



GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule FSS Price List

CHS Central LLC
9711 Washingtonian Blvd. Suite 550
Gaithersburg, MD 20878-7365
(P) 301-591-6313 | (F) N/A
www.chscentralllc.com
Contract Administrator: Terramika Bellamy, info@chscentralllc.com

Contract Number: 47QTCA24D003L
Contract Period: 01/08/2024 – 01/07/2029

Business Size: Small Business, Small Disadvantaged Business, Women-Owned Small Business, Economically Disadvantaged Women-Owned Small Business

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

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

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

Pricelist current as of Modification PA-0001 Effective 01/18/2023.

CUSTOMER INFORMATION:

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

SIN	SIN Description
54151S	Information Technology Professional Services
54151HEAL	Health Information Technology Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See pricing beginning on page 4.

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 Pages 10 - 39.

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

3. Minimum Order: \$100.00

4. Geographic Coverage: Worldwide

5. Point(s) of production: 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: None

10a. Time of Delivery: Specified on the Task Order

10b. Expedited Delivery: Contact Contractor

10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

11. F.O.B Points: Destination

12a. Ordering Address: ATTN: Terramika Bellamy
9711 Washingtonian Blvd. Suite 550
Gaithersburg, MD 20878-7365
(P) 301-591-6313 | (F) N/A
info@chscentralllc.com

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address (is): ATTN: Terramika Bellamy
9711 Washingtonian Blvd. Suite 550
Gaithersburg, MD 20878-7365
(P) 301-591-6313 | (F) N/A
info@chscentralllc.com

14. Warranty provision: Contractor's standard commercial warranty.

15. Export Packing Charges: N/A

16. Terms and conditions of rental, maintenance, and repair: N/A

17. Terms and conditions of installation: N/A

18a. Terms and conditions of repair parts: N/A

18b. Terms and conditions for any other services: N/A

19. List of service and distribution points: N/A

20. List of participating dealers: N/A

21. Preventive maintenance: N/A

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

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/> & www.chscentralllc.com

23. Unique Entity Identifier (UEI) Number: FB8ZJYDP3KG3

24. Notification regarding registration in System for Award Management (SAM) database:
CHS Central LLC is registered at SAM.gov.

**GSA Hourly Rates (w/IFF)
SIN 54151HEAL**

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
		01/08/24 – 01/07/25	01/08/25 – 01/07/26	01/08/26 – 01/07/27	01/08/27 – 01/07/28	01/08/28 – 01/07/29
54151HEAL	Health IT Administrative Assistant I	\$49.33	\$51.30	\$53.36	\$55.50	\$57.71
54151HEAL	Health IT Administrative Assistant II	\$57.26	\$59.55	\$61.92	\$64.40	\$66.98
54151HEAL	Health IT Administrative Assistant III	\$63.21	\$65.74	\$68.37	\$71.10	\$73.94
54151HEAL	Health IT Application Developer I	\$96.35	\$100.21	\$104.22	\$108.39	\$112.73
54151HEAL	Health IT Application Developer II	\$112.01	\$116.49	\$121.15	\$125.99	\$131.03
54151HEAL	Health IT Application Developer III	\$123.89	\$128.85	\$134.01	\$139.37	\$144.94
54151HEAL	Health IT Biomedical Software Engineer I	\$176.09	\$183.13	\$190.46	\$198.08	\$205.99
54151HEAL	Health IT Biomedical Software Engineer II	\$189.19	\$196.76	\$204.62	\$212.81	\$221.32
54151HEAL	Health IT Biomedical Software Engineer III	\$200.53	\$208.55	\$216.90	\$225.57	\$234.60
54151HEAL	Health IT Business Analyst I	\$106.48	\$110.74	\$115.17	\$119.78	\$124.57
54151HEAL	Health IT Business Analyst II	\$121.89	\$126.77	\$131.84	\$137.11	\$142.59
54151HEAL	Health IT Business Analyst III	\$161.07	\$167.51	\$174.21	\$181.18	\$188.42
54151HEAL	Health IT Business Analyst IV	\$184.01	\$191.38	\$199.03	\$206.99	\$215.27
54151HEAL	Health IT Business Analyst V	\$205.47	\$213.69	\$222.24	\$231.12	\$240.37
54151HEAL	Health IT Computer Specialist I	\$104.94	\$109.14	\$113.50	\$118.05	\$122.77
54151HEAL	Health IT Computer Specialist II	\$127.23	\$132.32	\$137.61	\$143.11	\$148.84
54151HEAL	Health IT Computer Specialist III	\$145.59	\$151.42	\$157.47	\$163.77	\$170.32
54151HEAL	Health IT Computer Systems Analyst I	\$133.71	\$139.06	\$144.62	\$150.41	\$156.42
54151HEAL	Health IT Computer Systems Analyst II	\$151.84	\$157.91	\$164.23	\$170.80	\$177.63
54151HEAL	Health IT Computer Systems Analyst III	\$166.32	\$172.97	\$179.89	\$187.08	\$194.57
54151HEAL	Health IT Consultant I	\$93.84	\$97.60	\$101.50	\$105.56	\$109.78
54151HEAL	Health IT Database Administrator I	\$125.20	\$130.21	\$135.42	\$140.84	\$146.47
54151HEAL	Health IT Database Administrator II	\$136.08	\$141.52	\$147.18	\$153.07	\$159.19
54151HEAL	Health IT Database Administrator III	\$146.47	\$152.32	\$158.42	\$164.76	\$171.35
54151HEAL	Health IT Developer I	\$86.79	\$90.27	\$93.87	\$97.63	\$101.54
54151HEAL	Health IT Developer II	\$121.70	\$126.57	\$131.63	\$136.90	\$142.37
54151HEAL	Health IT Developer III	\$159.38	\$165.75	\$172.38	\$179.27	\$186.45
54151HEAL	Health IT Development III	\$193.51	\$201.25	\$209.30	\$217.67	\$226.38
54151HEAL	Health IT Documentation Specialist I	\$84.27	\$87.65	\$91.15	\$94.80	\$98.59
54151HEAL	Health IT Documentation Specialist III	\$101.94	\$106.03	\$110.27	\$114.68	\$119.26
54151HEAL	Health IT Functional Analyst III	\$141.43	\$147.08	\$152.97	\$159.08	\$165.45

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
		01/08/24 – 01/07/25	01/08/25 – 01/07/26	01/08/26 – 01/07/27	01/08/27 – 01/07/28	01/08/28 – 01/07/29
54151HEAL	Health IT Network Engineer I	\$133.92	\$139.28	\$144.86	\$150.65	\$156.68
54151HEAL	Health IT Network Engineer II	\$159.64	\$166.03	\$172.66	\$179.57	\$186.75
54151HEAL	Health IT Network Engineer III	\$220.15	\$228.96	\$238.12	\$247.64	\$257.54
54151HEAL	Health IT Program Manager I	\$210.77	\$219.20	\$227.97	\$237.09	\$246.57
54151HEAL	Health IT Program Manager II	\$235.53	\$244.95	\$254.74	\$264.93	\$275.53
54151HEAL	Health IT Program Manager III	\$253.87	\$264.03	\$274.59	\$285.57	\$297.00
54151HEAL	Health IT Project Manager I	\$133.60	\$138.94	\$144.50	\$150.29	\$156.30
54151HEAL	Health IT Project Manager II	\$168.42	\$175.16	\$182.17	\$189.45	\$197.03
54151HEAL	Health IT Project Manager III	\$199.93	\$207.93	\$216.24	\$224.89	\$233.88
54151HEAL	Health IT Quality Analyst III	\$163.27	\$169.80	\$176.59	\$183.66	\$191.00
54151HEAL	Health IT Subject Matter Expert I	\$190.35	\$197.96	\$205.88	\$214.12	\$222.68
54151HEAL	Health IT Subject Matter Expert II	\$219.04	\$227.81	\$236.92	\$246.40	\$256.25
54151HEAL	Health IT Subject Matter Expert III	\$253.82	\$263.98	\$274.54	\$285.52	\$296.95
54151HEAL	Health IT Subject Matter Expert IV	\$263.02	\$273.54	\$284.48	\$295.86	\$307.70
54151HEAL	Health IT Subject Matter Expert V	\$268.56	\$279.30	\$290.48	\$302.10	\$314.18
54151HEAL	Health IT Subject Matter Expert VI	\$302.47	\$314.57	\$327.15	\$340.24	\$353.85
54151HEAL	Health IT System Administrator I	\$110.16	\$114.56	\$119.14	\$123.91	\$128.87
54151HEAL	Health IT System Administrator II	\$141.41	\$147.06	\$152.95	\$159.06	\$165.42
54151HEAL	Health IT Technical Analyst I	\$118.24	\$122.96	\$127.88	\$133.00	\$138.32
54151HEAL	Health IT Technical Analyst III	\$175.36	\$182.37	\$189.66	\$197.25	\$205.14

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

**GSA Hourly Rates (w/IFF)
SIN 54151S**

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
		01/08/24 – 01/07/25	01/08/25 – 01/07/26	01/08/26 – 01/07/27	01/08/27 – 01/07/28	01/08/28 – 01/07/29
54151S	IT Applications Programmer I	\$122.11	\$126.99	\$132.07	\$137.35	\$142.84
54151S	IT Applications Programmer II	\$145.06	\$150.86	\$156.90	\$163.17	\$169.70
54151S	IT Applications Programmer III	\$175.34	\$182.35	\$189.64	\$197.23	\$205.12
54151S	IT Data Base Engineer I	\$88.40	\$91.94	\$95.62	\$99.45	\$103.43
54151S	IT Data Base Engineer II	\$95.35	\$99.16	\$103.13	\$107.25	\$111.55
54151S	IT Data Base Engineer III	\$110.76	\$115.19	\$119.80	\$124.59	\$129.58
54151S	IT Data Base Engineer IV	\$122.33	\$127.22	\$132.31	\$137.60	\$143.10
54151S	IT Database Administrator I	\$126.79	\$131.86	\$137.13	\$142.61	\$148.31
54151S	IT Database Administrator II	\$131.77	\$137.04	\$142.52	\$148.22	\$154.15
54151S	IT Database Administrator III	\$141.73	\$147.41	\$153.30	\$159.44	\$165.81
54151S	IT Functional Analyst II	\$131.87	\$137.15	\$142.63	\$148.33	\$154.27
54151S	IT Lead Business Analyst II	\$163.51	\$170.05	\$176.85	\$183.92	\$191.27
54151S	IT Program Manager I	\$174.90	\$181.89	\$189.17	\$196.74	\$204.60
54151S	IT Program Manager II	\$201.91	\$209.99	\$218.40	\$227.13	\$236.22
54151S	IT Program Manager III	\$232.47	\$241.77	\$251.45	\$261.50	\$271.96
54151S	IT Project Manager I	\$128.27	\$133.40	\$138.74	\$144.29	\$150.07
54151S	IT Project Manager II	\$157.03	\$163.30	\$169.83	\$176.62	\$183.69
54151S	IT Project Manager III	\$181.74	\$189.02	\$196.57	\$204.43	\$212.61
54151S	IT Quality Analyst I	\$95.96	\$99.80	\$103.79	\$107.94	\$112.26
54151S	IT Quality Analyst II	\$116.03	\$120.68	\$125.50	\$130.52	\$135.74
54151S	IT Quality Analyst III	\$152.24	\$158.33	\$164.66	\$171.25	\$178.11
54151S	IT Quality Analyst IV	\$161.14	\$167.59	\$174.29	\$181.26	\$188.51
54151S	IT Subject Matter Expert I	\$178.36	\$185.49	\$192.91	\$200.62	\$208.64
54151S	IT Subject Matter Expert II	\$246.45	\$256.30	\$266.56	\$277.22	\$288.31
54151S	IT Subject Matter Expert III	\$282.03	\$293.31	\$305.04	\$317.24	\$329.92
54151S	IT Technical Writer I	\$94.11	\$97.87	\$101.79	\$105.86	\$110.10
54151S	IT Requirements Analyst/Tester I	\$78.23	\$81.36	\$84.61	\$88.00	\$91.52
54151S	IT Requirements Analyst/Tester II	\$87.00	\$90.48	\$94.10	\$97.86	\$101.78
54151S	IT Consultant IV	\$259.95	\$270.35	\$281.16	\$292.40	\$304.10
54151S	IT System Administrator I	\$103.19	\$107.32	\$111.62	\$116.08	\$120.73
54151S	IT System Administrator II	\$116.64	\$121.31	\$126.17	\$131.21	\$136.46
54151S	IT Systems Administrator III	\$132.50	\$137.80	\$143.31	\$149.05	\$155.01
54151S	IT Systems Architect I	\$126.96	\$132.04	\$137.32	\$142.81	\$148.52
54151S	IT Systems Architect II	\$136.36	\$141.81	\$147.49	\$153.39	\$159.53
54151S	IT Systems Architect III	\$148.93	\$154.88	\$161.08	\$167.52	\$174.22

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
		01/08/24 – 01/07/25	01/08/25 – 01/07/26	01/08/26 – 01/07/27	01/08/27 – 01/07/28	01/08/28 – 01/07/29
54151S	IT Systems Architect IV	\$161.27	\$167.72	\$174.43	\$181.40	\$188.65
54151S	IT Systems Architect V	\$182.07	\$189.35	\$196.93	\$204.81	\$213.00
54151S	IT Systems Engineer I	\$101.75	\$105.82	\$110.06	\$114.46	\$119.03
54151S	IT Systems Engineer II	\$133.26	\$138.59	\$144.13	\$149.89	\$155.89
54151S	IT Systems Engineer III	\$180.75	\$187.98	\$195.50	\$203.31	\$211.45
54151S	IT Web Designer I	\$147.63	\$153.53	\$159.68	\$166.07	\$172.71
54151S	IT Web Developer I	\$99.96	\$103.96	\$108.12	\$112.44	\$116.94
54151S	IT Web Developer II	\$134.05	\$139.41	\$144.98	\$150.78	\$156.82
54151S	IT Web Developer II	\$146.78	\$152.65	\$158.76	\$165.11	\$171.71

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

**GSA Hourly Rates (w/IFF)
SIN 541611**

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
		01/08/24 – 01/07/25	01/08/25 – 01/07/26	01/08/26 – 01/07/27	01/08/27 – 01/07/28	01/08/28 – 01/07/29
541611	Administrative Assistant I*	\$42.78	\$44.49	\$46.28	\$48.13	\$50.06
541611	Administrative Assistant II*	\$55.77	\$57.99	\$60.31	\$62.72	\$65.23
541611	Administrative Assistant III*	\$67.21	\$69.90	\$72.71	\$75.62	\$78.64
541611	Administrative Assistant IV*	\$81.39	\$84.64	\$88.03	\$91.55	\$95.20
541611	Functional Subject Matter Expert I	\$218.65	\$227.40	\$236.49	\$245.95	\$255.79
541611	Junior Project Manager I	\$94.84	\$98.64	\$102.59	\$106.69	\$110.96
541611	Junior Project Manager II	\$140.88	\$146.51	\$152.37	\$158.47	\$164.81
541611	Junior Project Manager III	\$144.53	\$150.32	\$156.33	\$162.59	\$169.09
541611	Professional Staff Support I*	\$30.06	\$31.25	\$32.50	\$33.80	\$35.15
541611	Professional Staff Support II*	\$35.58	\$37.00	\$38.48	\$40.02	\$41.62
541611	Professional Staff Support III*	\$40.36	\$41.97	\$43.66	\$45.40	\$47.21
541611	Professional Staff Support IV*	\$45.92	\$47.76	\$49.67	\$51.66	\$53.72
541611	Program Manager I	\$174.32	\$181.29	\$188.54	\$196.09	\$203.93
541611	Program Manager II	\$195.04	\$202.84	\$210.95	\$219.39	\$228.16
541611	Program Manager III	\$237.51	\$247.01	\$256.90	\$267.17	\$277.86
541611	Project Manager I	\$151.62	\$157.68	\$163.99	\$170.55	\$177.37
541611	Project Manager II	\$184.46	\$191.84	\$199.52	\$207.50	\$215.80
541611	Project Manager III	\$221.16	\$230.01	\$239.20	\$248.78	\$258.73
541611	Subject Matter Expert I	\$219.04	\$227.81	\$236.92	\$246.40	\$256.25
541611	Subject Matter Expert II	\$258.74	\$269.09	\$279.85	\$291.04	\$302.68
541611	Subject Matter Expert III	\$282.08	\$293.36	\$305.10	\$317.30	\$329.99
541611	Subject Matter Expert IV	\$325.52	\$338.54	\$352.08	\$366.17	\$380.82
541611	Technical Writer I	\$93.89	\$97.65	\$101.56	\$105.62	\$109.84
541611	Technical Writer II	\$141.09	\$146.73	\$152.60	\$158.71	\$165.06
541611	Technical Writer III	\$171.76	\$178.63	\$185.77	\$193.21	\$200.94

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.

GSA Labor Category Title	SCLS Equivalent Code Title	Wage Determination No
Administrative Assistant I***	01111 - General Clerk I	2015-4281, Rev. 23

GSA Labor Category Title	SCLS Equivalent Code Title	Wage Determination No
Administrative Assistant II**	01112 - General Clerk II	2015-4281, Rev. 23
Administrative Assistant III**	01113 - General Clerk III	2015-4281, Rev. 23
Administrative Assistant IV**	01020 - Administrative Assistant	2015-4281, Rev. 23
Professional Staff Support I**	01261 - Personnel Assistant (Employment) I	2015-4281, Rev. 23
Professional Staff Support II**	01262 - Personnel Assistant (Employment) II	2015-4281, Rev. 23
Professional Staff Support III**	01263 - Personnel Assistant (Employment) III	2015-4281, Rev. 23
Professional Staff Support IV**	01020 - Administrative Assistant	2015-4281, Rev. 23

Labor Category Descriptions
SIN 54151HEAL

Health IT Administrative Assistant I

Functional Responsibilities: Provides expert advice and guidance on bio/health IT solutions, assists with system implementation, and ensures alignment with business objectives.

Minimum Education: Bachelors

Minimum Experience: 1 year

Health IT Administrative Assistant II

Functional Responsibilities: Designs, develops, and maintains bio/health IT software applications, ensuring adherence to coding standards and best practices.

Minimum Education: Bachelors

Minimum Experience: 2 years

Health IT Administrative Assistant III

Functional Responsibilities: Builds and enhances bio/health IT systems, implements functionality based on specifications, and collaborates with cross-functional teams.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Application Developer I

Functional Responsibilities: Leads the development of complex bio/health IT solutions, oversees the work of junior developers, and ensures the delivery of high-quality software products.

Minimum Education: Bachelors

Minimum Experience: 2 years

Health IT Application Developer II

Functional Responsibilities: Manages the bio/health IT development team, coordinates project activities, and provides technical leadership and guidance throughout the development lifecycle.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Application Developer III

Functional Responsibilities: Creates and maintains technical documentation, user guides, and training materials for bio/health IT systems and applications.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Biomedical Software Engineer I

Functional Responsibilities: Oversees multiple bio/health IT projects, manages resources, ensures project objectives are met, and aligns IT initiatives with organizational goals.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Biomedical Software Engineer II

Functional Responsibilities: Plans, executes, and monitors bio/health IT projects, manages project scope, budget, and timeline, and collaborates with stakeholders to achieve project goals.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Biomedical Software Engineer III

Functional Responsibilities: Leads and coordinates bio/health IT project teams, oversees project delivery, manages risks and issues, and ensures successful project outcomes.

Minimum Education: Bachelors

Minimum Experience: 8 years

Health IT Business Analyst I

Functional Responsibilities: Assists in analyzing business needs, documenting requirements, and supporting the development of IT solutions for bio/health-related projects.

Minimum Education: Bachelors

Minimum Experience: 2 years

Health IT Business Analyst II

Functional Responsibilities: Provides technical expertise and support, conducts system analysis and design, and collaborates with stakeholders to implement bio/health IT solutions.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Business Analyst III

Functional Responsibilities: Creates and maintains complex technical documentation, standard operating procedures, and training materials for bio/health IT projects and systems.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Business Analyst IV

Functional Responsibilities: Analyzes business requirements, designs functional specifications, and collaborates with development teams to implement bio/health IT solutions.

Minimum Education: Bachelors

Minimum Experience: 8 years

Health IT Business Analyst V

Functional Responsibilities: Develops and implements quality assurance strategies, conducts testing and validation of bio/health IT systems and ensures compliance with regulatory standards.

Minimum Education: Bachelors

Minimum Experience: 10 years

Health IT Computer Specialist I

Functional Responsibilities: Possesses in-depth knowledge and expertise in a specific bio/health IT domain, provides guidance, and advises on best practices and industry standards.

Minimum Education: Bachelors

Minimum Experience: 2 years

Health IT Computer Specialist II

Functional Responsibilities: Serves as a recognized expert in a bio/health IT field, collaborates with cross-functional teams, and provides strategic guidance on complex projects.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Computer Specialist III

Functional Responsibilities: Leads bio/health IT initiatives, provides thought leadership, and drives innovation in the development and implementation of bio/health IT solutions.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Computer Systems Analyst I

Functional Responsibilities: Installs, configures, and maintains bio/health IT systems, troubleshoots issues, and ensures system performance and reliability.

Minimum Education: Bachelors

Minimum Experience: 2 years

Health IT Computer Systems Analyst II

Functional Responsibilities: Manages and supports the operation of bio/health IT infrastructure, performs system upgrades, and implements security measures and disaster recovery plans.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Computer Systems Analyst III

Functional Responsibilities: Evaluates technical requirements, designs system architectures, and collaborates with development teams to ensure the successful implementation of IT projects.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Consultant I

Functional Responsibilities: Manages HIT programs, oversees program activities, ensures program objectives are met, and provides guidance to program team members.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Database Administrator I

Functional Responsibilities: Provides administrative support to HIT projects or programs, manages documentation, coordinates meetings, and assists with project coordination and tracking.

Minimum Education: Bachelors

Minimum Experience: 2 years

Health IT Database Administrator II

Functional Responsibilities: Assists with administrative tasks, maintains project documentation, manages schedules and calendars, and supports the coordination of HIT project activities.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Database Administrator III

Functional Responsibilities: Provides advanced administrative support to HIT projects or programs, manages complex documentation, coordinates high-level meetings, and assists with project management tasks.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Developer I

Functional Responsibilities: Designs, develops, and maintains HIT software applications, ensuring functionality and usability, and adhering to coding standards and best practices.

Minimum Education: Bachelors

Minimum Experience: 3 years

Health IT Developer II

Functional Responsibilities: Assists with the development of HIT applications, supports testing and debugging activities, and collaborates with senior developers to implement solutions.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Developer III

Functional Responsibilities: Leads the development of HIT applications, designs robust and scalable solutions, and mentors junior developers in coding practices and development methodologies.

Minimum Education: Bachelors

Minimum Experience: 8 years

Health IT Development III

Functional Responsibilities: Develops software solutions for biomedical applications, collaborates with research and development teams, and ensures compliance with industry regulations.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Documentation Specialist I

Functional Responsibilities: Designs and implements advanced software solutions for biomedical systems, conducts testing and validation, and provides technical expertise in the field.

Minimum Education: Bachelors

Minimum Experience: 2 years

Health IT Documentation Specialist III

Functional Responsibilities: Manages HIT databases, installs and configures database software, and performs routine maintenance and backup tasks.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Functional Analyst III

Functional Responsibilities: Administers and optimizes HIT database systems, implements security measures, and troubleshoots database-related issues.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Network Engineer I

Functional Responsibilities: Leads the development of complex biomedical software solutions, oversees the work of other engineers, and ensures the delivery of high-quality products.

Minimum Education: Bachelors

Minimum Experience: 2 years

Health IT Network Engineer II

Functional Responsibilities: Assists in gathering and documenting business requirements, conducts analysis, and collaborates with stakeholders to define HIT project specifications.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Network Engineer III

Functional Responsibilities: Performs detailed business analysis, identifies process improvements, and translates requirements into functional specifications for HIT projects.

Minimum Education: Bachelors

Minimum Experience: 10 years

Health IT Program Manager I

Functional Responsibilities: Conducts detailed business analysis, identifies process improvement opportunities, and collaborates with stakeholders to define IT project requirements.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Program Manager II

Functional Responsibilities: Provides technical support, troubleshoots hardware and software issues, and assists with the configuration and maintenance of HIT computer systems.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Program Manager III

Functional Responsibilities: Manages and supports HIT computer systems, implements upgrades and patches, and provides technical expertise to resolve complex issues.

Minimum Education: Bachelors

Minimum Experience: 8 years

Health IT Project Manager I

Functional Responsibilities: Leads the administration and maintenance of HIT computer systems, manages system configurations, and provides guidance to junior IT staff members.

Minimum Education: Bachelors

Minimum Experience: 3 years

Health IT Project Manager II

Functional Responsibilities: Analyzes HIT system requirements, designs system architectures, and collaborates with development teams to ensure effective system integration and functionality.

Minimum Education: Bachelors

Minimum Experience: 5 years

Health IT Project Manager III

Functional Responsibilities: Performs in-depth analysis of HIT system requirements, conducts feasibility studies, and develops comprehensive system designs for complex IT projects.

Minimum Education: Bachelors

Minimum Experience: 7 years

Health IT Quality Analyst III

Functional Responsibilities: Leads the analysis and design of complex HIT system solutions, collaborates with stakeholders to define system requirements, and ensures successful project outcomes.

Minimum Education: Bachelors

Minimum Experience: 5 years

Health IT Subject Matter Expert I

Functional Responsibilities: Provides strategic leadership to HIT programs, sets program objectives and priorities, manages program risks and stakeholders, and ensures program outcomes.

Minimum Education: Bachelors

Minimum Experience: 4 years

Health IT Subject Matter Expert II

Functional Responsibilities: Manages and leads complex HIT projects, defines project scope and objectives, develops project plans, and ensures project delivery within time and budget constraints.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Subject Matter Expert III

Functional Responsibilities: Designs and implements HIT network solutions, manages network devices and protocols, and provides expertise in network troubleshooting and optimization.

Minimum Education: Bachelors

Minimum Experience: 10 years

Health IT Subject Matter Expert IV

Functional Responsibilities: Oversees and manages complex HIT programs, defines program strategies, manages program budgets and resources, and ensures program success and compliance.

Minimum Education: Masters

Minimum Experience: 10 years

Health IT Subject Matter Expert V

Functional Responsibilities: Leads the planning and implementation of advanced HIT network infrastructures, designs security measures, and provides guidance to junior network engineers.

Minimum Education: Masters

Minimum Experience: 13 years

Health IT Subject Matter Expert VI

Functional Responsibilities: Manages and leads complex HIT projects, defines project scope and objectives, develops project plans, and ensures project delivery within time and budget constraints.

Minimum Education: Masters

Minimum Experience: 16 years

Health IT System Administrator I

Functional Responsibilities: Serves as a recognized expert in HIT, provides guidance and strategic advice, and contributes to the development and implementation of HIT policies and initiatives.

Minimum Education: Bachelors

Minimum Experience: 3 years

Health IT System Administrator II

Functional Responsibilities: Possesses knowledge and expertise in a specific HIT domain, provides guidance and support, and assists in the development and implementation of HIT solutions.

Minimum Education: Bachelors

Minimum Experience: 5 years

Health IT Technical Analyst I

Functional Responsibilities: Demonstrates advanced knowledge and expertise in a specific HIT field, collaborates with cross-functional teams, and provides subject matter guidance and support.

Minimum Education: Bachelors

Minimum Experience: 2 years

Health IT Technical Analyst III

Functional Responsibilities: Leads the management and optimization of complex HIT database environments, designs database architectures, and provides expertise in database administration.

Minimum Education: Bachelors

Minimum Experience: 6 years

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.

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Health IT Administrative Assistant I	Bachelors	1	0	0	1	3	5
Health IT Administrative Assistant II	Bachelors	2	0	0	2	4	6
Health IT Administrative Assistant III	Bachelors	4	0	2	4	6	8
Health IT Application Developer I	Bachelors	2	0	0	2	4	6
Health IT Application Developer II	Bachelors	4	0	2	4	6	8
Health IT Application Developer III	Bachelors	6	2	4	6	8	10
Health IT Biomedical Software Engineer I	Bachelors	4	0	2	4	6	8
Health IT Biomedical Software Engineer II	Bachelors	6	2	4	6	8	10
Health IT Biomedical Software Engineer III	Bachelors	8	4	6	8	10	12
Health IT Business Analyst I	Bachelors	2	0	0	2	4	6
Health IT Business Analyst II	Bachelors	4	0	2	4	6	8
Health IT Business Analyst III	Bachelors	6	2	4	6	8	10
Health IT Business Analyst IV	Bachelors	8	4	6	8	10	12
Health IT Business Analyst V	Bachelors	10	6	8	10	12	14
Health IT Computer Specialist I	Bachelors	2	0	0	2	4	6
Health IT Computer Specialist II	Bachelors	4	0	2	4	6	8
Health IT Computer Specialist III	Bachelors	6	2	4	6	8	10
Health IT Computer Systems Analyst I	Bachelors	2	0	0	2	4	6
Health IT Computer Systems Analyst II	Bachelors	4	0	2	4	6	8
Health IT Computer Systems Analyst III	Bachelors	6	2	4	6	8	10

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Health IT Consultant I	Bachelors	4	0	2	4	6	8
Health IT Database Administrator I	Bachelors	2	0	0	2	4	6
Health IT Database Administrator II	Bachelors	4	0	2	4	6	8
Health IT Database Administrator III	Bachelors	6	2	4	6	8	10
Health IT Developer I	Bachelors	3	0	1	3	5	7
Health IT Developer II	Bachelors	6	2	4	6	8	10
Health IT Developer III	Bachelors	8	4	6	8	10	12
Health IT Development III	Bachelors	6	2	4	6	8	10
Health IT Documentation Specialist I	Bachelors	2	0	0	2	4	6
Health IT Documentation Specialist III	Bachelors	6	2	4	6	8	10
Health IT Functional Analyst III	Bachelors	6	2	4	6	8	10
Health IT Network Engineer I	Bachelors	2	0	0	2	4	6
Health IT Network Engineer II	Bachelors	4	0	2	4	6	8
Health IT Network Engineer III	Bachelors	10	6	8	10	12	14
Health IT Program Manager I	Bachelors	4	0	2	4	6	8
Health IT Program Manager II	Bachelors	6	2	4	6	8	10
Health IT Program Manager III	Bachelors	8	4	6	8	10	12
Health IT Project Manager I	Bachelors	3	0	1	3	5	7
Health IT Project Manager II	Bachelors	5	1	3	5	7	9
Health IT Project Manager III	Bachelors	7	3	5	7	9	11
Health IT Quality Analyst III	Bachelors	5	1	3	5	7	9
Health IT Subject Matter Expert I	Bachelors	4	0	2	4	6	8
Health IT Subject Matter Expert II	Bachelors	6	2	4	6	8	10
Health IT Subject Matter Expert III	Bachelors	10	6	8	10	12	14
Health IT Subject Matter Expert IV	Masters	10	8	10	12	14	16
Health IT Subject Matter Expert V	Masters	13	11	13	15	17	19
Health IT Subject Matter Expert VI	Masters	16	14	16	18	20	22
Health IT System Administrator I	Bachelors	3	0	1	3	5	7

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Health IT System Administrator II	Bachelors	5	1	3	5	7	9
Health IT Technical Analyst I	Bachelors	2	0	0	2	4	6
Health IT Technical Analyst III	Bachelors	6	2	4	6	8	10

Labor Category Descriptions
SIN 54151S

IT Applications Programmer I

Functional Responsibilities: Develop and maintain software applications according to specifications and programming standards.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Applications Programmer II

Functional Responsibilities: Design, develop, and implement software applications, and provide technical support and guidance.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Applications Programmer III

Functional Responsibilities: Lead the development and implementation of complex software applications, and mentor junior team members.

Minimum Education: Bachelors

Minimum Experience: 6years

IT Data Base Engineer I

Functional Responsibilities: Design, develop, and maintain databases, ensuring data integrity, security, and performance.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Data Base Engineer II

Functional Responsibilities: Manage and optimize databases, troubleshoot issues, and implement database solutions and enhancements.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Data Base Engineer III

Functional Responsibilities: Lead database design and development projects, perform advanced database administration tasks.

Minimum Education: Bachelors

Minimum Experience: 6years

IT Data Base Engineer IV

Functional Responsibilities: Provide expert-level database design, administration, and performance tuning for critical systems.

Minimum Education: Bachelors

Minimum Experience: 8years

IT Database Administrator I

Functional Responsibilities: Install, configure, and manage databases, ensure data integrity, and perform routine maintenance tasks.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Database Administrator II

Functional Responsibilities: Manage and optimize databases, implement security measures, and handle database performance tuning.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Database Administrator III

Functional Responsibilities: Lead database administration projects, develop database standards, and provide technical expertise.

Minimum Education: Bachelors

Minimum Experience: 6years

IT Functional Analyst II

Functional Responsibilities: Analyze business processes, gather requirements, and design IT solutions to meet business needs.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Lead Business Analyst II

Functional Responsibilities: Lead the analysis and design of IT systems, collaborate with stakeholders, and manage project requirements.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Program Manager I

Functional Responsibilities: Oversee IT programs, coordinate project teams, monitor progress, and ensure successful project delivery.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Program Manager II

Functional Responsibilities: Manage multiple IT programs, develop program strategies, and provide leadership to project managers.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Program Manager III

Functional Responsibilities: Lead strategic IT initiatives, align IT programs with business goals, and drive organizational change.

Minimum Education: Bachelors

Minimum Experience: 6years

IT Project Manager I

Functional Responsibilities: Plan and execute IT projects, monitor project scope, budget, and timelines, and coordinate project resources.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Project Manager II

Functional Responsibilities: Manage complex IT projects, define project objectives, and oversee project execution and delivery.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Project Manager III

Functional Responsibilities: Lead enterprise-level IT projects, develop project governance, and ensure alignment with strategic objectives.

Minimum Education: Bachelors

Minimum Experience: 6years

IT Quality Analyst I

Functional Responsibilities: Perform testing and quality assurance activities, develop test plans, and execute test cases.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Quality Analyst II

Functional Responsibilities: Lead the testing process, develop test strategies, and ensure software quality and reliability.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Quality Analyst III

Functional Responsibilities: Provide expert-level testing and quality assurance, conduct test automation, and implement quality standards.

Minimum Education: Bachelors

Minimum Experience: 6years

IT Quality Analyst IV

Functional Responsibilities: Define quality assurance processes, establish quality metrics, and lead quality improvement initiatives.

IT Subject Matter Expert I

Minimum Education: Bachelors

Minimum Experience: 8years

IT Subject Matter Expert I

Functional Responsibilities: Provide expertise in a specific IT domain, contribute to solution design, and offer technical guidance.

Minimum Education: Bachelors

Minimum Experience: 3years

IT Subject Matter Expert II

Functional Responsibilities: Lead technical discussions, provide guidance on complex IT issues, and support business decision-making.

Minimum Education: Bachelors

Minimum Experience: 6years

IT Subject Matter Expert III

Functional Responsibilities: Serve as a recognized authority in an IT discipline, provide strategic guidance, and drive innovation.

Minimum Education: Bachelors

Minimum Experience: 8years

IT Technical Writer I

Functional Responsibilities: Create technical documentation, user guides, and manuals, and ensure accuracy and clarity of technical content.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Requirements Analyst/Tester I

Functional Responsibilities: Elicit and document user requirements, develop test plans, and execute testing activities.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Requirements Analyst/Tester II

Functional Responsibilities: Lead requirements gathering and analysis, perform system testing, and ensure requirements traceability.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Consultant IV

Functional Responsibilities: Provide expert-level consulting services, advise clients on IT strategies, and lead consulting engagements.

Minimum Education: Bachelors

Minimum Experience: 8years

IT System Administrator I

Functional Responsibilities: Install, configure, and maintain computer systems and servers, troubleshoot issues, and provide user support.

Minimum Education: Bachelors

Minimum Experience: 2years

IT System Administrator II

Functional Responsibilities: Manage system infrastructure, optimize performance, implement security measures, and oversee system backups.

Minimum Education: Bachelors

Minimum Experience: 4years

IT System Administrator III

Functional Responsibilities: Lead system administration projects, design and implement complex systems, and provide technical leadership.

Minimum Education: Bachelors

Minimum Experience: 6years

IT Systems Architect I

Functional Responsibilities: Design and develop IT systems and architectures, evaluate technology solutions, and provide technical expertise.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Systems Architect II

Functional Responsibilities: Lead the design and implementation of complex IT architectures, ensure architectural integrity, and guide development teams.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Systems Architect III

Functional Responsibilities: Provide strategic technology direction, develop enterprise-level architectures, and lead technology transformation initiatives.

Minimum Education: Bachelors

Minimum Experience: 6years

IT Systems Architect IV

Functional Responsibilities: Drive technology innovation, develop architectural frameworks, and provide expert-level guidance on enterprise systems.

Minimum Education: Bachelors

Minimum Experience: 8years

IT Systems Architect V

Functional Responsibilities: Serve as a chief architect, define technology roadmaps, set architectural standards, and provide leadership to architecture teams.

Minimum Education: Bachelors

Minimum Experience: 10years

IT Systems Engineer I

Functional Responsibilities: Install, configure, and maintain computer systems, networks, and infrastructure components.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Systems Engineer II

Functional Responsibilities: Manage and optimize system performance, troubleshoot issues, and implement system enhancements and upgrades.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Systems Engineer III

Functional Responsibilities: Lead system engineering projects, design and integrate complex systems, and provide technical leadership and expertise.

Minimum Education: Bachelors

Minimum Experience: 6years

IT Web Designer I

Functional Responsibilities: Design and create visually appealing and user-friendly web interfaces, ensuring compatibility across different devices and browsers.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Web Developer I

Functional Responsibilities: Develop and maintain web applications, implement user interface designs, and perform front-end development tasks.

Minimum Education: Bachelors

Minimum Experience: 2years

IT Web Developer II

Functional Responsibilities: Build complex web applications, integrate backend functionality, and optimize website performance and security.

Minimum Education: Bachelors

Minimum Experience: 4years

IT Web Developer III

Functional Responsibilities: Lead web development projects, architect scalable web solutions, and provide technical leadership to development teams.

Minimum Education: Bachelors

Minimum Experience: 6years

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.

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
IT Applications Programmer I	Bachelors	2	0	0	2	4	6
IT Applications Programmer II	Bachelors	4	0	2	4	6	8
IT Applications Programmer III	Bachelors	6	2	4	6	8	10

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
IT Data Base Engineer I	Bachelors	2	0	0	2	4	6
IT Data Base Engineer II	Bachelors	4	0	2	4	6	8
IT Data Base Engineer III	Bachelors	6	2	4	6	8	10
IT Data Base Engineer IV	Bachelors	8	4	6	8	10	12
IT Database Administrator I	Bachelors	2	0	0	2	4	6
IT Database Administrator II	Bachelors	4	0	2	4	6	8
IT Database Administrator III	Bachelors	6	2	4	6	8	10
IT Functional Analyst II	Bachelors	4	0	2	4	6	8
IT Lead Business Analyst II	Bachelors	4	0	2	4	6	8
IT Program Manager I	Bachelors	2	0	0	2	4	6
IT Program Manager II	Bachelors	4	0	2	4	6	8
IT Program Manager III	Bachelors	6	0	4	6	8	10
IT Project Manager I	Bachelors	2	0	0	2	4	6
IT Project Manager II	Bachelors	4	0	2	4	6	8
IT Project Manager III	Bachelors	6	2	4	6	8	10
IT Quality Analyst I	Bachelors	2	0	0	2	4	6
IT Quality Analyst II	Bachelors	4	0	2	4	6	8
IT Quality Analyst III	Bachelors	6	2	4	6	8	10
IT Quality Analyst IV	Bachelors	8	4	6	8	10	12
IT Subject Matter Expert I	Bachelors	3	0	1	3	5	7
IT Subject Matter Expert II	Bachelors	6	2	4	6	8	10
IT Subject Matter Expert III	Bachelors	8	4	6	8	10	12
IT Technical Writer I	Bachelors	2	0	0	2	4	6
IT Requirements Analyst/Tester I	Bachelors	2	0	0	2	4	6
IT Requirements Analyst/Tester II	Bachelors	4	0	2	4	6	8
IT Consultant IV	Bachelors	8	4	6	8	10	12
IT System Administrator I	Bachelors	2	0	0	2	4	6
IT System Administrator II	Bachelors	4	0	2	4	6	8

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
IT Systems Administrator III	Bachelors	6	2	4	6	8	10
IT Systems Architect I	Bachelors	2	0	0	2	4	6
IT Systems Architect II	Bachelors	4	0	2	4	6	8
IT Systems Architect III	Bachelors	6	2	4	6	8	10
IT Systems Architect IV	Bachelors	8	4	6	8	10	12
IT Systems Architect V	Bachelors	10	6	8	10	12	14
IT Systems Engineer I	Bachelors	2	0	0	2	4	6
IT Systems Engineer II	Bachelors	4	0	2	4	6	8
IT Systems Engineer III	Bachelors	6	2	4	6	8	10
IT Web Designer I	Bachelors	2	0	0	2	4	6
IT Web Developer I	Bachelors	2	0	0	2	4	6
IT Web Developer II	Bachelors	4	0	2	4	6	8
IT Web Developer III	Bachelors	6	2	4	6	8	10

Labor Category Descriptions SIN 541611

Administrative Assistant I**

Functional Responsibilities: Provide general administrative support such as answering calls, managing calendars, scheduling appointments, and maintaining office supplies.

Minimum Education: High School

Minimum Experience: 1 years

Administrative Assistant II**

Functional Responsibilities: Perform advanced administrative tasks, including preparing reports, organizing meetings, coordinating travel arrangements, and handling confidential information.

Minimum Education: High School

Minimum Experience: 2 years

Administrative Assistant III**

Functional Responsibilities: Serve as a senior-level administrative assistant, managing complex calendars, coordinating events, preparing presentations, and overseeing office operations.

Minimum Education: High School

Minimum Experience: 4 years

Administrative Assistant IV**

Functional Responsibilities: Provide executive-level administrative support, managing high-level meetings, handling sensitive information, leading projects, and supervising other administrative staff.

Minimum Education: High School

Minimum Experience: 6 years

Functional Subject Matter Expert I

Functional Responsibilities: Possess expertise in a specific functional area or domain. Provide guidance, knowledge, and support to teams, contribute to strategic decision-making, and ensure the implementation of best practices.

Minimum Education: Bachelors

Minimum Experience: 5 years

Junior Project Manager I

Functional Responsibilities: Assist in project planning, coordination, and tracking. Support project managers with tasks such as creating project schedules, managing resources, and facilitating communication among team members.

Minimum Education: Bachelors

Minimum Experience: 2years

Junior Project Manager II

Functional Responsibilities: Take ownership of small to medium-sized projects. Develop project plans, monitor progress, manage project risks, and ensure successful project execution within defined timelines and budgets.

Minimum Education: Bachelors

Minimum Experience: 4 years

Junior Project Manager III

Functional Responsibilities: Lead and manage multiple projects simultaneously. Develop project strategies, allocate resources, manage project teams, and oversee project delivery to achieve organizational goals and objectives.

Minimum Education: Bachelors

Minimum Experience: 6 years

Professional Staff Support I**

Functional Responsibilities: Provide administrative and operational support to professional staff members. Assist with data analysis, report generation, coordination of activities, and handling general office tasks to ensure smooth operations.

Minimum Education: High School

Minimum Experience: 1 years

Professional Staff Support II**

Functional Responsibilities: Perform advanced support tasks for professional staff members. May involve conducting research, analyzing data, coordinating projects, managing budgets, and providing guidance to junior support staff.

Minimum Education: High School

Minimum Experience: 2 years

Professional Staff Support III**

Functional Responsibilities: Serve as a senior-level support staff member, handling complex administrative and operational tasks. May involve managing projects, overseeing support teams, and implementing process improvements to enhance efficiency.

Minimum Education: High School

Minimum Experience: 4 years

Professional Staff Support IV**

Functional Responsibilities: Serve as a senior-level support staff member, handling complex administrative and operational tasks. May involve managing projects, overseeing support teams, and implementing process improvements to enhance efficiency.

Minimum Education: High School

Minimum Experience: 6 years

Program Manager I

Functional Responsibilities: Manage and oversee small programs or initiatives. Develop program plans, monitor progress, allocate resources, and ensure the successful completion of program objectives within established guidelines.

Minimum Education: Bachelors

Minimum Experience: 2 years

Program Manager II

Functional Responsibilities: Lead and manage medium-sized programs or initiatives. Develop program strategies, manage program budgets, monitor performance, and provide guidance to program teams to achieve desired outcomes.

Minimum Education: Bachelors

Minimum Experience: 4 years

Program Manager III

Functional Responsibilities: Oversee large-scale programs or initiatives. Develop program goals, establish performance metrics, manage program risks, allocate resources, and ensure effective coordination among stakeholders to achieve program success.

Minimum Education: Bachelors

Minimum Experience: 6 years

Project Manager I

Functional Responsibilities: Plan, execute, and monitor small projects. Coordinate project tasks, track progress, manage project risks, and ensure timely completion of deliverables within defined project constraints.

Minimum Education: Bachelors

Minimum Experience: 2 years

Project Manager II

Functional Responsibilities: Manage medium-sized projects. Develop project plans, allocate resources, track project progress, facilitate communication, and ensure successful project outcomes within established parameters.

Minimum Education: Bachelors

Minimum Experience: 4 years

Project Manager III

Functional Responsibilities: Lead and manage complex projects. Define project scope, establish project goals, manage project teams, monitor project performance, and ensure the successful delivery of projects on time and within budget.

Minimum Education: Bachelors

Minimum Experience: 6 years

Subject Matter Expert I

Functional Responsibilities: Possess specialized knowledge in a specific subject area. Provide expertise, advice, and support in the subject matter, assist with problem-solving, and contribute to decision-making processes within the organization.

Minimum Education: Bachelors

Minimum Experience: 5 years

Subject Matter Expert II

Functional Responsibilities: Serve as a subject matter expert in a specific domain. Provide advanced advice, guidance, and solutions.

Minimum Education: Bachelors

Minimum Experience: 8 years

Subject Matter Expert III

Functional Responsibilities: Take a leadership role as a subject matter expert. Provide strategic direction, mentor junior experts, collaborate with stakeholders to develop solutions, and ensure the application of best practices in the subject matter area.

Minimum Education: Bachelors

Minimum Experience: 12 years

Subject Matter Expert IV

Functional Responsibilities: Serve as a senior-level subject matter expert. Lead and guide strategic initiatives, provide expert insights, contribute to organizational strategies, and drive innovation in the subject matter area.

Minimum Education: Bachelors

Minimum Experience: 15 years

Technical Writer I

Functional Responsibilities: Create and edit technical documents such as user manuals, instructional guides, and system documentation. Gather information from subject matter experts and present complex concepts in a clear and concise manner.

Minimum Education: Bachelors

Minimum Experience: 2 years

Technical Writer II

Functional Responsibilities: Develop and maintain technical documentation for software applications, products, or systems. Collaborate with subject matter experts, perform research, and ensure accuracy and clarity of technical content.

Minimum Education: Bachelors

Minimum Experience: 4 years

Technical Writer III

Functional Responsibilities: Lead technical writing projects. Develop and maintain documentation standards, manage document reviews, and provide guidance to junior writers.

Minimum Education: Bachelors

Minimum Experience: 6 years

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.

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Administrative Assistant I*	High School	1	0	0	0	0	1
Administrative Assistant II*	High School	2	0	0	0	0	2
Administrative Assistant III*	High School	4	0	0	0	2	4
Administrative Assistant IV*	High School	6	0	0	2	4	6
Functional Subject Matter Expert I	Bachelors	5	1	3	5	7	9
Junior Project Manager I	Bachelors	2	0	0	2	4	6
Junior Project Manager II	Bachelors	4	0	2	4	6	8
Junior Project Manager III	Bachelors	6	2	4	6	8	10
Professional Staff Support I*	High School	1	0	0	0	0	1
Professional Staff Support II*	High School	2	0	0	0	0	2
Professional Staff Support III*	High School	4	0	0	0	2	4
Professional Staff Support IV*	High School	6	0	0	2	4	6
Program Manager I	Bachelors	2	0	0	2	4	6
Program Manager II	Bachelors	4	0	2	4	6	8
Program Manager III	Bachelors	6	2	4	6	8	10
Project Manager I	Bachelors	2	0	0	2	4	6
Project Manager II	Bachelors	4	0	2	4	6	8
Project Manager III	Bachelors	6	2	4	6	8	10
Subject Matter Expert I	Bachelors	5	1	3	5	7	9
Subject Matter Expert II	Bachelors	8	4	6	8	10	12
Subject Matter Expert III	Bachelors	12	8	10	12	14	16
Subject Matter Expert IV	Bachelors	15	11	13	15	17	19
Technical Writer I	Bachelors	2	0	0	2	4	6
Technical Writer II	Bachelors	4	0	2	4	6	8
Technical Writer III	Bachelors	6	2	4	6	8	10