum Order: SIN 54151S: $500,000.00

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: None
8. Payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: No

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: No

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

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

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

13a. Ordering Address(es): Same as Contractor

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(es): 6350 Lake Oconee Pkwy, #110, Box 64, Greensboro, GA 30624

15. Warranty provision.: N/A.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): None

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

25. Data Universal Numbering System (DUNS) number: 142907851

26 Notification regarding registration in System for Award Management (SAM) database: Registered

27. Final Pricing:
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Manager Expert (SME)</td>
<td>$153.73</td>
</tr>
<tr>
<td>Executive Program Manager</td>
<td>$149.76</td>
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<tr>
<td>Senior Program Manager</td>
<td>$148.83</td>
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<tr>
<td>Lead Program Manager</td>
<td>$133.61</td>
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<tr>
<td>Program Manager (mid-level)</td>
<td>$119.44</td>
</tr>
<tr>
<td>Sr. Project Manager</td>
<td>$119.44</td>
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<tr>
<td>Project Manager/Team Lead</td>
<td>$73.16</td>
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<tr>
<td>Lead Analyst/Sr Associate (Training)</td>
<td>$124.20</td>
</tr>
<tr>
<td>Lead Analyst/Sr Associate (Management)</td>
<td>$124.20</td>
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<tr>
<td>Lead Analyst/Sr Associate (Business Practices)</td>
<td>$124.20</td>
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<tr>
<td>Lead Analyst/Sr Associate (Cost)</td>
<td>$124.20</td>
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<td>Senior Analyst (Training)</td>
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<tr>
<td>Senior Analyst (Management)</td>
<td>$99.35</td>
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<td>$99.35</td>
</tr>
<tr>
<td>Senior Analyst (Cost)</td>
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<tr>
<td>Engineer III</td>
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<tr>
<td>Engineer II</td>
<td>$85.67</td>
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<tr>
<td>Engineer I</td>
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<tr>
<td>Information Systems Security Officer</td>
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<td>Information Security Architect</td>
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<td>Security Manager</td>
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<tr>
<td>Systems Architect</td>
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<tr>
<td>Life Cycle Engineer</td>
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<tr>
<td>SOC Tier III Engineer</td>
<td>$111.99</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Rate</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>SOC Tier II Engineer</td>
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<tr>
<td>SOC Tier I Engineer</td>
<td>$66.93</td>
</tr>
<tr>
<td>Support Specialist</td>
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<tr>
<td>Analyst Mid Level (Training)</td>
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<tr>
<td>Analyst Mid Level (Management)</td>
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<td>Junior Analyst (Business Practices)</td>
<td>$35.28</td>
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<tr>
<td>Junior Analyst (Cost)</td>
<td>$35.28</td>
</tr>
<tr>
<td>Lead Administrative Professional</td>
<td>$74.51</td>
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<tr>
<td>Senior Administrative Assistant</td>
<td>$57.54</td>
</tr>
<tr>
<td>Junior Administrative Assistant</td>
<td>$45.73</td>
</tr>
</tbody>
</table>
**Labor Category Descriptions**

1. **Subject Matter Expert (SME)**

   **Functions:** Analyzes user needs to determine functional requirements. Provides definition of processes and policies, supply business rules and procedures and communicates the contexts in which the rules, processes and policies are applied. Accurately represents the business units’ needs to the project team. Validates requirements and deliverables that describe the product(s) or services(s) that success factors created by the agency or the consultant. Provides input for the design and construction of test cases and scenarios and may also validate executed test results. Provides input information and executes user documentation and training material. Provides evaluation feedback. Resolves issues relevant to project deliverable(s). Defines performance objectives and determines acceptable performance levels. Understand the language/terms in area of expertise and is considered “expert” in the technical/specialty area being addressed.

   **Qualifications:** A minimum of a bachelor’s degree in prescribed functional area, business, or other related discipline. This position requires a minimum of ten (10) years’ experience, of which at least five (5) years must be specialized and three (3) of which shall be within the last five (5) years. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

2. **Executive Program Manager**

   **Functions:** Manages substantial contract support operations involving multiple projects. Provides the necessary strategy, implementation and program initiatives to adhere to project/organizational objectives. Develops program assessment protocols for evaluation and improvement. Maintains organizational standards of satisfaction, quality and performance. Oversees multiple project teams, ensures program goals are reached. Manages budget and funding channels for maximum productivity. Serves as the contractor’s authorized interface with the Contacting Officer’s Technical Representative (COTR).

   **Qualifications:** A Master’s degree in business or related project functional field such or be a Professional Project Manager in a related discipline. This position requires a minimum of ten (10) years’ experience, three (3) of which shall be within the last five (5) years and at least three (3) Years must be specialized. Must demonstrate the ability to communicate orally and in writing and a positive Customer service attitude.

3. **Senior Program Manager**

   **Functions:** Analyzes project requirements in the areas of business management, financial management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.

   **Qualifications:** A Master’s degree or Professional Project Manager (PMP) certification in a related functional field and eight (8) years of experience three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Must demonstrate the ability to communicate orally and in writing and a positive Customer service attitude.

4. **Lead Program Manager**

   **Functions:** Analyzes project requirements in the areas of business management, financial management, program scheduling, critical path analyses, support requirements and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models and project tracking methodologies to ensure the success and efficient of the project. Supervises mid-level program managers or project managers.
Qualifications: A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or Project Manager certification. A minimum of five (5) years' experience, two (2) of which shall be within the last five (3) years. Must demonstrate the ability to communicate orally and in writing and a positive customer service attitude.

5. Program Manager (Mid-Level)

Functions: Manages one or more cross-functional projects of medium to high complexity. Responsible for overall coordination, status report and stability of project-oriented work efforts. Establishes and implements project management processes and methodologies for the IT community to ensure projects are delivered on time, within budget, adhere to high quality standards and meet customer expectations. Assembles project plans and teamwork assignments. Directs and monitors work efforts daily. Coordinates communication that impacts scope, budget, risk and resources of the work effort. Assists Program Manager(s) in partnering with senior management to identify and prioritize opportunities to achieve goals and mentors project analysts.

Qualifications: Project Manager Certification in related field. Must possess broad knowledge and expertise in the use of project management methodologies and tools, resource management practices and change management techniques. Three (3) or more years of experience. One (1) or more years managing projects.

6. Senior Project Manager

Functions: Manages one or more cross-functional projects of medium to high complexity. Responsible for overall coordination, status report and stability of project-oriented work efforts. Establishes and implements project management processes and methodologies for the IT community to ensure projects are delivered on time, within budget, adhere to high quality standards and meet customer expectations. Assembles project plans and teamwork assignments, Directs and monitors work efforts daily. Coordinates communication that impacts scope, budget, risk and resources of the work effort. Assists Program Manager(s) in partnering with senior management to identify and prioritize opportunities to achieve goals and mentors project analysts.

Qualifications: Project Manager Certification in related field. Must possess broad knowledge and expertise in the use of project management methodologies and tools, resource management practices and change management techniques. Three (3) or more years of experience. Two (2) or more years managing projects.

7. Project Manager/Team Lead

Functions: Follows prescribed methods and procedures on new assignments and provides guidance to other personnel. Brings expert together. Provides direct leadership to up to 20 associates. Provides some training of new team members will be required dealing with team escalations. Leads or assists in strategic initiatives within the operations team leading a multi-disciplinary team from various functional domains towards a common goal by working collaboratively with resources within and outside of operations across multiple functional areas by managing scope, schedule and resources. Established and maintains best practices for a stable, secure, documented, scalable and responsive systems environment. Identified opportunities and implement business process improvements within the organization. Provides the highest quality customer service to internal and external customers.

Qualifications: Project Manager Certification in related field. Three (3) years’ experience.
8. **Lead Analyst/Senior Associate (Training)**

**Functions:** Conducts needs assessments/instructional analysis to ensure conformity with mission training objectives and develops training plans as needed. Prepares auxiliary plans for training project completion, including comprehensive scripting/themetics/storyboarding and timelines. Coordinates related instructional document preparation from support staff. Prepares training status reports, exhibits, communications and training desk procedures as required. Consults with senior management for training objectives, operational procedures and system/program constraints. Coordinates instructional program training and evaluates training review criteria. Remains current on developments in training and instructional methodologies, including technology enhancements and attends periodic seminars, forums and meeting to ensure currency of education.

**Qualifications:** PMI-PBA (Project Management Certification). Five (5) years’ experience. Excellent verbal and written communication skills. Strong presentation skills. Excellent organizational skills and attention to detail. Adept with a variety of multimedia training platforms and methods. Ability to design and implement effective training and development.

9. **Lead Analyst/Senior Associate (Management)**

**Functions:** Acts as lead to plan, design, develop and launch efficient management practices. Interprets data to determine trends and patterns that may indicate new opportunities for growth. Communicates with clients to discuss their needs and goals, recommending appropriate solutions and providing regular updates on progress. Reviews reports for accuracy and analyzes trends in order to make predictions about future outcomes. Conducts research to gather data about management practices, economic conditions or government regulations that affect the products or services. Provides leadership to other analysts to ensure projects are completed on time and within budget. Provides strategic support to senior management in order to identify new opportunities.

**Qualifications:** PMI-PBA. (Project Management Certification). Five (5) years’ experience. Excellent verbal and written communication skills. Excellent organizational skills and attention to detail.

10. **Lead Analyst/Senior Associate (Business Practices)**

**Functions:** Acts as a lead to plan, design, develop and launch efficient business practices. Interprets data to determine trends and patterns that may indicate new opportunities for growth. Communicates with clients to discuss their needs and goals, recommending appropriate solutions and providing regular updates on progress. Reviews reports for accuracy and analyzes trends in order to make predictions about future outcomes. Conducts research to gather data about business practices, economic conditions or government regulations that affect the products or services. Provides leadership to other analysts to ensure projects are completed on time and within budget. Provides strategic support to senior management in order to identify new opportunities.

**Qualifications:** PMI-PBA. (Project Management Certification). Five (5) years’ experience. Excellent verbal and written communication skills. Excellent organizational skills and attention to detail.

11. **Lead Analyst/Senior Associate (Cost)**

**Functions:** Acts as a lead to plan, design, develop and launch effective cost practices. Interprets data and costing models determine trends and patterns that may indicate new opportunities for growth and program compliance. Analyzes costing trends and communicates with clients to discuss results and recommendations for compliance. Provides updates on progress. Reviews reports for accuracy and
analyzes trends in order to make predictions about future outcomes. Conducts research to gather data about business practices, economic conditions or government regulations that affect the costing of products or services. Provides leadership to other analysts to ensure projects are completed on time and within budget. Provides strategic support to senior management in order to identify new opportunities.

**Qualifications:** PMI-PBA. (Project Management Certification). Five (5) years’ experience. Excellent verbal and written communication skills. Excellent organizational skills and attention to detail.

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12. **Senior Analyst (Training)**

**Functions:** Plans, evaluates and monitors training programs and activities according to business functions and requirements. Inspects program materials, content delivery and training schedules. Creates strategies for efficient teaching methodologies, develops ideas for group activities and discussions and determines other training needs for the organization. Observes instructor work.

**Qualifications:** PMI-PBA. (Project Management Certification). Seven years (7) years’ experience.

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13. **Senior Analyst (Management)**

**Functions:** Plans, evaluates and monitors business functions and requirements that impact management functions. Creates strategies for best business management models. Implements models. Advises senior management regarding deficiencies or improvements. Creates and recommends solutions to current processes and services.

**Qualifications:** PMI-PBA. (Project Management Certification). Seven (7) years’ experience.

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14. **Senior Analyst (Business Practice)**

**Functions:** Plans, evaluates and monitors business practices and their impact on on-going operations. Creates strategies for best practices. Implements models. Advises senior management regarding deficiencies or recommended improvements. Create and recommends solutions to products and services to enhance overall business practices.

**Qualifications:** PMI-PBA (Project Management Certification). Seven (7) years’ experience

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15. **Senior Analyst (Cost)**

**Functions:** Creates, evaluates, and monitors cost practices across the organization to ensure compliance with budgets and efficient practices. Creates cost estimates, budget inputs and describes any potential costing deficiencies. Provides oversight for billing and cost estimates for future operations.

**Qualifications:** PMI-PBA (Project Management Certification). Seven (7) years’ experience.

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16. **Engineer III**

**Functions:** Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test or evaluate systems: Reviews and prepares system engineering and technical analyses, reports, change proposals, and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration, management, quality assurance testing or acquisition and resource management. Analyzes, designs, develops, implements, tests or evaluates data processing software related to engineering or functional requirements of military systems, associated support systems or management information systems.
Qualifications: CCIE (Cisco Certified Internetwork Expert). Seven (7) years’ experience.

17. **Engineer II**

**Functions:** Applies systems engineering principles to investigate, analyze, plan, design, develop, implement test or evaluate systems. Reviews and prepares system engineering and technical analyses, reports, change proposals and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance, testing or acquisition and resource management. Analyzes designs, develops, implements, tests or evaluates data processing software related to engineering or functional requirements of military systems, associated support systems or management information systems.

Qualifications: CCNP (Cisco Certified Network Professional) Four (4) years’ experience.

18. **Engineer I**

**Functions:** Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test or evaluate military systems. Reviews and prepares system engineering and technical analyses, reports, change proposals and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance, testing or acquisition and resource management. Analyzes, designs, develops, implements, tests or evaluates automated data processing software related to engineering or functional requirements of military systems, associate support systems or management information systems.

Qualifications: CCNA (Cisco Certified Network Associate). Two (2) years’ experience.

19. **Information Systems Security Officer**

**Functions** Develops and manages information systems cyber security, including disaster recovery, database protection and software development. Manages IS security analyst to ensure that all applications are functional and secure. Develops and delivers IS security standards, best practices, architecture and systems to ensure information system security across the enterprise. Implements procedures and methods for auditing and addressing non-compliance to information security standards. Additionally, migrate non-compliant environments to compliant environments. Evaluates organization to ensure compliance with standards and relevance with industry security norms. Ensures project/organization milestone goals are met and adhering to organizational requirements and budgets.

Qualifications: CISSP (Certified Information Systems Security Professional). Seven (7) years’ experience.

20. **Information Security Architect**

**Functions** Review current system security measures and recommends and implements enhancements. Conducts regular system tests and ensures continuous monitoring of network security. Develops project timelines for ongoing system upgrades. Ensures all personnel have access to IT systems limited by position and role. Establishes disaster recovery procedures and conducts breach of security drills. Promptly responds to all security incident and provides thorough post event analyses.

21. **Security Manager**

**Functions:** Reviews current system security measures and recommends and implements enhancements. Conducts regular system test and ensures continuous monitoring of network security. Develops project timelines for ongoing system upgrades. Ensures all personnel have access to the IT system limited by need and role. Establishes disaster recovery procedures and conducts breach of security drills. Promptly responds to all security incidents and provides thorough post event analyses. Cultivates a culture of security awareness and arranges continuing education of personnel to ensure security policies are adhered to at all times.

**Qualifications:** Sec+/CompTIA (Security Plus Certification). Two (2) years’ experience.

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22. **Senior Systems Architect**

**Functions:** Designs, codes and tests new software applications. Documents and analyzes systems, reports progress and routes any issues appropriately. Troubleshoots issues, manages risks and provides technical support. Evaluates IT systems to access sustainability and suitability for needs and project outcomes. Liaisons with senior management and proposes software solutions in order to achieve project outcomes.

**Qualifications:** SAC (Solution Architect Certification). Seven (7) years’ experience.

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23. **Systems Architect**

**Functions:** Designs, codes and tests new software applications. Documents and analyzes systems, report progress and route any issues appropriately. Troubleshoots issues, manages risks and provides technical support. Evaluates IT systems to access sustainability and suitability for needs and projected outcomes. Liaisons with end users, software vendors and programmers in order to achieve projected outcomes.

**Qualifications:** SAC (Solution Architect Certification). Five (5) years’ experience.

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24. **Life Cycle Engineer**

**Functions:** Analyzes potential impacts of products, services or processing methods over the whole life cycle of a project. Complies schedules for replacements and refresh of equipment and associated certifications or software/hardware and their impact on the overall project and its effectiveness. Creates timelines for implementation and long-term maintenance and effectiveness.

**Qualifications:** CCNA (Cisco Certified Network Certification). Three (3) years’ experience.

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25. **SOC Tier III Engineer**

**Functions:** Responsible for network defense, ethical hacking, incident response, computer forensics and reverse engineering. Proactively seeks out weaknesses and attackers, conducting penetration tests and reviewing vulnerability assessments.
Qualifications: JNCIP (Juniper Network Certification). Seven (7) years’ experience.

26. SOC Tier II Engineer

Functions: Responds to incidents. Conducts remediation of service tickets or attacks escalated from Tier I. Assesses the scope of the attack and affected systems and collects data for further analysis.

Qualifications: JNCIA. (Juniper Network Certification) Five (5) years’ experience.

27. SOC Tier I Engineer

Functions: Monitors, manages and configures security tools, reviews incidents to assess their urgency and escalate incident if necessary.

Qualifications: Sec+/TIA (Security Plus). Three (3) years’ experience.

28. Support Specialist

Functions: Communicate With coworkers to diagnose problems. Installs and configure hardware and software. Talks coworkers through the process of fixing technical issues. Priorities workload to ensure the most critical issues are resolve first. Documents common support procedures and provides support remotely when necessary.

Qualifications: Associates Degree. Three (3) years’ experience. Previous experience in a technical support role. Experience with remote desktop applications. Strong analytical and problem-solving skills. Good communication skills, both written and verbal and excellent interpersonal skills.

29. Analyst Mid Level (Training)

Functions: Gathers, interprets and uses training data to develop actionable steps that will improve processes and optimizes training results. Assesses client needs, receives information and analyzes it to develop or trends or areas of improvement. Delivers information to stakeholders and uses to enhance the efficiency and effectiveness of a service, products or system.

Qualifications: BS/BA. Five (5) years’ experience

30. Analyst Mid Level (Management)

Functions: Gathers, interprets and uses management data to develop actionable steps that will improve processes and optimize organizational management processes. Assesses client needs, receives information and analyzes it to develop trends or areas of improvement. Delivers information and recommendations to stakeholders and uses to enhance the efficiency and effectiveness of a service, products or management systems.

Qualifications: BS/BA. Five (5 years’ experience

31. Analyst Mid-Level (Business Practices)

Functions: Gathers, interprets and uses business practice data to develop actionable steps that will improve processes and optimize organizational business practices. Assesses client needs, receives information and analyzes it to develop trends or areas of improvement. Delivers information and recommendations to stakeholders and uses to enhance the efficiency and effectiveness of a service, products or business practices.
Qualifications: BS/BA. Five (5) years’ experience

32. Analyst Mid Level (Cost)
Functions: Gathers, interprets and uses cost data to develop actional steps that will improve processes and optimize cost practices. Assesses client needs and receives information and analyzes it to develop trends or areas of improvement. Delivers information and recommendations to stakeholders and uses it to enhance the efficiency and effectiveness of a service, products and costs.
Qualifications: BS/BA. Five (5) years’ experience.

33. Associate Analyst (Training)
Functions: Contributes to researching training processes for a specific department, process or project. Collects data and creates reports on findings on the impact of the data on the training process. Assists in developing new training models that can generate cost reductions or training efficiencies. Prepares reports that capture key findings. Responds to incidents and activities. Works independently with little supervision. Assesses capabilities of doctrine and strategy on operations, and manpower.
Qualifications: Associates. Three (3) years’ experience

34. Associate Analyst (Management)
Functions: Contributes to researching management processes for a specific department, process, or project. Collects data and creates reports on findings on the impact of the data on the management process. Assists in developing new management models that can generate cost reductions or management efficiencies. Prepares reports that capture key findings. Responds to incidents and activities. Works independently with little supervision. Assesses capabilities of management doctrine on strategy on management operations and manpower.
Qualifications: Associates. Three (3) years’ experience

35. Associate Analyst (Business Practices)
Functions: Contributes to researching business practice processes for a specific department, process or project. Collects data and creates reports on findings on the impact of the data on the business practice process. Assists in developing new management models that can generate cost reductions or business practice efficiencies. Prepares reports that capture key findings. Responds to incidents and activities. Works independently with little supervision. Assesses capabilities of business practice doctrine on strategy on business practice operations and manpower.
Qualifications: Associates. Three (3) years’ experience

36. Associate Analyst (Cost)
Functions: Contributes to researching cost and cost practices for a specific department, process or project. Collects cost data and creates reports on finding on the impact of the data on costing process. Assists in developing new costing models and tools that can generate cost reduction or efficiencies. Prepares reports that capture key findings. Responds to incidents and activities. Works independently with little supervision. Assesses costing doctrine on strategy, operations and manpower.
Qualifications: Associates. Three (3) years’ experience

37. Junior Analyst (Training)
Functions: Reviews reports from internal clients or external customers to identify issues or concerns that could impact training to assist in developing new training processes. Prepares presentations for clients on
research findings or other topics based on data. Communicates to clarify training information or gather additional data when needed. Conducts training audits. Analyzes data and patterns and develops recommendations for improvement. Recommends changes to existing training processes.

**Qualifications:** HS Diploma. Two (2) years’ experience.

38. Junior Analyst (Management)

**Functions:** Reviews reports from internal clients or external customers to identify concerns that could impact management processes. Prepares presentations for clients on research findings or other topics based on data. Communicates to clarify management information or gather additional data when needed. Conducts management audits. Analyzes data and patterns and develops recommendations for improvement. Recommends changes to existing management processes.

**Qualifications:** HS Diploma. Two (2) years’ experience.


**Functions:** Reviews reports from internal clients or external customers to identify concerns that could impact business practices. Prepares presentations for clients on research findings or other topics based on data. Communicates to clarify management information or gather additional data when needed. Conducts business practice audits. Analyzes data and patterns and develops recommendations for improvement. Recommends changes to existing business practices.

**Qualifications:** HS Diploma. Two (2) years’ experience.

40. Junior Analyst (Cost)

**Functions:** Reviews reports from internal clients or external customers to identify concerns that could impact cost. Prepare presentations for clients on research findings or other topics based on data. Communicates to clarify cost information or gather additional data when needed. Conducts cost audits. Analyzes data and patterns and develops recommendations for improvement. Recommends change to costing practices.

**Qualifications:** HS Diploma. Two (2) years’ experience.

41. Lead Administrative Professional

**Functions:** Serves as the primary point of contact for all administrative functions for senior personnel. Schedules meetings and travel. Answers calls and correspondences. Ensure deadlines are met. Acts as a liaison between other professional in the office. Creates general workflow production reports. Manages the budget for office supplies. Enforces office protocols and policies

**Qualifications:** BS/BA. Seven (7) years’ experience.

42. Senior Administrative Assistant

**Functions:** Serves as a point of contact for all administrative functions for senior personnel. Schedules meetings and travel. Answers calls and correspondences. Ensure deadlines are met. Acts as a liaison between other professional in the office. Creates general workflow production reports. Manages the budget for office supplies. Enforces office protocols and policies

**Qualifications:** BS/BA. Five (5) years’ experience.

43. Junior Administrative Assistant

**Functions:** Serves as a point of contact for all administrative functions for senior personnel. Schedules meetings and travel. Answers calls and correspondences. Ensure deadlines are met. Acts as a liaison
between other professional in the office. Creates general workflow production reports. Manages the budget for office supplies. Enforces office protocols and policies

**Qualifications:** Associates. Two (2) years’ experience.