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

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology, Professional Services

Contract Number: 47QTCA22D009B
Contract Period: June 08, 2022 – June 07, 2027

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contractor: FEFA, LLC
1101 Connecticut Ave NW., Suite 450
Washington, D.C. 20036

Business Size: Small Disadvantaged Business, SBA Certified HUBZone Firm

Telephone: 301-998-6584
FAX Number: 202-521-1808
Web Site: www.fefallc.com
E-mail: info@fefallc.com

Contract Administration: Tyson Bellamy

Pricelist current through Mod #01 effective June 08, 2022.
CUSTOMER INFORMATION:

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

<table>
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<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
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<td>54151SRC</td>
<td>Information Technology Professional Services</td>
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<td>541611</td>
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<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. 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 9.

2. Maximum Order: For SIN 54151HEAL and SIN 54151S - $500,000  
For SIN 541611 - $1,000,000.00  
For SIN OLM - $250,000

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Worldwide

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. 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): Consult with Contractor

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: Consult with Contractor
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: Consult with Contractor

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: Consult with Contractor

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

12a. Ordering Address(es): FEFA, LLC
Operations
ATTN: Tyson Bellamy
1101 Connecticut Ave NW., Suite 450
Washington, D.C. 20036
(P) 301-998-6584 (F) 202-521-1808
tbellamy@fefallc.com

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): FEFA, LLC
Finance / Accounting
ATTN: Tyson Bellamy
1101 Connecticut Ave NW., Suite 450
Washington, D.C. 20036
(P) 301-998-6584 (F) 202-521-1808
tbellamy@fefallc.com

14. Warranty provision: Contractor’s Standard Warranty

15. Export Packing Charges (if applicable): Not Applicable

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

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

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

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

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

20. List of participating dealers (if applicable): Not Applicable
21. **Preventive maintenance (if applicable):** Not Applicable

22a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**
Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

www.fefallc.com

23. **Unique Entity Identifier (UEI) number:** C8DMC4TCK1J7

24. **Notification regarding registration in System for Award Management (SAM) database:** FEFA, LLC is registered in the SAM database.
GSA Awarded Pricing (w/ IFF)
SIN 54151HEAL, SIN 54151S, and SIN 541611

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<th>06/08/23 – 06/07/24</th>
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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), is applicable to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**), are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.
SIN 54151HEAL Labor Category Descriptions

Bio/Health IT Architect II

Functional Responsibility: 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 Experience: 7 years
Minimum Education: Bachelors

Bio/Health IT Business Analyst I

Functional Responsibility: 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 Experience: 1 year
Minimum Education: Bachelors

Bio/Health IT Business Analyst II

Functional Responsibility: 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.

Minimum Experience: 3 years
Minimum Education: Bachelors

Bio/Health IT Consultant I

Functional Responsibility: 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 Experience: 1 year
Minimum Education: Bachelors

Bio/Health IT Database Administrator I

**Functional Responsibility:** 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 Experience: 3 years
Minimum Education: Bachelors

Bio/Health IT Database Administrator II

**Functional Responsibility:** 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 Experience: 5 years
Minimum Education: Bachelors

Bio/Health IT Developer I

**Functional Responsibility:** 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 Experience: 1 year
Minimum Education: Bachelors

Bio/Health IT Developer II

**Functional Responsibility:** 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 Experience: 3 years
Minimum Education: Bachelors

**Bio/Health IT Developer III**

**Functional Responsibility:** 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 Experience: 5 years
Minimum Education: Bachelors

**Bio/Health IT Development Lead**

**Functional Responsibility:** 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 Experience: 7 years
Minimum Education: Bachelors

**Bio/Health IT Documentation Specialist**

**Functional Responsibility:** 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 Experience: 1 year
Minimum Education: Bachelors

**Bio/Health IT Program Manager**

**Functional Responsibility:** 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 Experience: 10 years
Minimum Education: Bachelors

**Bio/Health IT Project Manager I**

**Functional Responsibility:** 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 Experience: 3 years
Minimum Education: Bachelors

**Bio/Health IT Project Manager II**

**Functional Responsibility:** 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 Experience: 5 years
Minimum Education: Bachelors

**Bio/Health IT Quality Analyst I**

**Functional Responsibility:** 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 Experience: 1 year
Minimum Education: Bachelors

**Bio/Health IT Quality Analyst II**

**Functional Responsibility:** 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 Experience:** 3 years  
**Minimum Education:** Bachelors

**Bio/Health IT Quality Analyst III**

**Functional Responsibility:** 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 Experience:** 5 years  
**Minimum Education:** Bachelors

**Bio/Health IT Sr. Documentation Specialist**

**Functional Responsibility:** 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 Experience:** 3 years  
**Minimum Education:** Bachelors

**Bio/Health IT Sr. Functional Analyst**

**Functional Responsibility:** 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 Experience:** 3 years  
**Minimum Education:** Bachelors

**Bio/Health IT Sr. Technical Analyst**

**Functional Responsibility:** 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 Experience:** 5 years  
**Minimum Education:** Bachelors
Bio/Health IT Subject Matter Expert I

**Functional Responsibility:** 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 Experience:** 5 years
**Minimum Education:** Bachelors

Bio/Health IT Subject Matter Expert II

**Functional Responsibility:** 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 Experience:** 7 years
**Minimum Education:** Bachelors

Bio/Health IT Subject Matter Expert III

**Functional Responsibility:** 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 Experience:** 10 years
**Minimum Education:** Bachelors

Bio/Health IT System Administrator I

**Functional Responsibility:** 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 Experience:** 3 years
**Minimum Education:** Bachelors
Bio/Health IT System Administrator II

Functional Responsibility: 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 Experience: 5 years
Minimum Education: Bachelors

Bio/Health IT Technical Analyst

Functional Responsibility: 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 Experience: 3 years
Minimum Education: Bachelors

Bio/Health IT Technical Writer

Functional Responsibility: 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 Experience: 3 years
Minimum Education: Bachelors
**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

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<tr>
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<td>Masters</td>
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<td>PhD</td>
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SIN 54151S Labor Category Descriptions

**IT Applications Programmer II**

**Functional Responsibility:** 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 Experience:** 6 years  
**Minimum Education:** Bachelors

**IT Applications Programmer III**

**Functional Responsibility:** 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 Experience:** 8 years  
**Minimum Education:** Bachelors

**IT Data Analyst I**

**Functional Responsibility:** Provides guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation,
validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May provide task direction to less experienced database programmers/analysts.

**Minimum Experience:** 2 years  
**Minimum Education:** Bachelors

**IT Data Analyst II**

**Functional Responsibility:** Provides guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation, validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May provide task direction to less experienced database programmers/analysts.

**Minimum Experience:** 4 years  
**Minimum Education:** Bachelors

**IT Data Analyst III**

**Functional Responsibility:** Provides expertise and guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation, validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Establishes procedures for operations of the database and database management systems. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May include experience with database systems such as MS SQL Server, DB2, Sybase, Oracle, and Informix. May function as team leader and provide direction to less experienced database programmers/analysts.

**Minimum Experience:** 6 years  
**Minimum Education:** Bachelors

**IT Data Analyst III**

**Functional Responsibility:** Provides highly technical expertise and guidance in the use of database management systems. Designs, implements, and maintains databases with respect to access methods and time, device allocation, validation checks, file organization, indexing methods, protection and security, documentation, guidelines, and statistical methods. Establishes procedures for operation of the database and database management systems. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. May include experience with database systems such as MS SQL Server, DB2.

**Minimum Experience:** 8 years  
**Minimum Education:** Bachelors

**IT Database Engineer I**

**Functional Responsibility:** Prepares associated documentation, block diagrams, and logic flowcharts. Prepares sample test data, conducts program tests, and analyzes test results; recommends corrections
for debugging program errors. Modify existing programs as required by changing systems requirements or equipment configurations. Confers with systems personnel to clarify program intent, output requirements, and input data acquisition. Evaluates vendor capabilities to provide required products or services. Designs, develops, and analyzes software programs. Proposes development strategies and creates action plans and applications to carry out strategies and accomplish objectives. Collaborate with hardware design engineers on machine characteristics that affect software/database systems, and works with them to resolve incompatibilities.

Minimum Experience: 4 years
Minimum Education: Bachelors

**IT Data Base Engineer II**

**Functional Responsibility:** Prepares associated documentation, block diagrams, and logic flowcharts. Prepares sample test data, conducts program tests, and analyzes test results; recommends corrections for debugging program errors. Modifies existing programs as required by changing systems requirements or equipment configurations. Confers with systems personnel to clarify program intent, output requirements, and input data acquisition. Evaluates vendor capabilities to provide required products or services. Designs, develops, and analyzes software/database programs. Proposes development strategies and creates action plans and applications to carry out strategies and accomplish objectives. Collaborates with hardware design engineers on machine characteristics that affect software/database systems, and works with them to resolve incompatibilities. May provide direction to less experienced software engineers.

Minimum Experience: 6 years
Minimum Education: Bachelors

**IT Database Administrator I**

**Functional Responsibility:** A Database Administrator I has experience in managing the routine operations and maintenance of databases and ensuring their reliable and efficient performance.

Minimum Experience: 4 years
Minimum Education: Bachelors

**IT Database Administrator II**

**Functional Responsibility:** A Database Administrator II can create, implement and manage expansive database administration programs. Has experience in reviewing database performance trends, and identifying opportunities for improvement.

Minimum Experience: 4 years
Minimum Education: Bachelors

**IT Database Analyst**

**Functional Responsibility:** A Database Analyst has experience in gathering and compiling data necessary to analyze a multitude of database products. Can evaluate data to quickly identify problems, issues and gaps. Has the knowledge and skill to recommend solutions that will improve performance of databases.

Minimum Experience: 2 years
Minimum Education: Associates

**IT Database Architect I**

**Functional Responsibility:** A Database Architect I is able to clearly identify goals for data management. Can effectively translate user needs to database design. Has experience in creating database management processes and detailed documentation.

Minimum Experience: 2 years
Minimum Education: Bachelors

**IT Database Architect II**

**Functional Responsibility:** A Database Architect II has vast experience in assessing various alternative products, tools, and approaches for data management. Is able to clearly define risks and benefits of various approaches for a given need. Is able to create overarching strategies for design. Can also lead or manage a program or project.

Minimum Experience: 6 years
Minimum Education: Bachelors

**IT Network Administrator I**

**Functional Responsibility:** A Network Administrator I has experience conducting routine system administration tasks, logging data in system administration logs, and operating under the supervision of a System Administrator.

Minimum Experience: 2 years
Minimum Education: Associates

**IT Network Administrator II**

**Functional Responsibility:** A Network Administrator II has experience in managing, monitoring and configuring the routine operations and maintenance of computer systems in a variety of different networks to include high volume/high availability systems. Must have experience responding and resolving problems quickly. Must have the skills to implement agency policy regarding computer access and implement firewalls.

Minimum Experience: 2 years
Minimum Education: Bachelors

**IT Network Administrator III**

**Functional Responsibility:** A Network Administrator III has the skills of the Network Administrator but is able to work with multiple teams of administrators involving multiple diverse networks at both the enterprise and local level. Has the knowledge to create plans to assure effective management, operations, and maintenance of systems and/or networks. Is cognizant of all agency policies regarding computer access and firewall and network protection technologies and creates the plans to implement.

Minimum Experience: 5 years
Minimum Education: Bachelors
**IT Network Engineer**

**Functional Responsibility:** The Network Engineer plans, supports and evaluates complex existing network systems and make recommendations for resources required to maintain and/or expand service levels. This resource will provide highly skilled technical assistance in network planning, engineering and architecture. Also provides and develops technical standards and interface applications; identifies and evaluates new products; provide solutions for network problems. Interfaces with internal/external customers and vendors to determine system needs. Plans and incorporates how new network resources and applications will exist on the network. Provide monthly metrics for network availability and bandwidth usage as well as other metrics as requested. Responsible for network capacity planning. Use network management tools to discover, map and maintain the network. Responsible for network equipment OS and version upgrades. Responsible for conducting research of new technologies and implementation strategies. Monitor and maintain network interfaces to ensure its highest level of performance and makes modifications and enhancements as needed. Responsible for documenting procedures and keeping network diagrams and related material up to date. Handle escalated user problems, questions, and request on network issues. Work with other groups within IS to resolve network related issues as needed. Leads and directs work of other Network Engineers.

**Minimum Experience:** 6 years
**Minimum Education:** Bachelors

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**IT Program Manager I**

**Functional Responsibility:** 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 Experience:** 5 years
**Minimum Education:** Bachelors

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**IT Program Manager II**

**Functional Responsibility:** 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 Experience:** 8 years
**Minimum Education:** Bachelors

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**IT Program Manager III**

**Functional Responsibility:** 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 Experience:** 10 years  
**Minimum Education:** Bachelors

### IT Project Manager I

**Functional Responsibility:** Directs a group of technology program or a client’s 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 Experience:** 4 years  
**Minimum Education:** Bachelors

### IT Project Manager II

**Functional Responsibility:** Directs a group of technology program or a client’s 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 Experience:** 6 years  
**Minimum Education:** Bachelors

### IT Project Manager III

**Functional Responsibility:** Directs a group of technology program or a client’s 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 Experience:** 8 years  
**Minimum Education:** Bachelors
**IT QA/CM Analyst I**

**Functional Responsibility:** 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 Experience:** 2 years  
**Minimum Education:** Bachelors

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**IT QA/CM Analyst II**

**Functional Responsibility:** 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 Experience:** 4 years  
**Minimum Education:** Bachelors

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**IT QA/QC/Test Engineer/Analyst I**

**Functional Responsibility:** Provides technical and administrative support for personnel performing software development tasks, including the review of work products for correctness, adherence to design concepts and to user standards, review of program documentation to assure government standards/requirements are adhered to, configuration management for all hardware and software, and for progress in accordance with schedules. Coordinates with the Program Manager and/or Quality Assurance/Configuration Manager to ensure problem resolution and user satisfaction.

**Minimum Experience:** 0 years  
**Minimum Education:** Bachelors

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**IT QA/QC/Test Engineer/Analyst II**

**Functional Responsibility:** Provides technical and administrative support for personnel performing software development tasks, including the review of work products for correctness, adherence to design concepts and to user standards, review of program documentation to assure government standards/requirements are adhered to, configuration management for all hardware and software, and for progress in accordance with schedules. Coordinate with the Program Manager and/or Quality Assurance/Configuration Manager to ensure problem resolution and user satisfaction. Make recommendations, if needed, for approval of systems installations. Prepare milestone status reports and deliveries/presentations on the system concept to colleagues, end user representatives.

**Minimum Experience:** 2 years  
**Minimum Education:** Bachelors

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**IT QA/QC/Test Engineer/Analyst III**

**Functional Responsibility:** Develops, implements, and maintains quality assurance/configuration management programs in support of a variety of software, hardware, and services. Establish standards for life cycle, documentation, development methods, testing, and maintenance. Develops and defines major and minor characteristics of quality/configuration management (including metrics and scoring...
parameters) and determines requisite quality control/configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serve as liaison between Program Management and other functional groups to resolve issues regarding quality assurance/configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. May provide daily supervision and direction to support staff.

**Minimum Experience:** 6 years  
**Minimum Education:** Bachelors

**IT QA/QC/Test Engineer/Analyst IV**  
**Functional Responsibility:** Develops, implements, and maintains quality assurance/configuration management programs in support of a variety of software, hardware, and services. Establish standards for life cycle, documentation, development methods, testing, and maintenance. Develops and defines major and minor characteristics of quality/configuration management (including metrics and scoring parameters) and determines requisite quality control/configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serve as liaison between Program Management and other functional groups to resolve issues regarding quality assurance/configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. May provide daily supervision and direction to support staff.

**Minimum Experience:** 8 years  
**Minimum Education:** Bachelors

**IT Requirements Analyst/Tester I**  
**Functional Responsibility:** 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 Experience:** 3 years  
**Minimum Education:** Bachelors

**IT Requirements Analyst/Tester II**  
**Functional Responsibility:** 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 Experience:** 5 years  
**Minimum Education:** Bachelors

**IT Senior IT Specialist**  
**Functional Responsibility:** 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 Experience:** 10 years  
**Minimum Education:** Bachelors

**IT Senior IT SW Engineer I**  
**Functional Responsibility:** 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 Experience:** 6 years  
**Minimum Education:** Bachelors

**IT Senior IT SW Engineer II**  
**Functional Responsibility:** 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 Experience:** 8 years  
**Minimum Education:** Bachelors

**IT Senior IT SW Engineer III**  
**Functional Responsibility:** 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 Experience:** 12 years  
**Minimum Education:** Bachelors

**IT Software Engineer I**  
**Functional Responsibility:** A Software Engineer I analyzes, designs and develops tests and test-automation suites. Design and develop a processing platform using various configuration management technologies. Test software development methodology in an agile environment. Provides ongoing maintenance, support and enhancements in existing systems and platforms. Collaborate cross-functionally with data scientists, business users, project managers and other engineers to achieve elegant solutions.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelors

**IT Software Engineer II**  
**Functional Responsibility:** A Software Engineer II analyzes, designs and develops tests and test-automation suites. Design and develop a processing platform using various configuration management technologies. Test software development methodology in an agile environment. Provides ongoing maintenance, support and enhancements in existing systems and platforms. Collaborate cross-functionally with data scientists, business users, project managers and other engineers to achieve elegant solutions. Is expected to lead and supervise lower level employees and manage program engagements.
Minimum Experience: 8 years  
Minimum Education: Bachelors

**IT Specialist I**

**Functional Responsibility:** IT Specialist I can create, implement and manage expansive database administration programs. Has experience in reviewing database performance trends, and identifying opportunities for improvement.

Minimum Experience: 5 years  
Minimum Education: Bachelors

**IT Specialist II**

**Functional Responsibility:** IT Specialist II has experience in gathering and compiling data necessary to analyze a multitude of database products. Can evaluate data to quickly identify problems, issues and gaps. Has the knowledge and skill to recommend solutions that will improve performance of databases.

Minimum Experience: 7 years  
Minimum Education: Bachelors

**IT SW Engineer I**

**Functional Responsibility:** 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 Experience: 5 years  
Minimum Education: Bachelors

**IT SW Engineer II**

**Functional Responsibility:** 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.
technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Experience**: 6 years  
**Minimum Education**: Bachelors

**IT SW Engineer III**

**Functional Responsibility**: 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 Experience**: 7 years  
**Minimum Education**: Bachelors

**IT SW Engineer IV**

**Functional Responsibility**: 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 Experience**: 8 years  
**Minimum Education**: Bachelors

**IT SW Engineer V**

**Functional Responsibility**: 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
Minimum Experience: 9 years
Minimum Education: Bachelors

IT Systems Administrator I

**Functional Responsibility:** 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 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 Experience: 5 years
Minimum Education: Bachelors

IT Systems Architect I

**Functional Responsibility:** 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 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 Experience: 4 years
Minimum Education: Bachelors

IT Systems Architect II

**Functional Responsibility:** 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 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.
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 Experience:** 5 years  
**Minimum Education:** Bachelors

**IT Systems Architect III**  
**Functional Responsibility:** 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 Experience:** 6 years  
**Minimum Education:** Bachelors

**IT Systems Architect IV**  
**Functional Responsibility:** 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 Experience:** 7 years  
**Minimum Education:** Bachelors

**IT Systems Architect V**  
**Functional Responsibility:** 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 Experience:** 8 years
**Minimum Education:** Bachelors

**IT Systems Engineer I**

**Functional Responsibility:** 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 Experience:** 6 years

**Minimum Education:** Bachelors

**IT Systems Engineer II**

**Functional Responsibility:** 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 Experience:** 8 years

**Minimum Education:** Bachelors

**IT Systems Engineer II**

**Functional Responsibility:** 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 Experience:** 10 years  
**Minimum Education:** Bachelors

**Experience & Degree Substitution Equivalencies**
Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

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</table>
Administrative Assistant I**

**Functional Responsibility:** Performs specific, non-technical administrative project support activities such as program administration support, clerical, document control, information reproduction, business logistics and training support, generally as a member of the project support team. Provides project administrative support for a wide variety of generalized project-related activities. Specific duties may include: tracking and conveying messages; generating internal and external project correspondence; maintaining electronic and hardcopy project files; coordinating project related calendars, schedules, meeting logistics, and travel arrangements; ordering project supplies; and serving as a resource for staff regarding project specific administrative policies and procedures.

**Minimum Experience:** 0 years  
**Minimum Education:** High School

Administrative Assistant II**

**Functional Responsibility:** Performs common administrative and project-related functions and activities, while requiring basic problem solving and occasional deviation from routine practice. Provides project administrative support for a wide variety of generalized project-related activities. Specific duties may include: tracking and conveying messages; generating internal and external project correspondence; maintaining electronic and hardcopy project files; coordinating project related calendars, schedules, meeting logistics, and travel arrangements; ordering project supplies; and serving as a resource for staff regarding project specific administrative policies and procedures.

**Minimum Experience:** 5 years  
**Minimum Education:** High School

Administrative Assistant III**

**Functional Responsibility:** Performs a wide range of administrative and project-related functions and activities requiring judgment in resolving issues or in making recommendations. Provides project administrative support for a wide variety of generalized project-related activities. Specific duties may include: tracking and conveying messages; generating internal and external project correspondence; maintaining electronic and hardcopy project files; coordinating project related calendars, schedules, meeting logistics, and travel arrangements; ordering project supplies; and serving as a resource for staff regarding project specific administrative policies and procedures.

**Minimum Experience:** 8 years  
**Minimum Education:** High School

Administrative Assistant IV**

**Functional Responsibility:** Performs complex administrative and office-related functions and activities requiring considerable judgment, high degree of initiative, and independent action. Provides project administrative support for a wide variety of generalized project-related activities. Specific duties may include: tracking and conveying messages; generating internal and external project correspondence; maintaining electronic and hardcopy project files; coordinating project related calendars, schedules, meeting logistics, and travel arrangements; ordering project supplies; and serving as a resource for staff regarding project specific administrative policies and procedures.
Minimum Experience: 12 years
Minimum Education: High School

**Functional Subject Matter Expert**

**Functional Responsibility:** Provides functional process and business consulting support related to the environmental and energy fields, with the experience and knowledge applicable to diverse environmental issues. 1. Formulates and implements proven methodologies for research and analyses of policies, programs, and business processes. 2. Performs strategic policy analyses and recommends process and policy improvements.

Minimum Experience: 18 years
Minimum Education: Masters

**Graphical Support Specialist I**

**Functional Responsibility:** 1. Prepares, edits or modifies documents to provide a clear figures, diagrams, models, and illustrations. 2. Understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product. 3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc. 4. Demonstrates effective oral, analytical, written, and communication skills. 5. Assists with the writing/revision of all types of documents, such as reports, studies, proposals, and program and project plans.

Minimum Experience: 0 years
Minimum Education: Bachelors

**Graphical Support Specialist II**

**Functional Responsibility:** 1. Prepares, edits or modifies documents to provide a clear figures, diagrams, models, and illustrations. 2. Understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product. 3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc. 4. Demonstrates effective oral, analytical, written, and communication skills. 5. Assists with the writing/revision of all types of documents, such as reports, studies, proposals, and program and project plans.

Minimum Experience: 5 years
Minimum Education: Bachelors

**Graphical Support Specialist III**

**Functional Responsibility:** 1. Prepares, edits or modifies documents to provide a clear figures, diagrams, models, and illustrations. 2. Understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product. 3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc. 4. Demonstrates effective oral, analytical, written, and communication skills. 5. Assists with the writing/revision of all types of documents, such as reports, studies, proposals, and program and project plans.
Minimum Experience: 8 years  
Minimum Education: Bachelors

**Junior Project Manager I**

**Functional Responsibility:** Planning, organizing and coordinating resources to successfully complete project goals and objectives. 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget. 4. Provides leadership for the development and maintenance of high performance project teams. 5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives. 6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications. 7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. 8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely. 9. Prepares or directs the preparation of progress and special reports to customers and management.

Minimum Experience: 0 years  
Minimum Education: Bachelors

**Junior Project Manager II**

**Functional Responsibility:** Planning, organizing and coordinating resources to successfully complete project goals and objectives. 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget. 4. Provides leadership for the development and maintenance of high performance project teams. 5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives. 6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications. 7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. 8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely. 9. Prepares or directs the preparation of progress and special reports to customers and management.

Minimum Experience: 3 years  
Minimum Education: Bachelors

**Junior Project Manager III**

**Functional Responsibility:** Planning, organizing and coordinating resources to successfully complete project goals and objectives. 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer
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Minimum Experience: 5 years
Minimum Education: Bachelors

**Professional Staff Assistant I**

**Functional Responsibility:** Provides professional support for specialized functions, organizations, and/or programs, typically requiring the application of standard and/or established principles, theories, concepts, and techniques. 1. Provides professional business, operational, and/or programmatic support for specialized functions, programs, and/or organizations. 2. Specific duties may include, but are not necessarily limited to: providing resource and project management; conducting research and assembling data for assigned specialized reports, presentations, and/or planning documents; planning meetings and conferences; and assisting in the analysis, design and implementation of business, operational, and/or programmatic initiatives to ensure organizational objectives.

Minimum Experience: 0 years
Minimum Education: High School

**Professional Staff Assistant II**

**Functional Responsibility:** Provides professional support for specialized functions, organizations, and/or programs, typically requiring the application of standard and/or established principles, theories, concepts, and techniques. 1. Provides professional business, operational, and/or programmatic support for specialized functions, programs, and/or organizations. 2. Specific duties may include, but are not necessarily limited to: providing resource and project management; conducting research and assembling data for assigned specialized reports, presentations, and/or planning documents; planning meetings and conferences; and assisting in the analysis, design and implementation of business, operational, and/or programmatic initiatives to ensure organizational objectives.

Minimum Experience: 2 years
Minimum Education: High School

**Professional Staff Assistant III**

**Functional Responsibility:** Provides professional support for specialized functions, organizations, and/or programs, typically requiring the application of standard and/or established principles, theories, concepts, and techniques. 1. Provides professional business, operational, and/or programmatic support for specialized functions, programs, and/or organizations. 2. Specific duties may include, but are not
necessarily limited to: providing resource and project management; conducting research and assembling data for assigned specialized reports, presentations, and/or planning documents; planning meetings and conferences; and assisting in the analysis, design and implementation of business, operational, and/or programmatic initiatives to ensure organizational objectives.

Minimum Experience: 5 years
Minimum Education: High School

Professional Staff Assistant IV

Functional Responsibility: Provides professional support for specialized functions, organizations, and/or programs, typically requiring the application of standard and/or established principles, theories, concepts, and techniques. 1. Provides professional business, operational, and/or programmatic support for specialized functions, programs, and/or organizations. 2. Specific duties may include, but are not necessarily limited to: providing resource and project management; conducting research and assembling data for assigned specialized reports, presentations, and/or planning documents; planning meetings and conferences; and assisting in the analysis, design and implementation of business, operational, and/or programmatic initiatives to ensure organizational objectives.

Minimum Experience: 10 years
Minimum Education: High School

Program Manager I

Functional Responsibility: Coordinates the resolution of service-related problems; enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements; ensures proper relationships are established between clients, teaming partners, and vendors to facilitate the delivery of required services; maintains project documentation, providing assessment of technical and non-technical project issues, contracting, and preparing findings.

Minimum Experience: 6 years
Minimum Education: Bachelors

Program Manager II

Functional Responsibility: Coordinates the resolution of service-related problems; enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements; ensures proper relationships are established between clients, teaming partners, and vendors to facilitate the delivery of required services; maintains project documentation, providing assessment of technical and non-technical project issues, contracting, and preparing findings.

Minimum Experience: 8 years
Minimum Education: Bachelors

Program Manager III

Functional Responsibility: Coordinates the resolution of service-related problems; enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements; ensures proper relationships are established between clients, teaming partners, and vendors to facilitate the delivery of required services; maintains project documentation, providing assessment of technical and non-technical project issues, contracting, and preparing findings.
Minimum Experience: 10 years
Minimum Education: Bachelors

**Project Manager I**

**Functional Responsibility:** Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out; develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas; supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget; provides leadership for the development and maintenance of high performance project teams; plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives; leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications; initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules; monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely; and prepares or directs the preparation of progress and special reports to customers and management.

Minimum Experience: 8 years
Minimum Education: Bachelors

**Project Manager II**

**Functional Responsibility:** Planning, organizing and coordinating resources to successfully complete project goals and objectives. 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget. 4. Provides leadership for the development and maintenance of high performance project teams. 5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives. 6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications. 7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. 8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely. 9. Prepares or directs the preparation of progress and special reports to customers and management.

Minimum Experience: 10 years
Minimum Education: Bachelors

**Project Manager III**

**Functional Responsibility:** Planning, organizing and coordinating resources to successfully complete project goals and objectives. 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer...
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Minimum Experience: 12 years
Minimum Education: Bachelors

**Senior Project Manager I**

**Functional Responsibility:** Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out; develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities, and defines the major task areas; supervises the development of detailed budgets and schedules, monitors progress, and initiates action to assure project objective and schedules are met and work is performed within budget; provides leadership for the development of high performance project teams; plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives; leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications; initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules; monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications; and prepares or directs the preparation of progress.

Minimum Experience: 10 years
Minimum Education: Bachelors

**Senior Project Manager II**

**Functional Responsibility:** Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out; develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities, and defines the major task areas; supervises the development of detailed budgets and schedules, monitors progress, and initiates action to assure project objective and schedules are met and work is performed within budget; provides leadership for the development of high performance project teams; plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives; leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications; initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules; monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications; and prepares or directs the preparation of progress.
Minimum Experience: 15 years
Minimum Education: Bachelors

Senior Project Manager III

Functional Responsibility: Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out; develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities, and defines the major task areas; supervises the development of detailed budgets and schedules, monitors progress, and initiates action to assure project objective and schedules are met and work is performed within budget; provides leadership for the development of high performance project teams; plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives; leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications; initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules; monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications; and prepares or directs the preparation of progress.

Minimum Experience: 20 years
Minimum Education: Bachelors

Senior Project Manager IV

Functional Responsibility: Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out; develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities, and defines the major task areas; supervises the development of detailed budgets and schedules, monitors progress, and initiates action to assure project objective and schedules are met and work is performed within budget; provides leadership for the development of high performance project teams; plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives; leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications; initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules; monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications; and prepares or directs the preparation of progress.

Minimum Experience: 25 years
Minimum Education: Bachelors

Senior Trainer

Functional Responsibility: Supervises training and instruction personnel and conducts research necessary to develop and revise training courses and prepare appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, training staff.

Minimum Experience: 7 years
Minimum Education: Bachelors
Subject Matter Expert I

Functional Responsibility: Planning, organizing and coordinating resources to successfully complete project goals and objectives. 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget. 4. Provides leadership for the development and maintenance of high performance project teams. 5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives. 6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications. 7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely. 9. Prepares or directs the preparation of progress and special reports to customers and management.

Minimum Experience: 10 years
Minimum Education: Bachelors

Subject Matter Expert II

Functional Responsibility: Planning, organizing and coordinating resources to successfully complete project goals and objectives. 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget. 4. Provides leadership for the development and maintenance of high performance project teams. 5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives. 6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications. 7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely. 9. Prepares or directs the preparation of progress and special reports to customers and management.

Minimum Experience: 15 years
Minimum Education: Bachelors

Subject Matter Expert III

Functional Responsibility: Planning, organizing and coordinating resources to successfully complete project goals and objectives. 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed
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Minimum Experience: 20 years
Minimum Education: Bachelors

**Subject Matter Expert IV**

**Functional Responsibility:** Planning, organizing and coordinating resources to successfully complete project goals and objectives. 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget. 4. Provides leadership for the development and maintenance of high performance project teams. 5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives. 6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications. 7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely. 9. Prepares or directs the preparation of progress and special reports to customers and management.

Minimum Experience: 25 years
Minimum Education: Bachelors

**Technical Subject Matter Expert**

**Functional Responsibility:** Provides consulting services to senior managers, professional staff, and policy makers in accordance with or directly related to environmental technical issues, and provides information technologies interface with environmental focus areas. 1. Formulates general methodologies to be followed in developing architectures, design, and upgrades for programs and systems. 2. Formulates and implements proven methodologies for research and analyses of IT policies, programs, and processes. 3. Performs strategic policy analyses and recommends process and policy improvements.

Minimum Experience: 16 years
Minimum Education: Masters

**Technical Writer I**

**Functional Responsibility:** Prepares, edits or modifies technical documents to provide a clear and concise text; understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product; compiles
and logically organizes information to be included in documents such as calculations, specifications, formal reports, etc.; demonstrates effective oral, analytical, and written communication skills; assists with the writing/revision of all types of documents, to include specifications, engineering work plans and other technical documents.

Minimum Experience: 0 years
Minimum Education: Bachelors

Technical Writer II

**Functional Responsibility:** Prepares, edits or modifies technical documents to provide a clear and concise text; understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product; compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports, etc.; demonstrates effective oral, analytical, and written communication skills; assists with the writing/revision of all types of documents, to include specifications, engineering work plans and other technical documents.

Minimum Experience: 5 years
Minimum Education: Bachelors

Technical Writer III

**Functional Responsibility:** Prepares, edits or modifies technical documents to provide a clear and concise text; understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product; compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports, etc.; demonstrates effective oral, analytical, and written communication skills; assists with the writing/revision of all types of documents, to include specifications, engineering work plans and other technical documents.

Minimum Experience: 10 years
Minimum Education: Bachelors

Trainer

**Functional Responsibility:** Under the supervision of the Senior Trainer, develops and revises training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares all material (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Experience: 4 years
Minimum Education: Bachelors

Training Design Specialist/Instructional Designer I

**Functional Responsibility:** Familiar with Instructional Systems Design Methodology. Assists with the design, development, and revision of logistics training courses and assists with the preparation of appropriate training catalogs. Assists in preparation of instructor materials (course) outline, background material, and training aids). Supports development of all material (course manuals, workbooks, handouts,
completion certificates, and course critique forms). Trains personnel by conducting formal classroom
courses, workshops, and seminars.

**Minimum Experience:** 3 years
**Minimum Education:** Bachelors

**Training Design Specialist/Instructional Designer II**

**Functional Responsibility:** Familiar with Instructional Systems Design Methodology. Supervises logistics
training and instruction personnel and conducts research necessary to design, develop and revise logistics
training courses and prepare appropriate training catalogs. Prepares all instructor materials (course
outline, background material, and training aids). Prepares all student materials (course manuals,
workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting
formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to,
training staff.

**Minimum Experience:** 5 years
**Minimum Education:** Bachelors

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