GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Schedule for: Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number: GS-00F-0002W

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

Contractor: Genwest Systems, Inc.
170 West Dayton, Suite 106A
Edmonds, WA  98020-5062

Business Type/Size: Small, Service-Disabled Veteran Owned Business

Contact Information: Renn Hanson, Contract Manager
Telephone: 425-771-2700  x236
FAX: 425-672-8471
Website: www.genwest.com
Email: rennh@genwest.com

Contract Period: July 7, 2018 to July 6, 2023

Price List current as of Modification #PS-A812, effective February 11, 2020
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
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<tbody>
<tr>
<td>541219</td>
<td>Budget and Financial Management Services</td>
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<tr>
<td>541370GIS</td>
<td>Geographic Information Systems (GIS) Services</td>
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<td>54151S</td>
<td>Information Technology Professional Services</td>
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<td>541620</td>
<td>Environmental Consulting Services</td>
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<td>561450</td>
<td>Business Information Services (BIS)</td>
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<td>611430</td>
<td>Professional and Management Development Training</td>
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<tr>
<td>OLM</td>
<td>OLM Order Level Materials (OLM)</td>
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</table>

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.

This is Not applicable. Urban Services Group is a service company and does not sell products.

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.

Prices are based on an hourly unit for one (1) employee for all SINs except OLM. Prices are not based on geographic location.

Job Descriptions (attached) for all SINs except OLM.

2. Maximum order: $1,000,000, except 54151S $500,000; OLM $250,000

3. Minimum order: $100

4. Geographic coverage (delivery area): Domestic only.

5. Point(s) of production (city, county, and State or foreign country): Same as company address

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

7. Quantity discounts: N/A

8. Prompt payment terms: 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 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 lists 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 affect a faster delivery: Contact Contractor

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

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

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

13. Payment address(es): Genwest Systems, Inc. PO Box 397, Edmonds, WA 98020-0397

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) Number: PXUEJT3LK776

24. Notification regarding registration in System for Award Management (SAM)
database: Registered  SAM UEI: PXUEJT3LK776

GS-00F-0002W is listed here for reference purposes only and is replaced by
47QRAA22D006M.  GS-00F-0002W is only to be used for BPAs and orders awarded prior to, or
pending an award decision as of March 10, 2022. All new BPAs and orders MUST be awarded against the contractor’s Surviving MAS contract 47QRAA22D006M.

All other terms and conditions remain unchanged.

In accordance with clause 552.238-82, failure to update your electronic file submission will impact the customer’s ability to use your service.
<table>
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<th>Labor Category</th>
<th>Year 16</th>
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<th>Year 18</th>
<th>Year 19</th>
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The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Multiple Award 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 wage determination number. Failure to do so may result in cancellation of the contract.
Detailed Labor Category Descriptions

541370GIS, 54151S, 541620, 641430

Principal/Chief Scientist 1

Functional Responsibility: Supervise Contract Managers. May act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting. Provide expert advice and consulting on IT-related problems.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Provide top-level company direction and authority.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 18 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. President of Company. Must be experienced in upper-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills. If programmer, must have advanced knowledge of specific programming languages. Exceptional ability to understand and develop solutions for client information technology requests is required.
**Program Manager/Chief Analyst 1**

Functional Responsibility: Supervise Contract Managers. May act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting. Provide expert advice and consulting on IT-related problems.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 16 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in upper-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills. If programmer, must have advanced knowledge of specific programming languages. Exceptional ability to understand and develop solutions for client information technology requests is required.

**Senior Scientist 1**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress.
Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting. Provide expert advice and consulting on IT-related problems.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 14 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in upper-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills. If programmer, must have advanced knowledge of specific programming languages. Exceptional ability to understand and develop solutions for client information technology requests is required.

**Senior Analyst 2**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and
implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 13 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in upper-level management. If programmer, must have 10 years of work-related experience and advanced knowledge of specific programming languages. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills. Exceptional ability to understand and develop solutions for client information technology requests is required.

**Senior Analyst 1**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.
Minimum/General Experience: 12 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in upper-level management. If programmer, must have 10 years of work-related experience and advanced knowledge of specific programming languages. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills. Exceptional ability to understand and develop solutions for client information technology requests is required.

**Project Scientist 2**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Guide clients in formulating requirements, conduct feasibility studies, advise on alternative approaches, plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 11 years work-related experience which includes technical experience and competence in all phases of systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in project-level management. If programmer, must have 8 years of work-related experience and advanced knowledge of specific programming languages. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.
Project Information Analyst 2

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 9 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in project-level management. If programmer, must have 6 years of work-related experience and advanced knowledge of specific programming languages. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

Project Information Analyst 1

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders.
Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 8 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in project-level management. If programmer, must have 6 years of work-related experience and advanced knowledge of specific programming languages. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Lead Scientist 2**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.
Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 7 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Lead Scientist 1**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 6 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Lead Analyst 2**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. May be the Task Leader on several
projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 5.5 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Lead Analyst 1**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.
Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 5 years work-related experience which includes technical experience and competence in systems analysis and design including concepts and methods, hardware, software, system architecture and management practices. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Lead Information Specialist 2**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 4.5 years work-related experience which includes technical experience and competence in systems design including concepts and methods, hardware, software, and system architecture. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Lead Information Specialist 1**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task,
and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 4 years work-related experience which includes technical experience and competence in systems design including concepts and methods, hardware, software, and system architecture. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Scientist 2**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.
Minimum/General Experience: 3.5 years work-related experience which includes technical experience and competence in systems design including concepts and methods, hardware, software, and system architecture. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Scientist 1**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include database design and development projects and advanced networking and hardware/software troubleshooting.

Plan and manage system execution, provide high-level technical consulting for system design and implementation, design, implement and document system, oversee or perform system testing function, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 3 years work-related experience which includes technical experience and competence in systems design including concepts and methods, hardware, software, and system architecture. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Analyst 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data conversions, data processing. Tasking may also include advanced networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems. Database design and development skills are required.
Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 2.5 years work-related experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Analyst 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data conversions, data processing. Tasking may also include advanced networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems. Database design and development skills are required.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 2 years work-related experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Information Specialist 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data conversions, data processing. Tasking may also include advanced networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.
Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 1.5 year work-related experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Staff Information Specialist 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data conversions, data processing. Tasking may also include advanced networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 1 year work-related experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Information Analyst 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Team Leader. Typical tasks may include data entry, data conversions, data processing. Tasking may also include basic networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 6 months appropriate experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.
**Information Analyst 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Team Leader. Typical tasks may include data entry, data conversions, data processing. Tasking may also include basic networking and hardware/software troubleshooting. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Information Technician 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Team Leader. Typical tasks may include data entry, data conversions, data processing. Will be required to be proficient in both Windows and Macintosh operating systems.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: 1 year post-high school relevant experience or education, or a student pursuing college or technical courses in a field of study relating to work responsibilities.

Minimum/General Experience: 6 months appropriate experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Information Technician 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Team Leader. Typical tasks may include data entry, data conversions, data processing. Will be required to be proficient in both Windows and Macintosh operating systems.
Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: 1 year post-high school relevant experience or education, or a student pursuing college or technical courses in a field of study relating to work responsibilities.

Minimum/General Experience: Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Information Assistant 2**

Functional Responsibility: Perform assigned tasks under the direct supervision of the Team Leader. Typical tasks may include data entry, data conversions, data processing.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Student interested in a field of study relating to work responsibilities.

Minimum/General Experience: 6 months appropriate experience. Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.

**Information Assistant 1**

Functional Responsibility: Perform assigned tasks under the direct supervision of the Team Leader. Typical tasks may include data entry, data conversions, data processing.

Implement system requirements, perform system testing function, provide end-user support. Maintain communication with the Task Leader and task team throughout the duration of the project.
Minimum Education: Student interested in a field of study relating to work responsibilities.

Minimum/General Experience: Good oral and written communication skills. Must be able to communicate on technical issues. Good investigative skills.
Detailed Labor Category Descriptions

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Chief Financial Analyst 1

Functional Responsibility: Supervise Contract Managers. May act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced project design, development and deployment. Provide expert advice and consulting.

Guide clients in evaluating and planning for needs, advise on alternative approaches, plan and manage team composition and staffing, provide high-level financial consulting for system and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Provide top-level company direction and authority.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 18 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. Must be experienced in upper-level management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills. Exceptional ability to understand and develop solutions for client requests is required.

Chief Program Analyst 1

Functional Responsibility: Supervise Task Managers. May act as Contract or Task Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the
task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced project design, development and deployment. Provide expert advice and consulting.

Guide clients in evaluating and planning for needs, advise on alternative approaches, plan and manage team composition and staffing, provide high-level financial consulting for system and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 16 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. Must be experienced in upper-level management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills. Exceptional ability to understand and develop solutions for client requests is required.

**Chief Project Analyst 1**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced project design, development and deployment. Provide expert advice and consulting.

Guide clients in evaluating and planning for needs, advise on alternative approaches, plan and manage team composition and staffing, provide high-level financial consulting for system and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.
Minimum/General Experience: 14 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. Must be experienced in upper-level management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills. Exceptional ability to understand and develop solutions for client requests is required.

**Senior Financial Analyst 2**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects. Provide expert advice and consulting. Guide clients in evaluating and planning for needs, advise on alternative approaches, plan and manage team composition and staffing, provide high-level financial consulting for system and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 13 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. If primarily financial position, must have 10 years of work related experience and high competency with relevant financial conventions and software suites. Must be experienced in project management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills. Exceptional ability to understand and develop solutions for client requests is required.

**Senior Financial Analyst 1**

Functional Responsibility: Act as Contract Manager and oversee all
aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects. Provide expert advice and consulting.

Guide clients in evaluating and planning for needs, advise on alternative approaches, plan and manage team composition and staffing, provide high-level financial consulting for system and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 12 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. If primarily financial position, must have 10 years of work related experience and high competency with relevant financial conventions and software suites. Must be experienced in project management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills. Exceptional ability to understand and develop solutions for client requests is required.

**Senior Program Analyst 1**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects. Provide expert advice and consulting.

Guide clients in evaluating and planning for needs, advise on alternative approaches, plan and manage team composition and staffing, provide high-level financial consulting for system and team
design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Advanced degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 10 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. If primarily financial position, must have 8 years of work related experience and high competency with relevant financial conventions and software suites. Must be experienced in project management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills. Exceptional ability to understand and develop solutions for client requests is required.

**Project Financial Analyst 2**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects. Provide expert advice and consulting.

Guide clients in evaluating and planning for needs, advise on alternative approaches, plan and manage team composition and staffing, provide high-level financial consulting for system and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 9 years work-related experience which includes technical experience and competence in phases throughout
financial management and execution.. If primarily financial position, must have 6 years of work related experience and high competency with relevant financial conventions and software suites. Must be experienced in project management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Project Financial Analyst 1**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May be the Contract Manager on several projects. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects. Provide expert advice and consulting.

Guide clients in evaluating and planning for needs, advise on alternative approaches, plan and manage team composition and staffing, provide high-level financial consulting for system and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 8 years work-related experience which includes technical experience and competence in phases throughout financial management and execution.. If primarily financial position, must have 6 years of work related experience and high competency with relevant financial conventions and software suites. Must be experienced in project management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Lead Financial Analyst 2**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff
and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects.

Plan and manage team driven project execution, provide high-level consulting for project planning and implementation, and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 7 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. High competency with relevant financial conventions and software suites. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Lead Financial Analyst 1**

Functional Responsibility: Act as Contract Manager and oversee all aspects of assigned contracts. May also act as Task Leader and ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects.

Plan and manage team driven project execution, provide high-level consulting for project planning and implementation, and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 6 years work-related experience which includes technical experience and competence in phases throughout
Lead Program Analyst 2

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects.

Plan and manage team driven project execution, provide high-level consulting for project planning and implementation, and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 5.5 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. High competency with relevant financial conventions and software suites. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

Lead Program Analyst 1

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects.
Plan and manage team driven project execution, provide high-level consulting for project planning and implementation, and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 5 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. High competency with relevant financial conventions and software suites. Must be experienced in mid-level management. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

Lead Analyst 2

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects.

Plan and manage team driven project execution, provide high-level consulting for project planning and implementation, and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 4.5 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. High competency with relevant financial conventions and software suites. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on
financial/technical issues. Good investigative skills.

**Lead Analyst 1**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. May be the Task Leader on several projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects.

Plan and manage team driven project execution, provide high-level consulting for project planning and implementation, and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 4 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. High competency with relevant financial conventions and software suites. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Staff Financial Analyst 2**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects.

Plan and manage team driven project execution, provide high-level consulting for project planning and implementation, and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the
customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 3.5 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. High competency with relevant financial conventions and software suites. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Staff Financial Analyst 1**

Functional Responsibility: Perform assigned tasks under supervision of Contract Manager. Will act as Task Leader and will ensure the execution of assigned projects. As Task Leader, will plan the task, allocate and direct staff and other resources to accomplish the task, and will monitor progress. Will supervise team personnel and coordinate with other Task Leaders. Tasks may include advanced solution design and implementation projects.

Plan and manage team driven project execution, provide high-level consulting for project planning and implementation, and team design and training, design and implement document systems, provide end-user support. Coordinate and maintain communication with the customer and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 3 years work-related experience which includes technical experience and competence in phases throughout financial management and execution. High competency with relevant financial conventions and software suites. Willingness to accept appropriate management responsibilities. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Staff Project Analyst 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data
interpretation and data processing. Tasking may also include advanced financial querying and fact-finding. Will be required to be proficient in both Windows and Microsoft Office software. Database interaction and entry skills are required.

Implement project work-plan, perform system testing function, provide client timely and accurate reporting and deliverables. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 2.5 years work-related experience. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Staff Project Analyst 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data interpretation and data processing. Tasking may also include advanced financial querying and fact-finding. Will be required to be proficient in both Windows and Microsoft Office software. Database interaction and entry skills are required.

Implement project work-plan, perform system testing function, provide client timely and accurate reporting and deliverables. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 2 years work-related experience. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Staff Project Specialist 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data interpretation and data processing. Tasking may also include advanced financial querying and fact-finding. Will be required to be proficient in
both Windows and Microsoft Office software.

Implement project work-plan, perform system testing function, provide client timely and accurate reporting and deliverables. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 1.5 years work-related experience. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Staff Project Specialist 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data interpretation and data processing. Tasking may also include advanced financial querying and fact-finding. Will be required to be proficient in both Windows and Microsoft Office software.

Implement project work-plan, perform system testing function, provide client timely and accurate reporting and deliverables. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 1 year work-related experience. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Administrative Analyst 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data interpretation and data processing. Tasking may also include advanced financial querying and fact-finding. Will be required to be proficient in both Windows and Microsoft Office software.

Implement project work-plan, perform system testing function, provide client timely and accurate reporting and deliverables. Maintain
communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: 6 months appropriate experience. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Administrative Analyst 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data interpretation and data processing. Tasking may also include advanced financial querying and fact-finding. Will be required to be proficient in both Windows and Microsoft Office software.

Implement project work-plan, perform system testing function, provide client timely and accurate reporting and deliverables. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Bachelors degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Administrative Specialist 2**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data interpretation and data processing. Tasking may also include advanced financial querying and fact-finding. Will be required to be proficient in both Windows and Microsoft Office software.

Implement project work-plan, perform system testing function, provide client timely and accurate reporting and deliverables. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Associates degree in field relating to job
Minimum/General Experience: 6 months appropriate experience. Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.

**Administrative Specialist 1**

Functional Responsibility: Perform assigned tasks under direct supervision of the Task Leader. Tasks may include data entry, data interpretation and data processing. Tasking may also include advanced financial querying and fact-finding. Will be required to be proficient in both Windows and Microsoft Office software.

Implement project work-plan, perform system testing function, provide client timely and accurate reporting and deliverables. Maintain communication with the Task Leader and task team throughout the duration of the project.

Minimum Education: Associates degree in field relating to job responsibilities or equivalent experience or technical certification.

Minimum/General Experience: Good oral and written communication skills. Must be able to communicate on financial/technical issues. Good investigative skills.