



A Guidehouse Company

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

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

**Contract Number: 47QTC A20D00D3**  
**Contract Period: July 29, 2020 – July 28, 2025**

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

**Contractor:** **Dovel Technologies, LLC**  
7901 Jones Branch Drive Suite 600  
McLean, VA 22102-3307

**Schedule Title: Multiple Award Schedule**  
**Federal Supply Group: Information Technology**

**Business Size:** Other than Small Business

**Telephone:** (703) 288-5300  
**FAX Number:** (703) 288-5399  
**Web Site:** [www.guidehouse.com](http://www.guidehouse.com)  
**E-mail:** [cstith@guidehouse.com](mailto:cstith@guidehouse.com)  
**Contract Administration:** Chavaughn Stith

Price Current through Mod **#PA-0009** dated **01/18/2023**.

**CUSTOMER INFORMATION:**

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

SIN	SIN Description
54151HEAL & 54151HEALRC	Health Information Technology Services
54151S & 54151SRC	Information Technology Professional Services
OLM & OLMRC	Order Level Materials

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See Pricing Page 5.**

**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 Labor Category Descriptions Page 8.**

**2. Maximum Order:** For SINs 54151HEAL and 54151S - \$500,000.00  
For SIN OLM - \$250,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic

**5. Point(s) of production (city, county, and state or foreign country):** Dovel Technologies, LLC, 7901 Jones Branch Drive Suite 600, McLean, VA 22102-3307

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

**7. Quantity discounts:** None

**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):** 30 days ARO

**10b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** To Be Determined at the Task Order Level

**10c. 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:** To Be Determined at the Task Order Level

**10d. 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 effect a faster delivery: To Be Determined at the Task Order Level

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

**12a. Ordering Address(es):** Dovel Technologies, LLC  
7901 Jones Branch Drive, Suite 600  
McLean, VA 22102

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

**13. Payment address(es):** Same as ordering address

**14. Warranty provision:** N/A

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

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

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

**18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

**18b. Terms and conditions for any other services (if applicable):** N/A

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

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

**21. Preventive maintenance (if applicable):** N/A

**22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
N/A

**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. contactor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). [www.DovelTech.com](http://www.DovelTech.com)**

**23. Unique Entity Identifier (UEI) Number:** Q2K1D12UHNT8

**24. Notification regarding registration in System for Award Management (SAM) database:**  
Contractor is registered in the System for Award Management.

### GSA Awarded Pricing for SINS 54151HEAL and 54151S

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

Dovel Technologies, LLC. is a highly sought after software developer and system integrator with a strong history of designing, developing, and implementing IT systems for the federal as well as commercial industry. Our team has extensive expertise in System Analysis and Design, Security Engineering, Systems Development, System Implementation and Operations and Maintenance. These services, combined with our teams proven expertise in managing full life cycle technical solutions, assure comprehensive, well rounded solutions to today's complex technical challenges.

SIN	Labor Category	07/29/20	07/29/21	07/29/22	07/29/23	07/29/24
		– 07/28/21	– 07/28/22	– 07/28/23	– 07/28/24	– 07/28/25
54151HEAL	Health IT Architect II	\$210.97	\$215.19	\$219.49	\$223.88	\$228.36
54151HEAL	Health IT Business Analyst I	\$91.88	\$93.72	\$95.59	\$97.50	\$99.45
54151HEAL	Health IT Business Analyst II	\$105.17	\$107.27	\$109.42	\$111.61	\$113.84
54151HEAL	Health IT Consultant I	\$80.97	\$82.59	\$84.24	\$85.93	\$87.65
54151HEAL	Health IT Database Administrator I	\$116.75	\$119.09	\$121.47	\$123.90	\$126.38
54151HEAL	Health IT Database Administrator II	\$121.34	\$123.76	\$126.24	\$128.76	\$131.34
54151HEAL	Health IT Developer I	\$74.88	\$76.38	\$77.91	\$79.47	\$81.06
54151HEAL	Health IT Developer II	\$105.00	\$107.10	\$109.25	\$111.43	\$113.66
54151HEAL	Health IT Developer III	\$137.51	\$140.26	\$143.07	\$145.93	\$148.85
54151HEAL	Health IT Development Lead	\$166.96	\$170.30	\$173.70	\$177.18	\$180.72
54151HEAL	Health IT Documentation Specialist	\$72.70	\$74.16	\$75.64	\$77.15	\$78.70
54151HEAL	Health IT Functional Analyst	\$91.82	\$93.66	\$95.53	\$97.44	\$99.39
54151HEAL	Health IT Lead Business Analyst	\$122.51	\$124.96	\$127.46	\$130.01	\$132.61
54151HEAL	Health IT Program Manager	\$214.07	\$218.36	\$222.72	\$227.18	\$231.72
54151HEAL	Health IT Project Manager I	\$115.27	\$117.57	\$119.92	\$122.32	\$124.77
54151HEAL	Health IT Project Manager II	\$145.31	\$148.22	\$151.18	\$154.20	\$157.29
54151HEAL	Health IT Quality Analyst I	\$88.37	\$90.14	\$91.94	\$93.78	\$95.65
54151HEAL	Health IT Quality Analyst II	\$106.84	\$108.98	\$111.16	\$113.38	\$115.65
54151HEAL	Health IT Quality Analyst III	\$140.87	\$143.69	\$146.56	\$149.49	\$152.48
54151HEAL	Health IT Quality Lead	\$148.38	\$151.35	\$154.37	\$157.46	\$160.61
54151HEAL	Health IT Sr. Documentation Specialist	\$87.95	\$89.71	\$91.50	\$93.33	\$95.20
54151HEAL	Health IT Sr. Functional Analyst	\$122.03	\$124.47	\$126.96	\$129.50	\$132.09
54151HEAL	Health IT Sr. Technical Analyst	\$151.30	\$154.33	\$157.41	\$160.56	\$163.77

54151HEAL	Health IT Subject Matter Expert I	\$164.23	\$167.52	\$170.87	\$174.28	\$177.77
54151HEAL	Health IT Subject Matter Expert II	\$226.94	\$231.47	\$236.10	\$240.83	\$245.64
54151HEAL	Health IT Subject Matter Expert III	\$260.97	\$266.19	\$271.51	\$276.94	\$282.48
54151HEAL	Health IT System Administrator I	\$95.04	\$96.94	\$98.88	\$100.85	\$102.87
54151HEAL	Health IT System Administrator II	\$122.01	\$124.45	\$126.94	\$129.48	\$132.07
54151HEAL	Health IT Technical Analyst	\$102.01	\$104.05	\$106.14	\$108.26	\$110.42
54151HEAL	Health IT Technical Writer	\$86.65	\$88.38	\$90.15	\$91.95	\$93.79
54151S	Executive Director I	\$229.31	\$233.90	\$238.58	\$243.35	\$248.21
54151S	Program Manager III	\$196.06	\$199.98	\$203.98	\$208.06	\$212.22
54151S	Program Manager II	\$185.93	\$189.65	\$193.45	\$197.31	\$201.26
54151S	Program Manager I	\$161.05	\$164.28	\$167.56	\$170.91	\$174.33
54151S	Project Manager III	\$167.35	\$170.70	\$174.11	\$177.59	\$181.14
54151S	Project Manager II	\$137.47	\$140.22	\$143.03	\$145.89	\$148.80
54151S	Project Manager I	\$118.69	\$121.06	\$123.48	\$125.95	\$128.47
54151S	Senior SW Engineer III	\$147.81	\$150.77	\$153.78	\$156.86	\$160.00
54151S	Senior SW Engineer II	\$138.28	\$141.05	\$143.87	\$146.75	\$149.68
54151S	SW Engineer V	\$124.93	\$127.43	\$129.98	\$132.58	\$135.23
54151S	SW Engineer IV	\$108.78	\$110.95	\$113.17	\$115.43	\$117.74
54151S	SW Engineer III	\$99.44	\$101.43	\$103.46	\$105.53	\$107.64
54151S	SW Engineer II	\$87.66	\$89.41	\$91.20	\$93.02	\$94.88
54151S	SW Engineer I	\$77.76	\$79.31	\$80.90	\$82.52	\$84.17
54151S	Data Base Engineer II	\$85.24	\$86.94	\$88.68	\$90.45	\$92.26
54151S	Data Base Engineer I	\$82.95	\$84.60	\$86.30	\$88.02	\$89.78
54151S	Systems Engineer III	\$166.43	\$169.76	\$173.15	\$176.62	\$180.15
54151S	Systems Engineer II	\$122.70	\$125.16	\$127.66	\$130.21	\$132.82
54151S	Systems Engineer I	\$93.70	\$95.57	\$97.48	\$99.43	\$101.42
54151S	Applications Programmer III	\$161.45	\$164.68	\$167.98	\$171.34	\$174.76
54151S	Applications Programmer II	\$91.75	\$93.59	\$95.46	\$97.37	\$99.32
54151S	Requirements Analyst/Tester II	\$80.50	\$82.11	\$83.75	\$85.43	\$87.14
54151S	Requirements Analyst/Tester I	\$72.03	\$73.47	\$74.94	\$76.44	\$77.97
54151S	Senior IT Specialist I	\$135.28	\$137.98	\$140.74	\$143.56	\$146.43
54151S	IT Specialist II	\$117.01	\$119.35	\$121.73	\$124.17	\$126.65
54151S	IT Specialist I	\$106.84	\$108.98	\$111.16	\$113.38	\$115.65
54151S	QA/CM Analyst II	\$78.47	\$80.04	\$81.64	\$83.27	\$84.94
54151S	QA/CM Analyst I	\$74.59	\$76.08	\$77.60	\$79.16	\$80.74
54151S	Systems Architect V	\$167.65	\$171.00	\$174.42	\$177.91	\$181.47
54151S	Systems Architect IV	\$148.50	\$151.47	\$154.49	\$157.58	\$160.74
54151S	Systems Architect III	\$123.38	\$125.85	\$128.37	\$130.94	\$133.55

54151S	Systems Architect II	\$103.93	\$106.01	\$108.13	\$110.29	\$112.50
54151S	Systems Architect I	\$85.23	\$86.93	\$88.67	\$90.44	\$92.25
54151S	Systems Administrator I	\$107.40	\$109.55	\$111.74	\$113.98	\$116.26
54151S	Project Control Specialist	\$76.11	\$77.64	\$79.19	\$80.77	\$82.39
54151S	Program Administration Specialist	\$59.74	\$60.94	\$62.16	\$63.40	\$64.67
54151S	Senior Functional Analyst	\$61.59	\$62.82	\$64.08	\$65.36	\$66.67
54151S	Functional Analyst	\$49.50	\$50.49	\$51.50	\$52.53	\$53.58
54151S	Senior Training Specialist	\$113.43	\$115.70	\$118.01	\$120.37	\$122.78
54151S	Training Specialist	\$61.30	\$62.52	\$63.77	\$65.05	\$66.35
54151S	Help Desk Specialist	\$50.09	\$51.09	\$52.11	\$53.15	\$54.22
54151S	Documentation Specialist	\$50.49	\$51.50	\$52.53	\$53.58	\$54.65
54151S	Technical Writer/Editor	\$50.71	\$51.73	\$52.76	\$53.82	\$54.89
54151S	Computer Security Systems	\$103.28	\$105.35	\$107.46	\$109.61	\$111.80
54151S	Web Designer	\$136.61	\$139.34	\$142.13	\$144.97	\$147.87
54151S	Web Software Developer	\$95.53	\$97.44	\$99.39	\$101.38	\$103.41
54151S	Health IT Architect I	\$145.25	\$148.16	\$151.12	\$154.14	\$157.22

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

## SIN 54151HEAL Labor Category Descriptions

### Health IT Architect I

**Functional Responsibilities:** Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the OSI and ISO reference models, and profiles of standards - such as IEEE OSE reference model - as they apply to the implementation and specification of information management solution of the application platform, across the API, and the external environment/software application. Ensure Bachelor's or Equivalency 5 14 that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### Health IT Architect II

**Functional Responsibilities:** Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the OSI and ISO reference models, and profiles of standards - such as IEEE OSE reference model - as they apply to the implementation and specification of information management solution of the application platform, across the API, and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

### Health IT Business Analyst I

**Functional Responsibilities:** Provide expertise in business process and system analysis, design, improvement, and implementation efforts and in translating business process needs into technical requirements. Provide expertise in change management and training support. Provide organizational and strategic planning for a wide variety of technical and functional environments. Provide expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis and Technical Analysis.

**Minimum Education:** Bachelors

**Minimum Experience:** 1 year



### **Health IT Business Analyst II**

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**Functional Responsibilities:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

### **Health IT Consultant I**

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**Functional Responsibilities:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

**Minimum Education:** Bachelors

**Minimum Experience:** 1 year

### **Health IT Database Administrator I**

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**Functional Responsibilities:** Provide highly technical expertise in the use of DBMS. Evaluate and recommend available DBMS products to support validated user requirements. Define file organization, indexing methods, and security procedures for specific user applications. Test and assist in the implementation of changes or new database designs. Monitor database usage and statistics. Knowledge of relational database environment.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

### **Health IT Database Administrator II**

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**Functional Responsibilities:** Under minimum supervision, responsible for all activities related to the administration, planning and development of computerized databases. Responsibilities include data modeling and design of client server and n -tier architecture systems, data base performance tuning, configuration management, telecommunication requirements, analysis and implementation of commercial RDBMS packages and application servers, implementation of policies and procedures pertaining to database management, security maintenance and utilization. Exercises independent judgment, consults with and advises database users relative to procedures, technical problems, priorities and methodologies.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Health IT Developer I**

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**Functional Responsibilities:** Under limited supervision, analyzes, designs, codes and documents complex applications for computers and related equipment appropriate to scientific and commercial projects. Exercises independent judgment and creativity in solving highly complex, major technical problems and in providing proper advice and recommendations. May provide supervision for one or more professional/technical staff on an assigned project and will participate at all levels in systems analysis and design definition. Will engage in frequent contact with customers and will work with non-technical sources as necessary.

**Minimum Education:** Bachelors

**Minimum Experience:** 1 year

### **Health IT Developer II**

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**Functional Responsibilities:** Analyze and study complex system requirements. Design software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manage software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimate 16 software development costs and schedule. Review existing programs and assist in making refinements, reducing operating time, and improving current techniques. Supervise software configuration management.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

### **Health IT Developer III**

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**Functional Responsibilities:** Provide technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on moderately complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Apply principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Assist other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking; telecommunications, automation; communications protocols, risk management/electronic analysis, software; lifecycle management, software development methodologies, and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Health IT Development Lead**

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**Functional Responsibilities:** Analyze user needs to determine functional requirements and define problems and develop plans and requirements in the subject matter area for moderately complex to complex systems related to information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle

management, software development methodologies, and modeling and simulation. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task. Possess requisite knowledge and expertise so recognized in the professional community that the government is able to qualify the individual as an expert in the field for an actual task order. Demonstrate exceptional oral and written communication skills. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

### **Health IT Documentation Specialist**

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**Functional Responsibilities:** Assist in applying common best practices for the industry to the customer using a knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Assess the operational and functional baseline of an organization and its organizational components and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Typical areas addressed include Human Resources, Finance, Supply, and operations. Identify information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support the development of functional area strategies for enhanced IT. Commensurate experience and education.

**Minimum Education:** Bachelors

**Minimum Experience:** 1 year

### **Health IT Functional Analyst**

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**Functional Responsibilities:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

**Minimum Education:** Bachelors

**Minimum Experience:** 1 year

### **Health IT Lead Business Analyst**

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**Functional Responsibilities:** Provide analytical consultative services required to administer programs throughout all phases of business requirements analysis, software design, system and performance testing, and implementation. Analyze and review budget, schedule, and other program resources. Identify resource shortfalls and make corrective recommendations. Participate in analysis sessions to provide program requirements. Review the business and system, software and system integration requirements to ensure the requirements meet the program needs. Consider alternatives and develop recommendations. Identify, communicate and resolve risks. Identify and resolve issues to eliminate or mitigate the occurrence of consequences that may impact the success of the project. Research and analyze resource material. Monitor system tests; reviews test results; identify project issues.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

### Health IT Program Manager

**Functional Responsibilities:** Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual TO. Demonstrates exceptional oral and written communication skills.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### Health IT Project Manager I

**Functional Responsibilities:** Under broad supervision, provides management and technical direction to one or multiple projects. Regularly exercises independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative and managerial problems. Provides overall direction of program activities.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

### Health IT Project Manager II

**Functional Responsibilities:** Serves as the contractor's single contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO) the contract level Contracting Officer's Representative (COR) government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### Health IT Quality Analyst I

**Functional Responsibilities:** Prepares and executes test plans for both functional and non-functional testing. Provides test results and analysis. Works with requirements analysts to determine test vectors early in the development process.

**Minimum Education:** Bachelors

**Minimum Experience:** 1 year

### Health IT Quality Analyst II

**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

### **Health IT Quality Analyst III**

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**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Health IT Quality Lead**

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**Functional Responsibilities:** Analyze user needs to determine functional requirements and define problems and develop plans and requirements in the subject matter area for moderately complex to complex systems related to information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task. Possess requisite knowledge and expertise so recognized in the professional community that the government is able to qualify the individual as an expert in the field for an actual task order. Demonstrate exceptional oral and written communication skills. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

### **Health IT Sr. Documentation Specialist**

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**Functional Responsibilities:** Analyzes information requirements. Evaluates analytically and systematically problems of workflow, organization, and planning and assists Senior Computer Systems Analyst and Computer Systems Analyst develop appropriate corrective action. Help develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

### **Health IT Sr. Functional Analyst**

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**Functional Responsibilities:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

#### **Health IT Sr. Technical Analyst**

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**Functional Responsibilities:** Under limited supervision, exercises independent judgment and creativity on a regular basis in solving highly complex major technical problems, and in providing guidance and recommendations. May provide technical direction to one or more professional and/or technical persons on an assigned project. Normally works closely with clients and project manager.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

#### **Health IT Subject Matter Expert I**

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**Functional Responsibilities:** Provide technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

#### **Health IT Subject Matter Expert II**

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**Functional Responsibilities:** Recognized for strong expertise in industry issues. Under limited supervision, analyzes complex applications in the subject matter area. Exercises independent judgment and creativity in solving highly complex, major technical problems in the subject area and in providing proper advice and recommendations. May provide supervision for one or more professional/technical staff on an assigned project and will participate at all levels in analysis and end product definition. Will engage in frequent contact with customers, and will work with non-technical sources as necessary.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

#### **Health IT Subject Matter Expert III**

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**Functional Responsibilities:** Recognized for understanding and communicating common best practices for the industry. Under limited supervision, analyzes complex applications in the subject matter area. Exercises independent judgment and creativity in solving highly complex, major technical problems in the subject area and in providing proper advice and recommendations. May provide supervision for one or more professional/technical staff on an assigned project and will participate at all levels in analysis and end product definition. Will engage in frequent contact with customers and will work with non-technical sources as necessary.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

#### **Health IT System Administrator I**

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**Functional Responsibilities:** Supervise and manage the daily activities of configuration and operation of systems which may be mainframe, mini, or client/server based. Plan and monitor the optimizing of system operation and resource utilization and perform systems capacity analysis and planning. Plan and monitor assistance to users in accessing and using business systems. Commensurate experience and education.

**Minimum Education:** Bachelors

**Minimum Experience:** 1 year

#### **Health IT System Administrator II**

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**Functional Responsibilities:** Supervise, coordinate and/or perform additions and changes to network hardware and operating systems, and attached devices, including investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software. Provide direct support in the day-to-day operations on network hardware and operating systems including the evaluation of system utilization, monitoring response time and primary support for detection and correction of operational problems. Troubleshoot at the physical level of the network, working with network measurement hardware and software, as well as physical checking and testing of hardware devices at the logical level working with communication protocols. Participate in planning design, technical review and implementation for new network infrastructure hardware and network operating systems for voice and data communication networks. Maintain network infrastructure standards including network communication protocols such as TCP/IP. Provide technical consultation, training and support to IT staff as designated by the government. Diagnose and resolve complex communication problems.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

#### **Health IT Technical Analyst**

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**Functional Responsibilities:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

#### **Health IT Technical Writer**

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**Functional Responsibilities:** Extensive demonstrated experience in consulting with a specialization in business process re-engineering. Must have extensive demonstrated experience with the business/technical modeling methodology and its use in complex businesses. Demonstrated expertise in all aspects of consulting engagements including: positioning of modeling effort within a complex organizational structure; communicating the purpose of the modeling to executive-level management; program and personnel management; and general management of engagements that could be very high risk and/or very high visibility. Education concentration in business and completion of entire suite of business/technical modeling classes.

**Minimum Education:** Bachelors

**Minimum Experience:** 1 year

**Experience Substitutions:**

H.S. Diploma* + 4 years additional experience Associates Degree + 2 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience Bachelors Degree + 5 years additional experience	Equals	Ph.D.

**Education Substitutions:**

A Ph.D. may be substituted for three (3) years of required experience for positions requiring a Masters Degree or five (5) years with positions requiring a Bachelors Degree
A Masters Degree may be substituted for two (2) years of required experience with positions requiring a Bachelors Degree
A Bachelors Degree may be substituted for four (4) years of required experience with positions requiring a High School Diploma
An Associates Degree may be substituted for two (2) years of required experience with positions requiring a High School Diploma
A Bachelors Degree may be substituted for specialized software certifications and two (2) years of required experience with a High School Diploma
Specialized software certifications may be substituted for two (2) years of experience
Project Management Professional (PMP) certification may be substituted for two (2) years of experience



## SIN 54151S Labor Category Descriptions

### Executive Director I

**Functional Responsibilities:** Directs a group of related technology, program, or client projects, overseeing technology development, application, marketing, and/or resource allocation within their program base, which typically includes several functional areas such as engineering, systems analysis, quality control, administration, and other disciplines depending on the requirement. Bachelor's Degree and a minimum of 20 years' experience, Master's degree and a minimum of 18 years' experience, Ph.D. and a minimum of 15 years' experience.

**Minimum Education:** Bachelors

**Minimum Experience:** 20 years

### Program Manager III

**Functional Responsibilities:** Responsible for the cost, schedule and technical performance of company programs/projects or subsystems of major programs/projects. Directs all phases of programs/projects from inception through completion. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer contact for program activities.

**Minimum Education:** Bachelors

**Minimum Experience:** 15 years

### Program Manager II

**Functional Responsibilities:** Responsible for the cost, schedule and technical performance of company programs/projects or subsystems of major programs/projects. Directs all phases of programs/projects from inception through completion. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer contact for program activities.

**Minimum Education:** Bachelors

**Minimum Experience:** 13 years

### Program Manager I

**Functional Responsibilities:** Responsible for the cost, schedule and technical performance of company programs/projects or subsystems of major programs/projects. Directs all phases of programs/projects from inception through completion. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer contact for program activities.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Project Manager III**

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**Functional Responsibilities:** Directs a group of technology program or a client projects, overseeing technology development. Act as a single point of contact with customer on one or more areas of implementing an information system. Responsible for the cost, schedule and technical performance of company programs/projects or subsystems of major programs/projects. Directs all phases of programs/projects from inception through completion. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer interface.

**Minimum Education:** Bachelors

**Minimum Experience:** 12 years

### **Project Manager II**

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**Functional Responsibilities:** Directs a group of technology program or a client projects, overseeing technology development. Act as a single point of contact with customer on one or more areas of implementing an information system. Responsible for the cost, schedule and technical performance of company programs/projects or subsystems of major programs/projects. Directs all phases of programs/projects from inception through completion. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer interface.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Project Manager I**

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**Functional Responsibilities:** Directs a group of technology program or a client projects, overseeing technology development. Act as a single point of contact with customer on one or more areas of implementing an information system. Responsible for the cost, schedule and technical performance of company programs/projects or subsystems of major programs/projects. Directs all phases of programs/projects from inception through completion. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer interface.

**Minimum Education:** Bachelors

**Minimum Experience:** 9 years

### **Senior SW Engineer III**

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**Functional Responsibilities:** Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for commercial software. Determines computer needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems. Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple

applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Senior SW Engineer III**

---

**Functional Responsibilities:** Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for commercial software. Determines computer needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems. Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Senior SW Engineer II**

---

**Functional Responsibilities:** Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for commercial software. Determines computer needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems. Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 9 years

### **SW Engineer V**

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**Functional Responsibilities:** Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for commercial software. Determines computer needs; advises

hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems. Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 9 years

#### **SW Engineer IV**

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**Functional Responsibilities:** Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for commercial software. Determines computer needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems. Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

#### **SW Engineer IV**

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**Functional Responsibilities:** Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for commercial software. Determines computer needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems. Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### **SW Engineer III**

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**Functional Responsibilities:** Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for commercial software. Determines computer needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems. Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

### **SW Engineer II**

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**Functional Responsibilities:** Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for commercial software. Determines computer needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems. Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years

### **SW Engineer I**

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**Functional Responsibilities:** Conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems for commercial software. Determines computer needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems. Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Data Base Engineer II**

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**Functional Responsibilities:** Evaluates user's requests for new or modified databases to determine feasibility, cost and time required, compatibility with current databases and systems, and computer capabilities. Depending on scope of requirements, formulates management plan outlining steps required to develop database, using structured analysis and design, and submits plans to user for approval develops and tests database structures, scripts, programs, and macros necessary to meet user requirement in a cost effective way. Documents databases, scripts, programs and macros to the appropriate extent. Installs new software on servers or user workstations.

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years

### **Data Base Engineer I**

---

**Functional Responsibilities:** Evaluates user's requests for new or modified databases to determine feasibility, cost and time required, compatibility with current databases and systems, and computer capabilities. Depending on scope of requirements, formulates management plan outlining steps required to develop database, using structured analysis and design, and submits plans to user for approval develops and tests database structures, scripts, programs, and macros necessary to meet user requirement in a cost effective way. Documents databases, scripts, programs and macros to the appropriate extent. Installs new software on servers or user workstations.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years

### **Systems Engineer III**

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**Functional Responsibilities:** Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Analyses are performed at all levels of total system product to include concept, design, fabrication, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Performs functional analysis. Applies an organization wide set of disciplines for the planning, analysis, design and construction of systems on a system wide basis or across a major sector enterprise. Provides expertise in one or more engineering disciplines such as electronic engineering, communications engineering, information engineering, network engineering, security, ECM/ECCM. Interoperability analysis, systems standards, military operation, program analysis, requirements analysis, program planning, cost analysis.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **Systems Engineer II**

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**Functional Responsibilities:** Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Analyses are performed at

all levels of total system product to include concept, design, fabrication, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Performs functional analysis. Applies an organization wide set of disciplines for the planning, analysis, design and construction of systems on a system wide basis or across a major sector enterprise. Provides expertise in one or more engineering disciplines such as electronic engineering, communications engineering, information engineering, network engineering, security, ECM/ECCM. Interoperability analysis, systems standards, military operation, program analysis, requirements analysis, program planning, cost analysis.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### **Systems Engineer I**

---

**Functional Responsibilities:** Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Analyses are performed at all levels of total system product to include concept, design, fabrication, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Performs functional analysis. Applies an organization wide set of disciplines for the planning, analysis, design and construction of systems on a system wide basis or across a major sector enterprise. Provides expertise in one or more engineering disciplines such as electronic engineering, communications engineering, information engineering, network engineering, security, ECM/ECCM. Interoperability analysis, systems standards, military operation, program analysis, requirements analysis, program planning, cost analysis.

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years

### **Applications Programmer III**

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**Functional Responsibilities:** Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements. Experience in systems analysis and engineering. Performs professional assignments in the general areas of computer hardware and software such as analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Translates user automation requirements into hardware, 10 software and communications requirements and solutions. Provides experience in the following: 4GL, object oriented, client server technology, data base technology, network operations systems, military systems, electronic publishing tools techniques and environments and Internet Web technology. Designs, develops, documents, tests, and debugs large complex application software for purchase or outside use by using high level programming languages (C++, SQL anywhere, Visual Basic, etc.). Ensures software standards are met.



**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### **Applications Programmer II**

---

**Functional Responsibilities:** Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements. Experience in systems analysis and engineering. Performs professional assignments in the general areas of computer hardware and software such as analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Translates user automation requirements into hardware, 10 software and communications requirements and solutions. Provides experience in the following: 4GL, object oriented, client server technology, data base technology, network operations systems, military systems, electronic publishing tools techniques and environments and Internet Web technology. Designs, develops, documents, tests, and debugs large complex application software for purchase or outside use by using high level programming languages (C++, SQL anywhere, Visual Basic, etc.). Ensures software standards are met.

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years

### **Requirements Analyst/Tester II**

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**Functional Responsibilities:** Designs, develops, and implements testing methods and equipment. Plans and arranges the labor, schedules, and equipment required for testing and evaluating standard and special devices. Provides test area with parameters for sample testing and specifies tests to be performed. Compiles data and defines changes required in testing equipment, testing procedures, manufacturing processes, or new testing requirements. Responsible for testing all customer samples and for special tests that cannot be performed in the test area. Formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. May guide and advise less experienced Analysts.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Requirements Analyst/Tester I**

---

**Functional Responsibilities:** Designs, develops, and implements testing methods and equipment. Plans and arranges the labor, schedules, and equipment required for testing and evaluating standard and special devices. Provides test area with parameters for sample testing and specifies tests to be performed. Compiles data and defines changes required in testing equipment, testing procedures, manufacturing processes, or new testing requirements. Responsible for testing all customer samples and for special tests that cannot be performed in the test area. Formulates and defines systems scope



and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. May guide and advise less experienced Analysts.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

### **Senior IT Specialist I**

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**Functional Responsibilities:** Oversees and coordinates the operational aspects of ongoing projects and serves as liaison between project management and planning, project-team, and line management. Assesses projects issues and develops resolutions to meet productivity, quality, and client-satisfaction goals and objective. Develops mechanisms for monitoring project progress and for intervention and problems solving with project managers, line managers, and clients. Generates, revises, updates, compiles, debugs and writes simple to moderately complex business, scientific, or software computer programs. Develops flow charts and diagrams outlining process steps in operation; develops and revises program code; prepares documentation of program development, modifications to code as needed; and may be required to analyze system capabilities to resolve input/output problems.

**Minimum Education:** Bachelors

**Minimum Experience:** 10 years

### **IT Specialist II**

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**Functional Responsibilities:** Oversees and coordinates the operational aspects of ongoing projects and serves as liaison between project management and planning, project-team, and line management. Assesses projects issues and develops resolutions to meet productivity, quality, and client-satisfaction goals and objective. Develops mechanisms for monitoring project progress and for intervention and problems solving with project managers, line managers, and clients. Generates, revises, updates, compiles, debugs and writes simple to moderately complex business, scientific, or software computer programs. Develops flow charts and diagrams outlining process steps in operation; develops and revises program code; prepares documentation of program development, modifications to code as needed; and may be required to analyze system capabilities to resolve input/output problems.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

### **IT Specialist I**

---

**Functional Responsibilities:** Oversees and coordinates the operational aspects of ongoing projects and serves as liaison between project management and planning, project-team, and line management. Assesses projects issues and develops resolutions to meet productivity, quality, and client-satisfaction goals and objective. Develops mechanisms for monitoring project progress and for intervention and problems solving with project managers, line managers, and clients. Generates, revises, updates, compiles, debugs and writes simple to moderately complex business, scientific, or software computer programs. Develops flow charts and diagrams outlining process steps in operation; develops and revises program code; prepares documentation of program development, modifications to code as needed; and may be required to analyze system capabilities to resolve input/output problems.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### QA/CM Analyst II

**Functional Responsibilities:** Our QC Analysts provide an independent review of program performance and deliverables. The QC Analysts meet periodically with program executives and reviews project plans, status reports, and deliverables to ensure the program is progressing as scheduled, that potential risks are identified and managed, and those client expectations are being met.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years

### QA/CM Analyst I

**Functional Responsibilities:** Our QC Analysts provide an independent review of program performance and deliverables. The QC Analysts meet periodically with program executives and reviews project plans, status reports, and deliverables to ensure the program is progressing as scheduled, that potential risks are identified and managed, and those client expectations are being met.

**Minimum Education:** Bachelors

**Minimum Experience:** 2 years

### Systems Architect V

**Functional Responsibilities:** Experience in the design, development, integration and management of B2B, intranet, public facing/consumer Web-Based Applications and/or Portals. Hands on know-how in J2EE application, development and related technologies, Web Services, SOA, BPM, and UML. Applies systems and software engineering tools and techniques to develop application 11 architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### Systems Architect IV

**Functional Responsibilities:** Experience in the design, development, integration and management of B2B, intranet, public facing/consumer Web-Based Applications and/or Portals. Hands on know-how in J2EE application, development and related technologies, Web Services, SOA, BPM, and UML. Applies systems and software engineering tools and techniques to develop application 11 architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management,

peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

### **Systems Architect III**

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**Functional Responsibilities:** Experience in the design, development, integration and management of B2B, intranet, public facing/consumer Web-Based Applications and/or Portals. Hands on know-how in J2EE application, development and related technologies, Web Services, SOA, BPM, and UML. Applies systems and software engineering tools and techniques to develop application 11 architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years

### **Systems Architect II**

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**Functional Responsibilities:** Experience in the design, development, integration and management of B2B, intranet, public facing/consumer Web-Based Applications and/or Portals. Hands on know-how in J2EE application, development and related technologies, Web Services, SOA, BPM, and UML. Applies systems and software engineering tools and techniques to develop application 11 architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Systems Architect I**

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**Functional Responsibilities:** Experience in the design, development, integration and management of B2B, intranet, public facing/consumer Web-Based Applications and/or Portals. Hands on know-how in J2EE application, development and related technologies, Web Services, SOA, BPM, and UML. Applies systems and software engineering tools and techniques to develop application 11 architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years

### **Systems Administrator I**

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**Functional Responsibilities:** Responsible for installing, configuring, and maintaining operating system workstations and servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration/library of all supporting documentation.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Project Control Specialist**

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**Functional Responsibilities:** Directs all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

### **Program Administration Specialist**

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**Functional Responsibilities:** Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations and IPR preparation. Performs analysis, development, and review of program administrative operating procedures.

**Minimum Education:** Bachelors

**Minimum Experience:** 4 years

### **Senior Functional Analyst**

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**Functional Responsibilities:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Minimum Education:** Bachelors

**Minimum Experience:** 2 years

#### **Functional Analyst**

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**Functional Responsibilities:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

**Minimum Education:** Bachelors

**Minimum Experience:** 0 years

#### **Senior Training Specialist**

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**Functional Responsibilities:** Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

#### **Training Specialist**

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

**Minimum Education:** Bachelors

**Minimum Experience:** 2 years

#### **Help Desk Specialist**

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**Functional Responsibilities:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

**Minimum Education:** Bachelors

**Minimum Experience:** 0 years

#### **Documentation Specialist**

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**Functional Responsibilities:** Gathers, analyzes, and composes technical information. Conducts research and ensure the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

**Minimum Education:** Bachelors

**Minimum Experience:** 0 years

### **Technical Writer/Editor**

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**Functional Responsibilities:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Minimum Education:** Bachelors

**Minimum Experience:** 0 years

### **Computer Security Systems**

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**Functional Responsibilities:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also include risk assessment.

**Minimum Education:** Bachelors

**Minimum Experience:** 2 years

### **Web Designer**

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**Functional Responsibilities:** Provide support in upgrading, maintaining and creating content for agency's web-site under the guidance of Web Project Manager. Provide day-to-day site design and creation. Experience in web design and development using HTML and JAVA is required. Provide on-the-job training for the development, maintenance, and updating of Web pages. Must have good communication skills and the ability to work with all levels of management and technical personnel. Working knowledge of browsers, WYSIWYG editors, graphic design software (ex. – Photoshop, Illustrator), animation software and image optimization is desirable.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

### **Web Software Developer**

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**Functional Responsibilities:** Provide support to develop Web based applications including online customer service to transform government agencies to be able to deliver their services online. Provide support in developing the site concept, interface design, and architecture of the website. Provide support for the implementation of interfaces to applications. Working knowledge and experience coding in Java is required. Knowledge of several of the following areas is desirable: Active Server Pages (ASP), JavaScript, and SQL Server, Visual Basic, JavaScript, Access, HTML, DBMS's (ex. – Oracle, Sybase, etc.).

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

**Experience Substitutions:**

H.S. Diploma* + 4 years additional experience Associates Degree + 2 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience Bachelors Degree + 5 years additional experience	Equals	Ph.D.

**Education Substitutions:**

A Ph.D. may be substituted for three (3) years of required experience for positions requiring a Masters Degree or five (5) years with positions requiring a Bachelors Degree
A Masters Degree may be substituted for two (2) years of required experience with positions requiring a Bachelors Degree
A Bachelors Degree may be substituted for four (4) years of required experience with positions requiring a High School Diploma
An Associates Degree may be substituted for two (2) years of required experience with positions requiring a High School Diploma
A Bachelors Degree may be substituted for specialized software certifications and two (2) years of required experience with a High School Diploma
Specialized software certifications may be substituted for two (2) years of experience
Project Management Professional (PMP) certification may be substituted for two (2) years of experience