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

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
Contract Number: 47QTCB22D0523
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
Contract Period: July 22, 2022 / July 21, 2027

Contractor: Enproaim, LLC
150 E Bloomingdale Ave Ste 180
Brandon, FL 33511
Business Size: Small Business
Telephone: (813) 751-9650
FAX Number: (813) 751-9650
Web Site: None
E-mail: larrygrant@enprovera.com
Contract Administration: Larry Grant

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery SIN</th>
<th>Cooperative Purchasing</th>
<th>SIN Description</th>
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<tbody>
<tr>
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<td>Yes</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541219</td>
<td></td>
<td>Yes</td>
<td>Budget and Financial Management Services</td>
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<tr>
<td>541611</td>
<td></td>
<td>Yes</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
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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 below.

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 below.

2. Maximum Order: $1,000,000.00

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 Contractor

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

7. Quantity discounts: 2% for task orders at or above 250K

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): Specified on the Task Order

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: Contact 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: Contact 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: Contact Contractor

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

12a. Ordering Address(es): Same as Contractor

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

13. Payment address(es): Same as company address
14. Warranty provision: Contractor’s standard commercial warranty.

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

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

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

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

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

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

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

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

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

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

23. Unique Entity Identifier (UEI): ECDMC6JCBDW7

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

Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

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<th>SIN</th>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
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<td>$179.51</td>
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**Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix**

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**Labor Category Descriptions**

**INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

**Program Manager**

Minimum Year Experience: 10 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns
senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.

Deputy Program Manager

Minimum Year Experience: 3 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

Responsibilities:
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.

Project Manager

Minimum Year Experience: 7 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

Responsibilities:
Responsible for assisting the management of small to medium sized IT projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned
delivery order projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of projects. Prepares reports for upper management regarding status of projects. Demonstrates writing and oral communication skills.

**Principle Subject Matter Expert / Specialist (SME)**

**Minimum Year Experience:** 20 Years

**Minimum Education:** Bachelor's degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science (IT applications), cloud, mobile, DevSecOps, computer tools, engineering, emerging technologies such as AI, AR, VR, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies 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. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Subject Matter Expert / Specialist (SME)**

**Minimum Year Experience:** 15 Years

**Minimum Education:** Bachelor's degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational
environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies 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. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Subject Matter Expert / Specialist (Journeyman)**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies 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. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.
**IT Specialist I**

**Minimum Year Experience:** 7 Years

Minimum Education: Bachelor’s degree in Engineering, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Works with technical staff and end user groups to evaluate and solve technical problems relating to area(s) of expertise. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. The task requirements for this position will include but is not limited to the following: strategic planning, capital planning and investment control, workforce planning, policy and standards development, resource management, knowledge management, IT architecture and infrastructure planning and management. Applies technical or functional disciplines to accomplish tasks at a high-level involving planning, design, or development in a supportive capacity.

**IT Specialist II**

**Minimum Year Experience:** 10 Years

Minimum Education: Bachelor’s degree in Engineering, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Works with technical staff and end user groups to evaluate and solve technical problems relating to area(s) of expertise. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. The task requirements for this position will include but is not limited to the following: strategic planning, capital planning and investment control, workforce planning, policy and standards development, resource management, knowledge management, IT architecture and infrastructure planning and management. Applies technical or functional disciplines to accomplish tasks at a high-level involving planning, design, or development in a supportive capacity.
Senior Enterprise Architect

Minimum Year Experience: 10 Years

Minimum Education: Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific/technical discipline

Responsibilities:
The Enterprise Architect assists senior personnel working with executive management to address the entire organization through enterprise-wide activity modeling and simulation of what functions are performed, who performs them, where and when the functions are performed, and how why they are performed. The Enterprise Architect applies comprehensive methods for describing current and/or future architecture/structure and behavior of an organization’s processes, information systems, personnel and organizational sub-units, so that they align with the organization’s core mission, vision, goals and strategic direction. The Enterprise Architect assists in addressing business architecture, Technological, Data and Application architectures, performance management and process architecture as well. Enterprise Architect may possess knowledge about the frameworks such as FEAF, DoDAF, TOGAF etc., Supports enterprise design by in developing enterprise schemas to map data and process flows between systems and solutions. Manages the activities of team of enterprise architects. Stays current with the standard enterprise architecture frameworks for federal Government. May possess working knowledge on various Enterprise Architecture tools.

Mid-Level Enterprise Architect

Minimum Year Experience: 3-5 Years

Minimum Education: Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific/technical discipline

Responsibilities:
The Enterprise Architect assists senior personnel working with executive management to address the entire organization through enterprise-wide activity modeling and simulation of what functions are performed, who performs them, where and when the functions are performed, and how they are performed. The Enterprise Architect applies comprehensive methods for describing current and/or future architecture/structure and behavior of an organization’s processes, information systems, personnel and organizational sub-units, so that they align with the organization’s core mission, vision, goals and strategic direction. The Enterprise Architect assists in addressing business architecture, Technological, Data and Application architectures, performance management and process architecture as well. Enterprise Architect may possess knowledge about the frameworks such as FEAF, DoDAF, TOGAF etc., Supports enterprise design by in developing enterprise schemas to map data and process flows between systems and solutions. May possess working knowledge on various Enterprise Architecture tools.
Enterprise Architect (Journey man)

Minimum Year Experience: 1-2 Years

Minimum Education: Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline

Responsibilities:
Junior level position assisting Senior Enterprise Architects in their daily activities. Assists Enterprise Architects in architecting business architecture, Technological, Data and Application architectures, performance management and process architecture as well. May possess knowledge about the frameworks such as FEAF, DoDAF, TOGAF etc., May possess working knowledge on various Enterprise Architecture tools.

Enterprise Architecture Analyst

Minimum Year Experience: 7 Years

Minimum Education: Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline

Responsibilities:
Provides minimally supervised support for difficult analysis and evaluation assignments. Performs analysis and evaluation of existing or proposed processes, applications, systems, or software. Performs, and/or may direct, project planning, scope, control, management, tracking, or review. Performs analysis and evaluation throughout the process, application, system, or software development life cycle which includes, but is not limited to: planning, requirements, design, acquisition, development, integration, installation / deployment, performance tuning, testing, and training. Performs, or may direct, document development / preparation at various stages of a project life cycle (e.g., planning through implementation) to detail analysis results and solution recommendations. Facilitates meetings such as Joint Application Development (JAD) sessions to support the analysis process. Serves as a liaison between functional and technical specialists. Assists with testing to support the project life cycle, as applicable. Uses methodologies, modeling / estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks. Ensures compliance with, and/or may develop, the standards and organization requirements relative to specific assignments. Provides staff supervision or management. May possess knowledge about the frameworks such as FEAF, DoDAF, TOGAF etc., May possess working knowledge on various Enterprise Architecture tools.
**Business Analyst**

Minimum Year Experience: 5 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science or related scientific /technical discipline

**Responsibilities:**
Analyze, design, code, and document applications of software programs and prepares, maintains, tests, and evaluates systems programs and documentation for small to large scale computers and associated equipment. Assembles and unit tests routines or modified routines; writes system utility programs; codes assigned program segments using appropriate languages and write technical design notes. Coordinates and instructs analysts assigned to project. Prepare time and cost estimates for project. Lead post-implementation analyses.

**Solution Architect I**

Minimum Year Experience: 3 - 5 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, or related scientific /technical discipline

**Responsibilities:**
Leads the creation of architectural designs for complex automation solutions that may involve a mix of COTS and custom products collectively addressing topics such as knowledge management, workflow, process automation, service-oriented architecture (SOA), data warehousing, business intelligence or enterprise software / hardware products. May provide overall leadership of architectural decisions made on one or more projects. Designs architectures to address business requirements and develops plans for present and future compatibility and interface support. Ensures architectures are in compliance with government-wide, industry, or client-specific standards. Evaluates compatibility of information system implementation efforts with organization architectures and recommends adjustments, as appropriate. Provides consulting support on complex or emerging technologies.

**Sr. Solution Architect II**

Minimum Year Experience: 7 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, or related scientific /technical discipline

**Responsibilities:**
Review and approve solution designs, technical specifications, and ETL processing designs. Primary point of contact for customers and other organizations to resolve data integration and design issue. Work with teams to ensure adherence to enterprise data / BI standards. Write, execute and debug SQL queries to perform source to target data audit for data accuracy and completeness. Participates in the design, creation, and maintenance of computerized applications and databases, based on a deep understanding of business transformation and
enterprise architecture’s role in it. Responsible for the quality control and auditing of databases to ensure accurate and appropriate use of data. Consults with and advises users on access, works directly with users to resolve data conflicts and inappropriate data usage, and directs the maintenance and use of the enterprise architecture encyclopedia. Consult with programming personnel to resolve system performance issues. Responsible for the installation, maintenance, configuration, and integrity of databases. Implements application enhancements that will improve the reliability and performance of the application. Work with network engineers to schedule installations and upgrades and maintains them in accordance with established IT policies and procedures. Responsible for file maintenance, control, and product support and facilitates change control, problem management, and communication among architects, engineers, and analysts. Establishes and enforces processes to ensure a consistent, well-managed, and well-integrated application infrastructure. Develop appropriate application and process documentation. Expertise with multiple technology stacks, latest evolving technology trends and object modeling methodology.

**Senior Java Developer**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, or related scientific/technical discipline

**Responsibilities:**
Leads a small team performing design, implementation, and integration of java software or independently performs complex java software development tasks. Formulates/defines specifications for complex operating software programming java applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Also, Designs, codes, test, debugs, and documents those programs. Participate all phases of software systems programming applications. Assist in evaluating new and existing java software products.

**Senior Developer**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, or related scientific/technical discipline

**Responsibilities:**
Leads a small team performing design, implementation, and integration of software or independently performs complex software development tasks. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Also, Designs, codes, test, debugs, and documents those programs. Participate all phases of software systems programming applications. Assist in evaluating new and existing software products.
**Mid-Level Developer**

*Minimum Year Experience:* 2 - 5 Years

*Minimum Education:* Bachelor’s degree in Engineering, Computer Science, Systems, or related scientific /technical discipline

**Responsibilities:**
Highly qualified in area of expertise. Experienced In all functions of the software development cycle including unit and systems test. Functional areas include Web, SQL, PLSQL, ECM, BI Tools, reports and other development environments. Both mainframe and distributed. Can contribute immediately. Does not require supervision. Coordinates with coworkers and customers. Supervises juniors and others in related fields. Has detailed technical knowledge, and relevant work experience. Has an appropriate degree. Exceptional knowledge or experience can substitute for years of experience.

**SharePoint Architect**

*Minimum Year Experience:* 10 Years

*Minimum Education:* Bachelor’s degree in Engineering, Computer Science, Systems, or related scientific /technical discipline

**Responsibilities:**
Experienced and highly capable SharePoint architect/implementer with excellent customer service, organization and problem-solving skills. The ability to work with multiple stakeholders to gather, document and understand business requirements then translate them into high-quality, enterprise-ready solutions is critical. The position requires the candidate to have experience in all aspects of SharePoint implementations/migration including custom development, site administration, installation and architecture. Additionally, the position required experience in developing SQL Server databases. Experience with general Web development, especially on the Microsoft.NET platform, is a plus, but is not required. This position involves frequent interaction with other team members as well as other customers and stakeholders. The ideal candidate will have strong interpersonal and communication skills.

**SharePoint Developer**

*Minimum Year Experience:* 7 Years

*Minimum Education:* Bachelor’s degree in Engineering, Computer Science, Systems, or related scientific /technical discipline

**Responsibilities:**
Build and configure SharePoint websites using web UI or SharePoint Designer and developing code for SharePoint. They are responsible for developing applications around the core concepts of business process management, collaboration, business intelligence or enterprise content management.
SharePoint Administrator

Minimum Year Experience: 7 Years

Minimum Education: Bachelor’s degree in Engineering, Computer Science, Systems, or related scientific/technical discipline

Responsibilities:
Manage the content hosted on SharePoint and help expedite user adoption within an organization. Responsible for maintaining and securing the platform and monitoring system usage to optimize performance. Other basic tasks include: Creating and configuring new sites, Adding document libraries, Creating and configuring lists and forms, Backing up SharePoint sites etc.,

QA Analyst

Minimum Year Experience: 10 Years

Minimum Education: Bachelor’s degree in Engineering, Science, Computer Science, or related scientific/technical discipline

Responsibilities:
Develops and implements quality control procedures to ensure compliance with quality assurance standards and guidelines. Conducts and/or participates in formal and informal reviews at predetermined points throughout the development lifecycle. Reviews quality metrics for work-in-progress, and progress in accordance with schedules. Reviews correctness, adherence to the design and to user standards, reviews documentation to assure standards/requirements are satisfied. Maintains processes for evaluating products, services, and associated documentation for completeness, accuracy, and correctness. Evaluates, recommends, and implements automated test tools and strategies. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
QA Tester

Minimum Year Experience: 5 Years

Minimum Education: Bachelor’s degree in Engineering, Computer Science, Systems, or related scientific / technical discipline

Responsibilities:
Identify, communicate, and manage risks associated with projects. Identify business or customer requirements and information technology alternatives. Conduct testing as it relates to requirements and specifications.

Training Specialist

Minimum Year Experience: 7 Years,

Minimum Education: Bachelor’s degree in Engineering, Computer Science, Systems, or related scientific / technical discipline

Responsibilities:
Develops and conducts programs to train employees or customers of federal or commercial establishment in installation, programming, safety, maintenance, and repair of any software or IT products. Confers with management and staff or Technical Training Coordinator to determine training objectives. Writes training program, including outline, text, handouts, and tests, and designs laboratory exercises, applying knowledge of the domain in which training is taken place, and programming. Schedules classes based on classroom and equipment availability. Lectures class, following outline, handouts, and texts, and using visual aids, such as graphs, charts, videotape, and slides. Demonstrates procedures being taught, using hand tools, measuring instruments, and testing equipment, and following course outline. Observes trainees and answers trainees’ questions. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Participates in meetings, seminars, and training sessions to obtain information useful to training facility and integrates information into training program. Monitors instructors during lectures and laboratory demonstrations to evaluate performance. Interacts with stakeholders and subject matter experts to ensure technical accuracy of instructional content. Provides training by way of formal classroom courses, workshops, training via computer-based training. Also provides training for direct staff. May oversee or perform the development of multi-media Computer Based Training (CBT) materials.
Training Specialist (Journeyman)

Minimum Year Experience: 3 Years,

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science or related scientific/technical discipline

Responsibilities:
Develops and conducts programs to train employees or customers of federal or commercial establishment in installation, programming, safety, maintenance, and repair of any software or IT products. Confers with management and staff or Technical Training Coordinator to determine training objectives. Writes training program, including outline, text, handouts, and tests, and designs laboratory exercises, applying knowledge of the domain in which training is taken place, and programming. Schedules classes based on classroom and equipment availability. Lectures class, following outline, handouts, and texts, and using visual aids, such as graphs, charts, videotape, and slides. Demonstrates procedures being taught, using hand tools, measuring instruments, and testing equipment, and following course outline. Observes trainees and answers trainees' questions. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Participates in meetings, seminars, and training sessions to obtain information useful to training facility and integrates information into training program. Interacts with stakeholders and subject matter experts to ensure technical accuracy of instructional content. Provides training by way of formal classroom courses, workshops, training via computer-based training. Also provides training for direct staff. May oversee or perform the development of multi-media Computer Based Training (CBT) materials.

Technical Writer

Minimum Year Experience: 3-5 Years,

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

Responsibilities:
Provides technical writing/editing for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Assists in the collection, organization, edit and production of technical documents and administrative information required. Performs technical, journalist and expository writing. Performs administrative and document support duties. Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverables. Designs and develops manuals and documents by interpreting complex standards and specifications. Edits technical reports and deliverable documents for content, style, and grammar. Originates and writes technical reports, user manuals, deliverable documents, and other original material. Assists in research projects on document formats, content, policies, and procedures to aid company in standardization. Participates in design of multi-media presentations. Participates/contributes to establishing document formats, content, policies and procedures for standardization. Ensures compliance with established documentation processes. Plans and coordinates staffing and resource allocation necessary to produce publications and documentation. Assists in review of product design and documentation for compliance to standards and contract requirements. Interviews users and
technical staff for information relevant to software and documentation requirements. Plans and oversees documentation projects. Performs other related duties of a comparable level as assigned.

**Senior Network Engineer**

Minimum Year Experience: 10 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Plans and leads large projects/tasks and supervises work of others. Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Provides support in the translation of business requirements into telecommunications (e.g., LAN, MAN, WAN, Voice and Video) requirements, designs, and orders. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Provides in-depth engineering analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts and telecommunications enhancement. Compiles records and reports concerning network operations and maintenance. Analyzes network traffic and resolves capacity performance issues. Provides interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Utilizes software and hardware tools to identify and diagnose complex problems and factors affecting network performance. Troubleshoots network systems when necessary and makes improvements to the network. Provides support for implementation, troubleshooting, and maintenance of IT systems. Manages IT system infrastructure and any processes related to these systems. Provides support to IT systems including day-to-day operations, monitoring and problem resolution for all of the client problems. Provides second level problem identification, diagnosis and resolution of problems. Provides support for the staff dispatch system and hardware problems, and remains involved in the resolution process. Provides support for the escalation and communication of status to agency management and internal customers. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.

**Network Administrator**

Minimum Year Experience: 3 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Under general supervision, assists with the installation and support of network technologies, including LAN/WAN systems. Follows standard practices and procedures in analyzing situations involving readily identifiable problems. Monitor and responds to LAN hardware and software problems utilizing hardware and software testing tools and techniques. Interface with vendor...
support service groups to ensure proper escalation during outages or periods of degraded system performance. Assist with installation of terminals and associated hardware. Assists in setup and use of monitoring software for network equipment. Monitor Work order system, assign new tickets to correct technicians. Assist users with minor configuration and hardware troubleshooting. Monitor network utilization for excessive and improper usage; provide an analysis of data collected to help determine bottlenecks and abuse. Provide mentoring and direction to lower level team members including LAN Support Technicians.

Network Specialist

Minimum Year Experience: 5 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

Responsibilities:
Possesses and applies technical expertise to develop solutions and prepare deliverables. Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Provides support in the translation of business requirements into telecommunications (e.g., LAN, MAN, WAN, Voice and Video) requirements, designs, and orders. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Provides in-depth engineering analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts and telecommunications enhancement. Compiles records and reports concerning network operations and maintenance. Analyzes network traffic and resolves capacity performance issues. Provides interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Utilizes software and hardware tools to identify and diagnose complex problems and factors affecting network performance. Troubleshoots network systems when necessary and makes improvements to the network. Provides support for implementation, troubleshooting, and maintenance of IT systems. Manages IT system infrastructure and any processes related to these systems. Provides support to IT systems including day-to-day operations, monitoring and problem resolution for all of the client problems. Provides second level problem identification, diagnosis, and resolution of problems. Provides support for the staff dispatch system and hardware problems and remains involved in the resolution process. Provides support for the escalation and communication of status to agency management and internal customers. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.
BUDGET AND FINANCIAL MANAGEMENT SERVICES

**Program Manager**

Minimum Year Experience: 10 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized Acquisition programs, IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.

**Deputy Program Manager**

Minimum Year Experience: 3 - 5 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized Acquisition programs, IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.
**Project Manager**

**Minimum Year Experience:** 7 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Responsible for assisting the management of small to medium sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of projects. Prepares reports for upper management regarding status of projects. Demonstrates writing and oral communication skills.

**Project Coordinator**

**Minimum Year Experience:** 1-2 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
With minimal guidance, assists the Project Manager with planning, initiating, monitoring, and closing out projects. Develops and maintains relationships with project managers and the teams of funded initiatives. Creates, maintains, updates, and reconciles tracking and analysis documentation, spreadsheets, and information on program status and schedules. With minimal guidance, identifies program risks and develops mitigation plans. Assists in identifying and prioritizing requirements. Conducts analysis on general project performance and risks, researches discrepancies, and prepares management reports and briefings. Maintains project files in accordance with knowledge management and records management policies. Collects data from a variety of sources and analyzes, summarizes, and incorporates data in reports. Organizes, prioritizes, and summarizes the content of received deliverables and materials, information, requests, and meetings. Participates in the preparation and conduct of project reviews.
**Principle Subject Matter Expert / Specialist (SME)**

**Minimum Year Experience:** 20 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract, computer science (IT applications), cloud, mobile, DevSecOps, computer tools, engineering, emerging technologies such as AI, AR, VR, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies 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. Provides advice often based on government or industry best practices/standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Subject Matter Expert / Specialist (SME)**

**Minimum Year Experience:** 15 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific/technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies 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. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Subject Matter Expert / Specialist (Journeyman)**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies 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. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.
**Acquisition Specialist I**

**Minimum Year Experience:** 2 Years

Minimum Education: Bachelor’s degree in Engineering, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Provides junior to mid-level support to program management and federal acquisition management activities. Performs "cradle-to-grave" acquisition functions to assist in developing, negotiating, awarding, and administering contracts under minimal guidance from the Contracting Officer. Plans, initiates, manages, and executes mission-oriented business programs and projects. Specific responsibilities include: Acquisition planning assistance, Market research, Recommending procurement strategy, Acquisition document development, Contract Administration, including contract performance monitoring, developing modifications, and investigating discrepancies, Reporting and documentation associated with project/program objectives, Stakeholder briefings, participation in required meetings, and related project support services.

**Acquisition Specialist II**

**Minimum Year Experience:** 7 Years

Minimum Education: Bachelor’s degree in Engineering, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Provides mid to senior-level support to program management and federal acquisition management activities. Performs "cradle-to-grave" acquisition functions to assist in developing, negotiating, awarding, and administering contracts under minimal guidance from the Contracting Officer. Plans, initiates, manages, and executes mission-oriented business programs and projects. Specific responsibilities include: Acquisition planning assistance, Market research, Recommending procurement strategy, Acquisition document development, Contract Administration, including contract performance monitoring, developing modifications, and investigating discrepancies, Reporting and documentation associated with project/program objectives, Stakeholder briefings, participation in required meetings, and related project support services.

**Financial Analyst I**

**Minimum Year Experience:** 2 Years

Minimum Education: Bachelor’s degree in Engineering, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Provides junior-level support for analysis of resourcing requirements supporting execution year and future year budget planning. This includes developing cost models to support analysis of requirements. Specific responsibilities include: Providing analysis of future program cost based on program requirements, Developing comprehensive cost models to assess future program costs to support training development requirements, Information Technology (IT) requirements, and long-term lifecycle management, Gathering information and conducting analysis to support the developing of Program Objective Memorandum (POM) Issue papers to support changes in future year funding, Developing briefing material to support communication of funding requirements with senior leadership, Developing and implementing monthly tracking and reporting for execution of program resources, Conducting current and future risk assessments and providing alternatives to support the senior leadership decision-making process.

**Financial Analyst II**

**Minimum Year Experience:** 7 Years

**Minimum Education:** Bachelor’s degree in Engineering, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Provides mid to senior-level support for analysis of resourcing requirements supporting execution year and future year budget planning. This includes developing cost models to support analysis of requirements. Specific responsibilities include: Providing analysis of future program cost based on program requirements, Developing comprehensive cost models to assess future program costs to support training development requirements, Information Technology (IT) requirements, and long-term lifecycle management, Gathering information and conducting analysis to support the developing of Program Objective Memorandum (POM) Issue papers to support changes in future year funding, Developing briefing material to support communication of funding requirements with senior leadership, Developing and implementing monthly tracking and reporting for execution of program resources, Conducting current and future risk assessments and providing alternatives to support the senior leadership decision-making process.

**Business Analyst**

**Minimum Year Experience:** 5 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science or related scientific /technical discipline

**Responsibilities:**
Determines customer requirements and translates these requirements into organizational plans. Assists or leads management, organizational, or business improvement projects including strategic consulting, surveys, process work, training, facilitation, and program management and integration. Possesses problem-solving and resolution capabilities. Communicates changes to technical and functional teams. Drafts and reviews deliverables.
Technical Writer

Minimum Year Experience: 3-5 Years,

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

Responsibilities:
Provides technical writing/editing for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Assists in the collection, organization, edit and production of technical documents and administrative information required. Performs technical, journalist and expository writing. Performs administrative and document support duties. Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverables. Designs and develops manuals and documents by interpreting complex standards and specifications. Edits technical reports and deliverable documents for content, style, and grammar. Originates and writes technical reports, user manuals, deliverable documents, and other original material. Assists in research projects on document formats, content, policies, and procedures to aid company in standardization. Participates in design of multi-media presentations. Participates/contributes to establishing document formats, content, policies and procedures for standardization. Ensures compliance with established documentation processes. Plans and coordinates staffing and resource allocation necessary to produce publications and documentation. Assists in review of product design and documentation for compliance to standards and contract requirements. Interviews users and technical staff for information relevant to software and documentation requirements. Plans and oversees documentation projects. Performs other related duties of a comparable level as assigned.

MANAGEMENT AND FINANCIAL CONSULTING

Program Manager

Minimum Year Experience: 10 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

Responsibilities:
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized Acquisition programs, IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through
work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.

**Deputy Program Manager**

**Minimum Year Experience:** 3 - 5 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Directs and manages moderate to large sized Acquisition programs, IT system operations, maintenance, and development efforts. Establishes integrated product team structure and assignments. Generates and allocates budgets, tasking and schedule through work breakdown structure and program planning. Generates periodic program reports on technical, financial and schedule status. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Recruits and assigns senior program staff and oversees day-to-day program operations. Acts as advisor to program team regarding projects, tasks, and operations. Performs a variety of complex tasks. Familiar with standard concepts, practices, and procedures within a particular field.

**Project Manager**

**Minimum Year Experience:** 7 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Responsible for assisting the management of small to medium sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles. Performs day-to-day management of assigned delivery order projects that involve teams of data processing
and other information system and management professionals who have previously been
involved in analyzing, designing, integrating, testing, documenting, converting, extending, and
implementing automated information and telecommunications systems. Demonstrates proven
skills in those technical areas addressed by the delivery order to be managed. Organizes,
directs, and coordinates the planning and production of all activities associated with assigned
delivery order projects. Oversees all aspects of projects. Sets deadlines, assigns
responsibilities, and monitors and summarizes progress of projects. Prepares reports for upper
management regarding status of projects. Demonstrates writing and oral communication skills.

**Project Coordinator**

**Minimum Year Experience:** 1-2 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
With minimal guidance, assists the Project Manager with planning, initiating, monitoring, and
closing out projects. Develops and maintains relationships with project managers and the teams
of funded initiatives. Creates, maintains, updates, and reconciles tracking and analysis
documentation, spreadsheets, and information on program status and schedules. With minimal
guidance, identifies program risks and develops mitigation plans. Assists in identifying and
prioritizing requirements. Conducts analysis on general project performance and risks,
researches discrepancies, and prepares management reports and briefings. Maintains project
files in accordance with knowledge management and records management policies. Collects data
from a variety of sources and analyzes, summarizes, and incorporates data in reports. Organizes,
prioritizes, and summarizes the content of received deliverables and materials, information,
requests, and meetings. Participates in the preparation and conduct of project reviews.

**Principle Subject Matter Expert / Specialist (SME)**

**Minimum Year Experience:** 20 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as
business, Finance, Acquisition, contract, computer science (IT applications), cloud, mobile,
DevSecOps, computer tools, engineering, emerging technologies such as AI, AR, VR,
mathematics, applicable federal policies, regulations and standards, or the various sciences.
Provides technical knowledge and analysis of highly specialized and IT applications and
operational environments, high-level functional systems analysis, design, integration,
documentation and implementation advice on exceptionally complex problems that need
extensive knowledge of the subject matter for effective implementation. Participates as needed
in all phases of software development with emphasis on the planning, analysis, testing,
integration, documentation, and presentation phases. Applies 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. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Subject Matter Expert / Specialist (SME)**

**Minimum Year Experience:** 15 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies 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. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.
**Subject Matter Expert / Specialist (Journeyman)**

**Minimum Year Experience:** 10 Years

**Minimum Education:** Bachelor’s degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline

**Responsibilities:**
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, Finance, Acquisition, contract,, computer science (IT applications), cloud, computer tool, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies 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. Provides advice often based on government or industry best practices / standards, on how to effectively implement solutions or improvements to business challenges. Often a recognized thought leader in specialized areas of industry or government policy, procedures, processes, or legislation. Supports implementation teams with expert knowledge that maximizes the effectiveness of overall business solutions. May have specific expertise in business or functional areas such as Enterprise Architecture, Cloud technology, financial management, accounting, procurement, and maintenance engineering analysis. Possesses requisite knowledge and expertise recognized in the professional community and is considered an authority in domain area of expertise.

**Acquisition Specialist I**

**Minimum Year Experience:** 2 Years

**Minimum Education:** Bachelor’s degree in Engineering, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Provides junior to mid-level support to program management and federal acquisition management activities. Performs "cradle-to-grave" acquisition functions to assist in developing, negotiating, awarding, and administering contracts under minimal guidance from the Contracting Officer. Plans, initiates, manages, and executes mission-oriented business programs and projects. Specific responsibilities include: Acquisition planning assistance, Market research, Recommending procurement strategy, Acquisition document development, Contract Administration, including contract performance monitoring, developing modifications, and investigating discrepancies, Reporting and documentation associated with project/program objectives, Stakeholder briefings, participation in required meetings, and related project support services
**Acquisition Specialist II**

**Minimum Year Experience:** 7 Years

Minimum Education: Bachelor’s degree in Engineering, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Provides mid to senior-level support to program management and federal acquisition management activities. Performs "cradle-to-grave" acquisition functions to assist in developing, negotiating, awarding, and administering contracts under minimal guidance from the Contracting Officer. Plans, initiates, manages, and executes mission-oriented business programs and projects. Specific responsibilities include: Acquisition planning assistance, Market research, Recommending procurement strategy, Acquisition document development, Contract Administration, including contract performance monitoring, developing modifications, and investigating discrepancies, Reporting and documentation associated with project/program objectives, Stakeholder briefings, participation in required meetings, and related project support services

**Financial Analyst I**

**Minimum Year Experience:** 2 Years

Minimum Education: Bachelor’s degree in Engineering, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Provides junior-level support for analysis of resourcing requirements supporting execution year and future year budget planning. This includes developing cost models to support analysis of requirements. Specific responsibilities include: Providing analysis of future program cost based on program requirements, Developing comprehensive cost models to assess future program costs to support training development requirements, Information Technology (IT) requirements, and long-term lifecycle management, Gathering information and conducting analysis to support the developing of Program Objective Memorandum (POM) Issue papers to support changes in future year funding, Developing briefing material to support communication of funding requirements with senior leadership, Developing and implementing monthly tracking and reporting for execution of program resources, Conducting current and future risk assessments and providing alternatives to support the senior leadership decision-making process.
Financial Analyst II

Minimum Year Experience: 7 Years

Minimum Education: Bachelor’s degree in Engineering, Science, Computer Science, or related scientific /technical discipline

Responsibilities:
Provides mid to senior-level support for analysis of resourcing requirements supporting execution year and future year budget planning. This includes developing cost models to support analysis of requirements. Specific responsibilities include: Providing analysis of future program cost based on program requirements, Developing comprehensive cost models to assess future program costs to support training development requirements, Information Technology (IT) requirements, and long-term lifecycle management, Gathering information and conducting analysis to support the development of Program Objective Memorandum (POM) Issue papers to support changes in future year funding, Developing briefing material to support communication of funding requirements with senior leadership, Developing and implementing monthly tracking and reporting for execution of program resources, Conducting current and future risk assessments and providing alternatives to support the senior leadership decision-making process.

Business Analyst

Minimum Year Experience: 5 Years

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science or related scientific /technical discipline

Responsibilities:
Determines customer requirements and translates these requirements into organizational plans. Assists or leads management, organizational, or business improvement projects including strategic consulting, surveys, process work, training, facilitation, and program management and integration. Possesses problem-solving and resolution capabilities. Communicates changes to technical and functional teams.Drafts and reviews deliverables.
Technical Writer

Minimum Year Experience: 3-5 Years,

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

Responsibilities:
Provides technical writing/editing for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Assists in the collection, organization, edit and production of technical documents and administrative information required. Performs technical, journalist and expository writing. Performs administrative and document support duties. Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverables. Designs and develops manuals and documents by interpreting complex standards and specifications. Edits technical reports and deliverable documents for content, style, and grammar. Originates and writes technical reports, user manuals, deliverable documents, and other original material. Assists in research projects on document formats, content, policies, and procedures to aid company in standardization. Participates in design of multi-media presentations. Participates/contributes to establishing document formats, content, policies and procedures for standardization. Ensures compliance with established documentation processes. Plans and coordinates staffing and resource allocation necessary to produce publications and documentation. Assists in review of product design and documentation for compliance to standards and contract requirements. Interviews users and technical staff for information relevant to software and documentation requirements. Plans and oversees documentation projects. Performs other related duties of a comparable level as assigned.

Data Analyst

Minimum Year Experience: 1 Year

Minimum Education: Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

Responsibilities:
Receives, gathers, analyzes, and organizes information from multiple sources. Analyzes/evaluates quality and completeness of received data/information and resolves inconsistencies. Records data in databases, documents, and/or spreadsheets. Establishes and maintains physical files. Tracks file status in order to ensure compliance with established deadlines. Coordinates requests for additional information as needed. Selects relevant information from a variety of sources to prepare documents, reports, summaries, and replies to inquiries, ensuring accuracy and proper format of the information provided. Performs other duties as required.
**Intelligence Analyst**

**Minimum Year Experience:** 2 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Develops creative solutions to answer analytic questions and solve difficult problems. Conducts research, develops query strategies, and analyzes foreign and open-source target intelligence to produce reports and oral briefings with recommendations.

**Intelligence Analyst - Cyber**

**Minimum Year Experience:** 2 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Conducts all-source analysis, digital forensics and targeting to identify, monitor, assess and counter the threat posed by criminal cyber actors. Utilizes threat intelligence to mitigate any potential data threats and defend data. Conducts quality control in order to determine validity and relevance priority of information gathered. Advises team members on specific findings and recommending appropriate courses of action. Collects, evaluates, analyzes, and extracts information from various sources, sometimes involving raw intelligence, and compiles it into useful, finished analytical products, reports, and correspondence.

**Intelligence Analyst - ISR**

**Minimum Year Experience:** 2 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific /technical discipline

**Responsibilities:**
Identifies ISR trends and opportunities, assesses trade-offs, tests assumptions, and produces original and incisive judgments, solutions, and recommendations to better refine ISR effectiveness, assessment processes, and assessment support to decision making and ISR Division processes. Captures data throughout the ISR cycle representing planned, tasked and executed ISR operations. Captures and populates specified data representing ISR activity. Monitors and understands the results of collection or other ISR-related activity. Collates and analyzes the data. Prepares and delivers well and clearly written assessments. Disseminates the assessments to key ISR customers and stakeholders.
**Record Examiner/Analyst**

**Minimum Year Experience:** 3 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Statistics, or related scientific/technical discipline

**Responsibilities:**
Prepares records and/or files for adjudicators, reviewers, attorneys, or senior decision makers. Examines records and/or files for quality, accuracy, and completeness and resolves incompleteness or inconsistencies. Retrieves records and/or files, as required, from various sources and agencies. Creates new records and/or files from data and information from multiple sources and records data in databases, documents, and/or spreadsheets. Uses data and information to create case/project files and manage the validation and verification. Enters data, information, and/or files into a case or data management system. Ensures compliance of record and/or files with established standards. Manages records and/or files ensuring they are stored in the correct location at the correct time. Assists decisionmakers with understanding of data and information through preparation of documents, reports, summaries, and presentations. Communicates with decisionmakers and other stakeholders, ensuring accuracy, proper format, and timeliness of the information provided.

**Security Analyst**

**Minimum Year Experience:** 5 Years

**Minimum Education:** Bachelor’s degree in Liberal Arts, Science, Computer Science, or related scientific/technical discipline

**Responsibilities:**
Analyzes the Government organization's security program, policies and procedures to ensure compliance with applicable information, physical, industrial, and personnel security directives. Develops and submits facility and equipment security accreditation packages. Develops and manages security education and refresher training; develops and coordinates Security Operation Plans (SOPs) and tactics, techniques and procedures (TTP). Develops, coordinates, and executes security objectives for personnel security issues that include but are not limited to all administrative processing of unit personnel and access to Joint Personnel Adjudication System (JPAS) at the level 3 and 6 for management of those personnel; and supports the coordinating actions with local and national agencies to obtain security accreditation of the new facility.