



## **GENERAL SERVICES ADMINISTRATION**

### **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

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

#### **Corporate Schedule**

**Contract Number: GS-00F-0011X**

**Contract Period: June 16, 2011 through June 15, 2016**

**Pricelist current through Modification # PO-0006, dated May 18, 2011**

**ASRC Management Services, Inc.**  
**6303 Ivy Lane, Suite 130**  
**Greenbelt, MD 20770**

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# **CUSTOMER INFORMATION:**

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

*Environmental: C 899-1, C 899-1RC, C 899-7, C899-7RC  
Information Technology (IT) Professional Services: C 132-51*

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
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:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address

15. **Warranty provision.:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
25. **Data Universal Numbering System (DUNS) number:** 12-1368299
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

# PRICELIST

<b>Contractor Site Hourly Prices (Environmental Services)</b>					
<b>Labor Categories</b>	<b><u>Year 1</u> 2011 2012</b>	<b><u>Year 2</u> 2012 2013</b>	<b><u>Year 3</u> 2013 2014</b>	<b><u>Year 4</u> 2014 2015</b>	<b><u>Year 5</u> 2015 2016</b>
Project Manager, Deputy	\$104.07	\$107.20	\$110.41	\$113.73	\$117.14
Project Manager	\$139.88	\$144.08	\$148.40	\$152.86	\$157.44
Program Manager	\$146.38	\$150.77	\$155.30	\$159.95	\$164.75
Geographic Information Systems Analyst, Associate	\$67.16	\$69.17	\$71.25	\$73.39	\$75.59
Geographic Information Systems Analyst	\$69.99	\$72.09	\$74.25	\$76.48	\$78.78
Geographic Information Systems Analyst, Sr.	\$75.31	\$77.57	\$79.89	\$82.29	\$84.76
Geographic Information Systems Analyst, Principal	\$82.38	\$84.85	\$87.40	\$90.02	\$92.72
Geographic Information Systems Analyst, Sr. Principal	\$86.45	\$89.04	\$91.71	\$94.46	\$97.29
Biologist, Associate	\$86.13	\$88.71	\$91.37	\$94.11	\$96.93
Biologist, Staff	\$89.23	\$91.91	\$94.67	\$97.52	\$100.44
Biologist, Senior	\$92.10	\$94.86	\$97.70	\$100.63	\$103.65
Biologist, Principal	\$94.79	\$97.63	\$100.56	\$103.57	\$106.67
Biologist, Senior Principal	\$97.41	\$100.33	\$103.34	\$106.44	\$109.64
Statistician, Staff	\$72.89	\$75.08	\$77.34	\$79.65	\$82.04
Statistician, Senior	\$82.54	\$85.02	\$87.57	\$90.20	\$92.91
Statistician, Principal	\$88.48	\$91.13	\$93.86	\$96.67	\$99.57
Research Analyst, Associate	\$53.56	\$55.16	\$56.81	\$58.52	\$60.27
Research Analyst, Staff	\$73.63	\$75.83	\$78.11	\$80.46	\$82.88
Research Analyst, Senior	\$84.15	\$86.68	\$89.27	\$91.95	\$94.72
Research Analyst, Principal	\$90.60	\$93.32	\$96.13	\$99.01	\$101.98
Technical Librarian, Associate	\$56.21	\$57.89	\$59.62	\$61.42	\$63.26
Records Analyst, Associate	\$58.83	\$60.59	\$62.40	\$64.28	\$66.20
Technical Librarian, Staff	\$58.61	\$60.37	\$62.18	\$64.05	\$65.97
Records Analyst, Staff	\$61.58	\$63.42	\$65.33	\$67.29	\$69.31
Technical Librarian, Senior	\$65.64	\$67.60	\$69.63	\$71.71	\$73.87
Records Analyst, Senior	\$69.62	\$71.70	\$73.86	\$76.08	\$78.36
Technical Librarian, Principal	\$72.16	\$74.32	\$76.55	\$78.85	\$81.21
Records Analyst, Principal	\$76.75	\$79.06	\$81.43	\$83.86	\$86.38
Software Developer, Associate	\$90.93	\$93.66	\$96.47	\$99.36	\$102.34
Software Developer, Staff	\$95.35	\$98.21	\$101.15	\$104.19	\$107.31
Software Developer, Senior	\$108.17	\$111.41	\$114.75	\$118.20	\$121.75
Software Developer, Principal	\$115.87	\$119.35	\$122.93	\$126.61	\$130.41
Software Developer, Senior Principal	\$125.75	\$129.51	\$133.40	\$137.40	\$141.52

Information Technology Scientist	\$132.42	\$136.39	\$140.48	\$144.69	\$149.03
Information Technology Senior Scientist	\$142.52	\$146.79	\$151.20	\$155.73	\$160.40
Database Analyst, Senior	\$100.59	\$103.61	\$106.72	\$109.93	\$113.22
Database Analyst, Principal	\$109.88	\$113.17	\$116.57	\$120.06	\$123.67
Database Analyst, Senior Principal	\$121.26	\$124.90	\$128.65	\$132.51	\$136.49
Systems Technician, 1	\$40.10	\$41.30	\$42.54	\$43.82	\$45.13
Systems Technician, 2	\$44.88	\$46.23	\$47.62	\$49.06	\$50.53
Systems Technician, 3	\$50.00	\$51.50	\$53.04	\$54.64	\$56.28
Systems Technician, 4	\$55.58	\$57.26	\$58.97	\$60.74	\$62.57
Subject Matter Expert	\$196.46	\$202.36	\$208.43	\$214.69	\$221.13
Senior Subject Matter Expert	\$207.55	\$213.77	\$220.19	\$226.80	\$233.60
Principal Subject Matter Expert	\$220.64	\$227.26	\$234.08	\$241.10	\$248.34
Associate Consultant	\$91.14	\$93.87	\$96.69	\$99.59	\$102.58
Consultant	\$97.51	\$100.43	\$103.44	\$106.54	\$109.74
Senior Consultant	\$115.86	\$119.34	\$122.92	\$126.60	\$130.40
Lead Consultant	\$131.79	\$135.74	\$139.81	\$144.00	\$148.32
Principal Consultant	\$140.53	\$144.74	\$149.08	\$153.55	\$158.16
Senior Manager, Consulting	\$147.81	\$152.24	\$156.81	\$161.51	\$166.36
Data Entry Operator, 3	\$31.41	\$32.36	\$33.33	\$34.33	\$35.35
Data Entry Operator, 4	\$34.28	\$35.30	\$36.36	\$37.45	\$38.58
Administrative Assistant, 1	\$44.64	\$45.98	\$47.36	\$48.78	\$50.24
Administrative Assistant, 2	\$49.95	\$51.45	\$52.99	\$54.59	\$56.23
Administrative Assistant, 3	\$55.81	\$57.48	\$59.20	\$60.97	\$62.81
Programmer Technician, 1	\$52.65	\$54.23	\$55.86	\$57.53	\$59.25
General Clerk, Administrative	\$32.41	\$33.39	\$34.39	\$35.41	\$36.47
Administrative Aide	\$35.34	\$36.40	\$37.49	\$38.62	\$39.78
Facilities Clerk, 1	\$32.67	\$33.65	\$34.66	\$35.70	\$36.76
Associate Technician	\$36.74	\$37.84	\$38.98	\$40.15	\$41.36
Engineering Aide, 1	\$41.48	\$42.73	\$44.01	\$45.33	\$46.69

<b>Client Site Hourly Prices (Environmental Services)</b>					
<b>Labor Categories</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Project Manager, Deputy	\$85.59	\$88.16	\$90.81	\$93.53	\$96.33
Project Manager	\$115.04	\$118.49	\$122.05	\$125.71	\$129.47
Program Manager	\$120.39	\$123.99	\$127.71	\$131.54	\$135.49
Geographic Information Systems Analyst, Associate	\$55.23	\$56.88	\$58.59	\$60.34	\$62.15
Geographic Information Systems Analyst	\$57.57	\$59.29	\$61.07	\$62.91	\$64.79
Geographic Information Systems Analyst, Sr.	\$61.93	\$63.78	\$65.70	\$67.67	\$69.71
Geographic Information Systems Analyst, Principal	\$67.75	\$69.79	\$71.89	\$74.04	\$76.26
Geographic Information Systems Analyst, Sr. Principal	\$71.12	\$73.26	\$75.45	\$77.72	\$80.05

Biologist, Associate	\$70.85	\$72.97	\$75.16	\$77.42	\$79.74
Biologist, Staff	\$73.41	\$75.61	\$77.88	\$80.22	\$82.63
Biologist, Senior	\$75.74	\$78.02	\$80.36	\$82.77	\$85.24
Biologist, Principal	\$77.95	\$80.29	\$82.70	\$85.17	\$87.73
Biologist, Senior Principal	\$80.11	\$82.51	\$84.99	\$87.54	\$90.17
Statistician, Staff	\$59.96	\$61.76	\$63.61	\$65.52	\$67.48
Statistician, Senior	\$67.90	\$69.93	\$72.03	\$74.18	\$76.41
Statistician, Principal	\$72.78	\$74.97	\$77.21	\$79.53	\$81.92
Research Analyst, Associate	\$44.05	\$45.37	\$46.73	\$48.13	\$49.57
Research Analyst, Staff	\$60.56	\$62.37	\$64.25	\$66.17	\$68.16
Research Analyst, Senior	\$69.22	\$71.29	\$73.43	\$75.63	\$77.90
Research Analyst, Principal	\$74.50	\$76.74	\$79.05	\$81.42	\$83.85
Technical Librarian, Associate	\$46.22	\$47.61	\$49.05	\$50.52	\$52.03
Records Analyst, Associate	\$48.37	\$49.82	\$51.31	\$52.85	\$54.44
Technical Librarian, Staff	\$48.20	\$49.65	\$51.14	\$52.67	\$54.25
Records Analyst, Staff	\$50.65	\$52.17	\$53.73	\$55.34	\$57.00
Technical Librarian, Senior	\$53.97	\$55.59	\$57.27	\$58.99	\$60.76
Records Analyst, Senior	\$57.25	\$58.96	\$60.73	\$62.56	\$64.43
Technical Librarian, Principal	\$59.35	\$61.14	\$62.97	\$64.86	\$66.81
Records Analyst, Principal	\$63.13	\$65.02	\$66.98	\$68.98	\$71.05
Software Developer, Associate	\$74.79	\$77.03	\$79.34	\$81.72	\$84.17
Software Developer, Staff	\$78.42	\$80.78	\$83.21	\$85.71	\$88.28
Software Developer, Senior	\$88.96	\$91.63	\$94.38	\$97.21	\$100.13
Software Developer, Principal	\$95.30	\$98.16	\$101.10	\$104.14	\$107.26
Software Developer, Senior Principal	\$103.42	\$106.52	\$109.72	\$113.01	\$116.41
Information Technology Scientist	\$108.91	\$112.18	\$115.54	\$119.01	\$122.57
Information Technology Senior Scientist	\$117.20	\$120.72	\$124.34	\$128.06	\$131.90
Database Analyst, Senior	\$82.74	\$85.21	\$87.77	\$90.40	\$93.11
Database Analyst, Principal	\$90.36	\$93.07	\$95.86	\$98.74	\$101.70
Database Analyst, Senior Principal	\$99.73	\$102.72	\$105.81	\$108.98	\$112.26
Systems Technician, 1	\$32.98	\$33.96	\$34.98	\$36.03	\$37.11
Systems Technician, 2	\$36.90	\$38.01	\$39.15	\$40.33	\$41.54
Systems Technician, 3	\$41.14	\$42.37	\$43.63	\$44.94	\$46.29
Systems Technician, 4	\$45.72	\$47.09	\$48.50	\$49.95	\$51.45
Subject Matter Expert	\$161.43	\$166.28	\$171.26	\$176.40	\$181.69
Senior Subject Matter Expert	\$170.53	\$175.65	\$180.92	\$186.35	\$191.94
Principal Subject Matter Expert	\$181.30	\$186.74	\$192.34	\$198.11	\$204.06
Associate Consultant	\$74.95	\$77.19	\$79.51	\$81.90	\$84.36
Consultant	\$80.20	\$82.60	\$85.08	\$87.63	\$90.26
Senior Consultant	\$95.28	\$98.14	\$101.08	\$104.12	\$107.24
Lead Consultant	\$108.40	\$111.65	\$115.00	\$118.44	\$122.00
Principal Consultant	\$115.56	\$119.03	\$122.59	\$126.27	\$130.06
Senior Manager, Consulting	\$121.56	\$125.21	\$128.97	\$132.84	\$136.83
Data Entry Operator, 3	\$25.83	\$26.61	\$27.40	\$28.23	\$29.08
Data Entry Operator, 4	\$28.18	\$29.03	\$29.89	\$30.79	\$31.72

Administrative Assistant, 1	\$36.71	\$37.81	\$38.95	\$40.12	\$41.32
Administrative Assistant, 2	\$41.08	\$42.30	\$43.57	\$44.88	\$46.23
Administrative Assistant, 3	\$45.90	\$47.28	\$48.70	\$50.16	\$51.66
Programmer Technician, 1	\$43.31	\$44.61	\$45.95	\$47.33	\$48.75
General Clerk, Administrative	\$26.65	\$27.44	\$28.27	\$29.12	\$29.99
Administrative Aide	\$29.07	\$29.94	\$30.84	\$31.77	\$32.72
Facilities Clerk, 1	\$26.87	\$27.68	\$28.50	\$29.36	\$30.24
Associate Technician	\$30.23	\$31.13	\$32.07	\$33.03	\$34.01
Engineering Aide, 1	\$34.10	\$35.13	\$36.19	\$37.28	\$38.40

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>WD</b>
Programmer Technician, 1	14071 - Computer Programmer I	05-2059
Systems Technician, 1	14041 - Computer Operator I	05-2059
Systems Technician, 2	14042 - Computer Operator II	05-2059
Systems Technician, 3	14043 - Computer Operator III	05-2059
Systems Technician, 4	14044 - Computer Operator IV	05-2059
Data Entry Operator, 3	01051 - Data Entry Operator I	05-2059
Data Entry Operator, 4	01052 - Data Entry Operator II	05-2059
General Clerk, Administrative	01111 - General Clerk I	05-2059
Administrative Aide	01112 - General Clerk II	05-2059
Administrative Assistant 1	01311 - Secretary I	05-2059
Administrative Assistant 2	01312 - Secretary II	05-2059
Administrative Assistant 3	01313 - Secretary III	05-2059
Facilities Clerk, 1	23470 - Laborer	05-2059
Associate Technician	30081 - Engineering Technician I	05-2059
Engineering Aide, 1	30082 - Engineering Technician II	05-2059

The Service Contract Act (SCA) is applicable to this contract and it includes a SCA applicable labor categories. The prices for the SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order price will be discounted accordingly.

# **LABOR CATEGORY DESCRIPTIONS**

## **Technical Job Summaries**

### **Project Manager, Deputy**

Assists higher level program/project manager in directing the project life cycle by assisting in development of comprehensive project plans to include both long and short-range goals and milestones. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Directs a project team usually within a matrix organization, monitoring and encouraging functional organizations to complete milestones within specific budgets and schedules. May on occasion interface with external customers as well as top management for the purpose of communicating status of project throughout life cycle. Requires Bachelor's degree or equivalent, and seven to nine years of related experience.

### **Project Manager**

Responsible for the performance of relatively small technical projects or a definable portion of a larger technical program in accordance with contract requirements and company policies, procedures and guidelines. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing in accordance with project objectives. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals. Requires Bachelor's degree or equivalent, and ten to twelve years of related (technical environment) experience.

### **Program Manager**

Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program area typically represents more than three functional areas such as engineering, systems analysis, quality control and administration. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals. Requires Bachelor's degree or equivalent, and twelve to fifteen years of related (technical environment) experience. Management experience

### **Geographic Information Systems (GIS/GPS) Analyst, Associate**

Under direct supervision, performs basic geographic information systems (GIS) analyses on natural resources data. May need basic knowledge of global positioning systems (GPS). Assists in planning, designing, developing documents and assists in analyzing basic spatial and relational databases. Applies basic software to manage spatial and related tabular data. Assists in building routine databases by capturing map information with a coordinate digitizer. Produces computer map products depicting contents of databases. Assists in writing basic software routines to facilitate analysis. Locates sources of GIS data from Government, state agencies, and private companies. Operates computer workstations, digitizers, printers, and plotters following directions. Ability to create basic user applications and interfaces using various programming languages. Assists in analyzing image data using basic image processing software. Assists in preparing technical research. Requires a Bachelor's degree in geography, cartography, planning, computer science, or closely related field with emphases in GIS preferred. Requires zero to two years experience in the application of GIS/GPS technology. Knowledge of geography, concepts of spatial analysis, computer programming, land management, map design, digital image processing, and coordinate geometry.

### **Geographic Information Systems (GIS/GPS) Analyst**

Under general supervision, performs basic geographic information systems (GIS) analyses on natural resources data. Should have basic knowledge of global positioning systems (GPS). Plans, designs, develops, documents, and analyzes basic spatial and relational databases. Applies basic software to manage spatial and related tabular data. Builds routine databases by capturing map information with a coordinate digitizer. Produces computer map products depicting contents of databases. Writes basic software routines to facilitate analysis. Locates sources of GIS data from Government, state agencies, and private companies. Operates computer workstations, digitizers, printers, and plotters following directions. Ability to create basic user applications and interfaces using various programming languages. Analyzes image data using basic image processing software. Prepares technical research. Requires a Bachelor's degree in geography, cartography, planning, computer science, or closely related field with emphases in GIS preferred. Requires three to five years experience in the application of GIS/GPS technology. Knowledge of geography, concepts of spatial analysis, computer programming, land management, map design, digital image processing, and coordinate geometry.

### **Geographic Information Systems (GIS/GPS) Analyst, Senior**

Under general direction, performs geographic information systems (GIS) analyses on natural resources data. Has knowledge of global positioning systems (GPS). Plans, designs, develops, documents, and analyzes spatial and relational databases. Applies software to manage spatial and related tabular data. Builds databases by capturing map information with a coordinate digitizer. Produces computer map products depicting contents of databases. Writes software routines to facilitate analysis. Locates sources of GIS data from Government, state agencies, and private companies. Operates computer workstations, digitizers, printers, and plotters. Ability to create user applications and interfaces using various programming languages. Analyze image data using image processing software. Prepare and present technical research. Requires a Bachelor's degree in geography, cartography, planning, computer science, or closely related field with emphases in GIS/GPS preferred. Requires five to seven years experience in the application of GIS/GPS technology. Knowledge of geography, concepts of spatial analysis, computer programming, land management, map design, digital image processing, and coordinate geometry

### **Geographic Information Systems (GIS/GPS) Analyst, Principal**

Under minimal supervision, performs complex geographic information systems (GIS) analyses on natural resources data. Has strong knowledge and understanding of global positioning systems (GPS). Plans, designs, and develops complex documents, and analyzes spatial and relational databases. Uses complex software to manage spatial and related tabular data. Builds complex databases by capturing map information with a coordinate digitizer. Produces computer map products depicting contents of databases. Writes complex software routines to facilitate analysis. Locates sources of GIS data from Government, state agencies, and private companies. Operates computer workstations, digitizers, printers, and plotters. Ability to create user applications and interfaces using various complex programming languages. Analyze image data using complex image processing software. Prepares and presents complex technical research. Recommends changes in procedures when necessary. May develop department policies, guidelines, and procedures. Requires a Bachelor's degree in geography, cartography, planning, computer science, or closely related field with emphases in GIS/GPS preferred. Requires eight to ten years experience in the application of GIS/GPS technology. Knowledge of geography, concepts of spatial analysis, computer programming, land management, map design, digital image processing, and coordinate geometry.

### **Geographic Information Systems (GIS/GPS) Analyst, Senior Principal**

Performs very complex geographic information systems (GIS) analyses on natural resources data. Has strong knowledge and understanding of global positioning systems (GPS). Plans, designs, and develops very complex documents, and analyzes spatial and relational databases. Uses advanced technical software to manage spatial and related tabular data. Builds very complex databases by capturing map information with a coordinate digitizer. Produces computer map products depicting contents of databases. Writes advanced technical software routines to facilitate analysis. Locates sources of GIS data from Government, state agencies, and private companies. Operates computer workstations, digitizers, printers, and plotters. Ability to create user applications and interfaces using the most complex programming languages. Analyzes image data using advanced technical image processing software. Prepares and presents very complex technical research. Recommends and implements changes in procedures when necessary. May develop department policies, guidelines, and procedures. May provide work leadership for lower level employees. Incumbent is recognized as the leader in this field. Requires a Bachelor's degree in geography, cartography, planning, computer science, or closely related field with emphases in GIS/GPS preferred. Requires ten to twelve years experience in the application of GIS/GPS technology. Knowledge of geography, concepts of spatial analysis, computer programming, land management, map design, digital image processing, and coordinate geometry.

### **Biologist Associate**

Performs basic biological research, development, preclinical, or clinical studies.

Acts as a principle investigator conducting leading edge studies of the principles of plant and animal life, including their relationship, structure, function, development, anatomy, origin, evolution, and distribution and the effects of varying materials and conditions. May be involved in: animal genotyping, animal cell culture analyses, recombinant DNA techniques, DNA cloning, isolation of RNA and gene expression, transfection, or immunoblotting. Contributes to scientific literature and participates in industry conferences. Writes regulatory documents, grant or patent applications, and other related submissions and reports. May assess findings for potential product applications. Works under close supervision. Typically reports to a Biology Manager. Usually has a Bachelor's degree and zero to two years of biological research experience as a principle investigator.

### **Biologist, Staff**

Performs non-complex biological research, development, preclinical, or clinical studies. Acts as a principle investigator conducting leading edge studies of the principles of plant and animal life, including their relationship, structure, function, development, anatomy, origin, evolution, and distribution and the effects of varying materials and conditions. May be involved in: animal genotyping, animal cell culture analyses, recombinant DNA techniques, DNA cloning, isolation of RNA and gene expression, transfection, or immunoblotting. Contributes to scientific literature and participates in industry conferences. Writes regulatory documents, grant or patent applications, and other related submissions and reports. May assess findings for potential product applications. Works with moderate supervision. Typically reports to a Biology Manager. Usually has a Bachelor's degree and two to three years of biological research experience as a principle investigator

**Biologist, Senior**

Performs moderately complex research, development, preclinical, or clinical studies. Acts as a principle investigator conducting leading edge studies of the principles of plant and animal life, including their relationship, structure, function, development, anatomy, origin, evolution, and distribution and the effects of varying materials and conditions. May be involved in: animal genotyping, animal cell culture analyses, recombinant DNA techniques, DNA cloning, isolation of RNA and gene expression, transfection, or immunoblotting. Contributes to scientific literature and participates in industry conferences. Writes regulatory documents, grant or patent applications, and other related submissions and reports. May assess findings for potential product applications. Works with general supervision. Typically reports to a Biology Manager. Usually has a Bachelor's degree and four to five years of biological research experience as a principle investigator.

**Biologist, Principal**

Performs complex biological research, development, preclinical, or clinical studies. Acts as a principle investigator conducting leading edge studies of the principles of plant and animal life, including their relationship, structure, function, development, anatomy, origin, evolution, and distribution and the effects of varying materials and conditions. May be involved in: animal genotyping, animal cell culture analyses, recombinant DNA techniques, DNA cloning, isolation of RNA and gene expression, transfection, or immunoblotting. Contributes to scientific literature and participates in industry conferences. Writes regulatory documents, grant or patent applications, and other related submissions and reports. May assess findings for potential product applications. Works with minimal supervision. Typically reports to a Biology Manager. Usually has a Bachelor's degree and six to nine years of biological research experience as a principle investigator.

**Biologist, Senior Principal**

Performs highly complex biological research, development, preclinical, or clinical studies. Acts as a principle investigator conducting leading edge studies of the principles of plant and animal life, including their relationship, structure, function, development, anatomy, origin, evolution, and distribution and the effects of varying materials and conditions. May be involved in: animal genotyping, animal cell culture analyses, recombinant DNA techniques, DNA cloning, isolation of RNA and gene expression, transfection, or immunoblotting. Contributes to scientific literature and participates in industry conferences. Writes regulatory documents, grant or patent applications, and other related submissions and reports. May assess findings for potential product applications. May provide work direction or guidance to less experienced staff. Works without supervision. Typically reports to a Biology Manager. Usually has a Bachelor's degree and 10 to 14 years of biological research experience as a principle investigator. For positions with specific specialties in biology (e.g., Cell, Molecular, or Microbiology), see appropriate job family.

**Statistician, Staff**

Conducts technical statistical research and analysis of programs, projects, and activities, and applies statistical methods and techniques to problems of increasing difficulty, under close supervision. Assignments received increase in complexity as incumbents gain skill in the application of the statistical methods and techniques utilized by the department. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Develops procedures and forms to be used in the collection of data. Reviews data for errors or inconsistencies. Prepares charts and graphs representing statistical data. Prepares statistical reports describing the significance of data. Applies, and assists in the application of statistical methods and techniques to assigned problems. Requires Bachelor's degree (to include courses in statistics or research methods) or equivalent, and two to four years of related experience.

**Statistician, Senior**

Conducts technical statistical research and analysis and compiles and interprets statistical records and reports of programs, projects, and activities, under supervision. Position is accountable for the adequacy of the statistical methods selected and the accuracy of the results obtained. Determines methods of statistical analysis and applies statistical techniques to determine measures of central tendency, correlation, sample size, significance of differences, etc. Compiles and analyzes data, interpreting trends, fluctuations, and other changes. Prepares reports, graphs, charts and occasionally provides oral presentations of the results of statistical studies. Researches pertinent literature in a designed project area and analyzes applicability of concepts. May consult with program and administrative staff in the development and completion of projects. May perform specialized statistical analysis involving correlation and regression equations. Requires a working knowledge of statistical principles, methods, and techniques, the ability to apply statistical, Senior Principals in a specialized area. Requires Bachelor's degree (to include courses in statistics or research methods) or equivalent, and five and seven years of related experience.

**Statistician, Principal**

Conducts technical statistical research and analysis and compiles and interprets statistical records and reports of programs, projects, and activities, under supervision. Position is accountable for the adequacy of the statistical methods selected and the accuracy of the results obtained, and requires, in addition to a working knowledge of statistical principles, methods, and techniques, the ability to apply statistical, Senior Principals in a specialized area. Determines methods of statistical analysis and applies statistical techniques to determine measures of central tendency, correlation, sample size, significance of differences, etc. Compiles and analyzes data, interpreting trends, fluctuations, and other changes. Prepares reports, graphs, charts and occasionally provides oral presentations of the results of statistical studies. Researches pertinent literature in a designed project area and analyzes applicability of concepts. May consult with program and administrative staff in the development and completion of projects May perform specialized statistical analysis involving correlation and regression equations. Supervises clerical personnel engaged in carrying out statistical clerical procedures. Requires Bachelor's degree (to include courses in statistics or research methods) or equivalent, and seven to nine years of related experience.

**Research Analyst, Associate**

Assists higher-level analysts with portions of complicated tasks. Performs research, collection and collation of the results of studies. Assists in the compilation of data, and preparation of inputs into larger reports. Evaluates and interprets analytical findings. Prepares finished products for review by team leader or higher-level analysts. Interfaces with external entities to collect data. Uses and/or develops computer tools to facilitate analysis tasks. Prepares inputs to monthly status reports. May be assigned to customer site. May prepare and present technical briefings. Proficient in use of computer-spread sheets, databases and other related tools. Requires Bachelor's degree (in related field) or equivalent, and zero to two years of related experience.

**Research Analyst, Staff**

Assists higher-level analysts with portions of complicated tasks. Performs research, collection and collation of the inputs to studies. Prepares the compilation of data, and preparation of inputs into larger reports. Evaluates and interprets analytical findings. Prepares finished products for review by team leader or higher-level analysts. Interfaces with external entities to collect data. Uses and/or develops computer tools to facilitate analysis tasks. Prepares monthly status reports. May be assigned to customer site. May prepare and present technical briefings. Requires Bachelor's degree in a related discipline or equivalent and two to four years of related experience. Proficient in use of computer-spread sheets, databases and other related tools.

### **Research Analyst, Senior**

Assigned a broader area of responsibility and may delegate portions to lower level analysts. Develops unique methodology as required and trains others in its use. Performs research, collection and collation of data from studies. Responsible for the compilation of data, and preparation of inputs into larger reports. Performs assessments and projections as part of analysis process. Develops technical reports and briefings, project deliverables, monthly status reports and other finished products. Interfaces with external entities to collect data. Uses and/or develops computer tools to facilitate analysis tasks. Prepares monthly status reports. May be assigned to customer site and participates in meetings as the representative of the company. May prepare and present technical briefings to customer and upper management. May be required to train customer personnel in analysis methods and/or findings. A Bachelor's degree or equivalent and five to seven years of related experience. Proficient in use of computer-spread sheets, databases and other related tools. Can act as team leader.

### **Research Analyst, Principal**

Reviews project requirements with customer and higher-level management. Responsible for all technical details of a project from design through delivery. Develops unique methodology as required and trains others in its use. Performs research, collection and collation of technical studies. Performs assessments and projections as part of analysis process. Develops technical reports and briefings, project deliverables, monthly status reports and other finished products. Interfaces with external entities to collect data. Uses and/or develops computer tools to facilitate analysis tasks. Prepares monthly status reports. May be assigned to customer site and participates in meetings as the representative of the company. May prepare and present technical briefings to customer and upper management. May be required to train customer personnel in analysis methods and/or findings. Requires Bachelor's degree or equivalent and seven to nine years of related experience. Proficient in use of computer-spread sheets, databases and other related tools. Can act as team leader.

### **Software Developer, Associate**

Under close direction, perform maintenance on existing software products. Assist in coding, testing, and debugging new software or making enhancements to existing software. Write programs according to specifications from higher-level personnel. Suggest solutions for problems or software enhancements. May assist in the development of user manuals and work with technical staff to learn and understand problems with software. Attend on-going training sessions to achieve a higher level of technical skill. Requires Bachelor's degree (in Computer Science or related field) or equivalent, and zero to two years of related work experience.

### **Software Developer, Staff**

Under direction, develop, code, test, and debug new software or enhancements to existing software. Possess a good understanding of business applications. Work with technical staff to understand and resolve software problems, resolve customer complaints with software and respond to suggestions for software modifications or enhancements. May be involved in the development of software user manuals and demonstrate software. Requires Bachelor's degree (in Computer Science or related field) or equivalent, and two to four years of related experience.

### **Software Developer, Senior**

Under minimal direction, perform as a technical expert in the design development, coding, testing, and debugging new software or complex enhancements to existing software. Work with technical staff to understand and to develop resolution of software problems. Resolve customer complaints with software and respond to suggestions for software modifications or enhancements. Participate in the development of software user manuals. Assist in the training of less experienced software development staff and may act as a team leader on less complex projects. Requires Bachelor's degree (in Computer Science or related field) and five to seven years of related experience.

### **Software Developer, Principal**

Under minimal direction, performs as the technical expert with thorough understanding of the business application of an assigned project. Performs as a project lead with the responsibility for the instruction, assigning, direction, and monitoring of the performance of assigned software developers working on a specific project. Assists in the scheduling and coordinating of projects and may be involved in the design phase of a project. Works with customers and technical staff in the resolution of software problems and respond to suggestions for software modifications or enhancements. Participates in the development of software user manuals. Requires Bachelor's degree (in Computer Science or related field) or equivalent, and seven to nine years of related experience

### **Software Developer, Senior Principal**

As a senior staff member, performs as the technical expert with thorough understanding of the business application of an assigned project. Perform as a project lead with the responsibility for the instruction, assigning, direction, and monitoring of the performance of assigned software developers working on a specific project. Assist in the scheduling and coordinating of projects and may be involved in the design phase of a project. Work with customers and technical staff in the resolution of software problems and respond to suggestions for software modifications or enhancements. Participate in the development of software user manuals. Requires Bachelor's degree (in Computer Science or related field) or equivalent, and ten to twelve years of related experience.

### **Information Technology Scientist**

Analyzes complex local and wide area network systems, including planning, designing, evaluating, selecting operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices. Resolves difficult inter-operability problems to obtain operation across all platforms, including e-mail, files transfer, multimedia, teleconferencing and the like. Configures systems to user environments. Supports acquisition of hardware and software as well as subcontractor services. Serves as manager or industry recognized expert. Requires Bachelor's degree (in Computer Science or related field) or equivalent, and twelve to fifteen years of related (progressively responsible network systems engineering) experience. Supervisory/Management experience. Master's degree in Computer Science preferred.

### **Information Technology Senior Scientist**

Recognized industry expert in analyzing complex local and wide area network systems, including planning, designing, evaluating, selecting operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices. Resolves difficult inter-operability problems to obtain operation across all platforms, including e-mail, files transfer, multimedia, teleconferencing and the like. Configures systems to user environments. Supports acquisition of hardware and software as well as subcontractor services. Serves as in-house and industry recognized expert. Requires Bachelor's degree (in Computer Science or related field) or equivalent, and sixteen plus years of related (progressively responsible network systems engineering) experience. Master's degree in Computer Science preferred

### **Database Analyst, Senior**

Defines and administers database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a data base environment. Advises applications development staff and users on data base solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of data bases. Ensures economic and efficient availability of data within adequate safeguards. Designs, implements, and maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, and integration of systems through database design. Develops and maintains expertise in use of automated tools for database design and implementation. Requires Bachelor's degree (in Computer Science, Management Information Systems) or equivalent, and five to seven years of related (data center environment) experience.

### **Database Analyst, Principal**

Defines and oversees database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a data base environment. Advises applications development staff and users on data base solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of data bases. Ensures economic and efficient availability of data within adequate safeguards. Designs and implements databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Develops and maintains expertise in use of automated tools for database design and implementation. Develops, maintains and documents JCL, shell scripts and batch processes. Participates as a leader and as a team member, and works to maintain a positive environment. Requires Bachelor's degree (in Computer Science or related field) or equivalent, and seven to nine years of related experience.

### **Database Analyst, Senior Principal**

As lead company expert, defines database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a data base environment. Advises applications development staff and users on database solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of databases. Ensures economic and efficient availability of data within adequate safeguards. Develops expertise in use of automated tools for database design and implementation. Develops procedures to address needs of JCL, shell scripts and batch processes. Ensures that documentation is complete and up-to-date. Develops procedures relating to database and application security including procedures by which access is authorized, enabled, changed and withdrawn. Develops procedures for periodic database backup. Participates as a leader and as the senior team member. Requires Bachelor's degree (in Computer Science or related field) or equivalent, and ten to twelve years of related experience.

### **Systems Technician, 1**

Responsible for the routine tasks required in the testing and analysis of all elements of the network facilities (power, communication machinery, software lines, modems, and terminals). Monitors systems and advises senior members of network staff of network failures or degradations and assists in arranging for corrective actions plans. Maintains documentation of daily operations. Requires High School diploma or equivalent, and two to three years of related experience. Technical training in computer science or related field preferred.

**Systems Technician, 2**

Responsible for the moderately complex tasks required in the testing and analysis of all elements of the network facilities (power, communication machinery, software lines, modems, and terminals). Monitors systems and advises senior members of network staff of network failures or degradation. Assists in arranging for corrective action plans. Maintains documentation of daily operations. Requires High School diploma or equivalent, and three to four years of related experience. Technical training in computer science or related field preferred.

**Systems Technician, 3**

Responsible for the most complex tasks required in the testing and analysis of all elements of the network facilities (power, communication machinery, software lines, modems, and terminals). Monitors systems and advises senior members of network staff of network failures or degradation and assists in arranging for corrective actions plans. Maintains documentation of daily operations. Requires High School diploma or equivalent, and four to five years of related experience. Technical training in computer science or related field preferred.

**Systems Technician, 4**

Responsible for the complex tasks required in the testing and analysis of all elements of the network facilities (power, communication machinery, software lines, modems, and terminals). Monitors systems and advises senior members of network staff of network failures or degradation and assists in arranging for corrective actions plans. Maintains documentation of daily operations. Provides direction to the less experienced network technicians. Requires High School diploma or equivalent (technical training in computer science), and five to six years of related experience

**Subject Matter Expert**

This is a first level position for an experienced consultant who has a basic experience in, but is not limited to, supporting large projects related to the individual subject matter expertise. These senior personnel are beginning experts in either functional domains (e.g., finance, personnel, acquisition, etc.) with a number of years of experience. Performs research, collection, collation and compilation of data, and preparation of inputs into larger reports. Evaluates and interprets findings. Prepares finished products for review by team leader or higher level analysts. Interfaces with external entities to collect data. Uses and/or develops computer tools to facilitate analysis tasks. Prepares monthly status reports. May be assigned to customer site. May prepare and present briefings.

Require a Ph.D. in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, and Psychology or other related disciplines or other related discipline and 4-6 years of progressive experience (or equivalent combination of education and experience), or a master's degree and six to eight year's experience, or a bachelor degree and eight to ten years experience.

### **Senior Subject Matter Expert**

This is a second level position for an experienced consultant who has a basic experience in, but is not limited to, supporting large projects related to the individual subject matter expertise. These senior personnel are beginning experts in either functional domains (e.g., finance, personnel, acquisition, etc.) with a number of years of experience. Subject Matter Experts prepare and deliver presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. They produce and/or review and/or documentation reflecting knowledge of areas as identified in the statement of work. Require a Ph.D. in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, and Psychology or other related disciplines or other related discipline and 5-7 years of progressive experience (or equivalent combination of education and experience), or a master's degree and eight to ten year's experience, or a bachelor degree and ten to twelve years experience.

### **Principal Subject Matter Expert**

Relevant experience includes, but is not limited to, experience in supporting large projects related to the individual's subject matter expertise. These senior personnel are experts in either functional domains (e.g., finance, personnel, acquisition, etc.) with many years of experience. They will have some experience as leaders and Project Managers. Subject Matter Experts prepare and deliver presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. They produce and/or review substantive and/or complex documentation reflecting detailed knowledge of areas as identified in the statement of work. Ph.D. in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, and Psychology or other related analytical, scientific, or technical disciplines or other related discipline and 8-9 years of progressive experience (or equivalent combination of education and experience), or a master's degree and ten to twelve year's experience, or a bachelor degree and twelve to fifteen years experience

### **Associate Consultant**

Works as a consulting team member or an individual consultant on implementation, enhancement, integration, or support projects. Duties usually performed at customer's site. Operates under close supervision on clearly defined assignments. Works on small-sized (sites/locations), single effort projects, in a single computer environment where design is non-complex: Assists in analyzing customers' business requirements and application objectives. Conducts periodic status checks with customers and team to assess progress against plan. Performs re-forecasts of project variables as necessary throughout project. Prepares weekly status reports on all project activities. Serves as entry-level support specialist when needed. Acts as a liaison between customers and the company. Good communications, presentation, organizational and planning skills. Good interpersonal skills to work as a team member and as a liaison with customers. Proficient PC skills. Available for extensive travel as required. Bachelor's degree in business, marketing, sales or computer science; many need additional training in skills to fulfill the basic responsibilities of the position. Typically requires a Bachelors Degree and zero to two years of experience in support or consulting. 4- 7 years of experience can be substituted for a Bachelors degree.

**Consultant**

Works as a consulting team member or an individual consultant on implementation, enhancement, integration, or support projects. Duties usually performed at customer's site. Operates under moderate supervision on small to mid-size projects involving single products or single platforms. Works on medium-sized (sites/locations), single effort projects, in a single computer environment where design is somewhat complex: Analyzes customers' business requirements and application objectives; develops an application design in products to meet customers' needs. Estimates time frames, quality and quantity of resources required to successfully implement project; develops project plan incorporating all project variables. Sees that appropriate company resources are assigned to complete project tasks according to plan. Establishes criteria concerning deliverability, performance, maintenance, design and costs. Conducts periodic status checks with customers and team to assess progress against plan. Performs re-forecasts of project variables as necessary throughout project. Prepares weekly status reports on all project activities. Serves as intermediate level support specialist when needed. Acts as a liaison between customers and company. Good communications, presentation, organizational and planning skills. Good interpersonal skills to work as a team member and as a liaison with customers. Proficient PC skills. Available for extensive travel as required. Bachelor's degree in business, marketing, sales or computer science. Typically requires two to four years of experience in software development, technical support, or consulting.

**Senior Consultant**

Works as a consulting team member or an individual consultant on implementation, enhancement, integration, or support projects. Duties usually performed at customer's site. Operates under minimal supervision on medium to large size projects involving multiple products and/or platforms. Works on medium to large-sized (sites/locations), single or multi-effort projects, usually with multiple computer environments where design is complex: Analyzes customers' business requirements and application objectives; develops an application design in products to meet customers' needs. Estimates time frames, quality and quantity of resources required to successfully implement project; develops project plan incorporating all project variables. Sees that appropriate company resources are assigned to complete project tasks according to plan. Establishes criteria concerning deliverability, performance, maintenance, design and costs. Conducts periodic status checks with customers and team to assess progress against plan. Performs re-forecasts of project variables as necessary throughout project. Prepares weekly status reports on all project activities. Serves as senior-level pre-sales and post-sales technical support specialist when needed. Acts as a liaison between customers and company. Coordinates project resources according to the plan. Provides guidance to other consultants regarding medium to large-sized implementation and retainer projects. Provides technical guidance to technical support staff. Design complexity may vary from fairly straight forward to moderately complex, with single or multiple products and involve multiple computer environments. Able to serve effectively as liaison between company and customers. Excellent communication, presentation, organizational and planning skills. Excellent interpersonal skills to work as a team member and customer liaison. Proficient PC skills. Available for extensive travel as required. Bachelor's degree in business, marketing, sales or computer science. Advanced degree desirable. Typically requires five to seven years of experience in software design, technical product support, or consulting.

**Lead Consultant**

Project leader on medium-sized implementation, integration, enhancement and support projects. Has no supervisory responsibilities such as hiring, firing, performance, or pay reviews. Designs are often complex, involving multiple products and computer environments. Works as a project leader on medium-sized (site/location), single or multi-effort projects, single or multiple computer environment implementation projects. Designs complex applications and solutions. Utilizes project management skills of communication, presentation, time management, organization and planning to successfully implement company's products. Manages all project resources to perform tasks according to plan; sets expectations concerning deliverability, performance, maintenance, design and costs. Estimates time frames, quality and quantity of resources required to successfully implement project. Develops single or multiple effort project plans incorporating the project variables. Conducts periodic status checks with customers and

team to assess progress against the plan. Performs re-forecasts of project variables as necessary throughout project. Serves as senior-level billable consultant and support specialist when needed. Prepares weekly and monthly status reports on all project activities and issues. Acts as the primary liaison between customers and all company's departments. Excellent writing, editing, communications, presentation, human relations and interpersonal skills. Discusses and sells consulting services, discusses project planning and issues with customers. Professional appearance and presentation required. Available for extensive travel as required. Bachelor's degree in business, marketing, sales or computer science. Advanced degree desirable. Typically requires eight to ten years of qualified experience.

### **Principal Consultant**

Manages and administers company's regional field consulting team. Develops billable consulting business, providing technical expertise in regions and/or branches. Responsible for the quality and quantity of work performed. Often involved in recruiting and training consultants. Manages implementation, enhancement, integration and support solutions consulting projects. Extensive knowledge base in the area to be supported. Evaluates and assesses new projects based upon size, complexity, percent of participation and time frame. Selects and assigns appropriate project leader and team member(s). Schedules projects and monitors progress. Serves as escalation point for issues beyond project team authority; resolves conflicts involving scheduling, resources, or technical issues. Prepares and submits weekly project status reports; prepares monthly reports outlining team assignments and/or changes, project status changes, contracts taken and bonus awards to be made. Manages personnel activities of staff (i.e., hires, trains, appraises, rewards, motivates, disciplines, recommends termination as necessary, etc.). Interfaces with other consulting and services departments, as well as sales, accounting, personnel and solutions development as necessary. Communicates with customers to assess customer satisfaction level with services and support. Participates in direct customer support as necessary. Excellent writing, editing, communications, presentation, human relations and interpersonal skills. Discusses and sells consulting services, discusses project planning and issues with customers. Professional appearance and presentation required. Bachelor's degree in business, marketing, sales, computer science or related areas. Advanced degree desirable. Typically requires ten to twelve years of qualified experience with one to two years as a project manager.

### **Senior Manager, Consulting**

Manages and administers large division level team or several smaller teams of consultants. Works with clients to develop business opportunities and additional add-on business. Manages workflow, schedules consultants and tracks costs and P/L. Responsible for managing all proposal and contractual efforts. Responsible for work performed and for client satisfaction. Assists in recruiting and training consultants. Requires a Bachelor's Degree or equivalent experience and twelve to fifteen years of qualified experience with two to four years as a consulting or project manager. Typically reports to the Senior VP.

### **Data Entry Operator, 3**

Maintains library/collection of media used for data processing applications. Classifies, catalogs, records, releases and stores media in accordance with standard procedures. May work with analysts to evaluate system test results for the purposes of identifying defects. Maintains inventory or holdings. Good customer service orientation. Requires High School diploma or equivalent, and one to two years of related (office/clerical) experience.

### **Data Entry Operator, 4**

Coordinates lower level clerks activities who enter, transcribe, and verifies a variety of alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are somewhat complex in nature and work parameters are usually well defined. Assists in designing and implementing data entry program. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape,

diskettes, or other media. Requires High School diploma or equivalent, and three to four years of related experience.

### **Administrative Job Summaries**

#### **Administrative Assistant, 1**

Under direct supervision, performs standard secretarial and minor administrative duties. Types letters, memorandums, and reports, files, answers phone and handles mail. May take and transcribe dictation. May work for one or more individuals in support of a department, project or contract. May use word processing equipment or PC in performing assigned tasks. Requires High School diploma or equivalent, and two to three years of related experience.

#### **Administrative Assistant, 2**

Under general supervision, performs standard and some advanced secretarial duties. May work for one or more individuals in support of a department, project or contract. Receives and routes incoming correspondence, answers telephone, types correspondence, reports, forms, and records. May be required to take and transcribe dictation. May make travel arrangements and reservations. Schedules appointments for supervisor. May use word processing equipment and PC in performing assigned tasks. Requires High School diploma or equivalent, and three to four years of related experience.

#### **Administrative Assistant, 3**

Under limited supervision and on own initiative, performs standard and advanced secretarial duties. May work for one or more individuals in support of a department, project, or contract. Assists manager with administrative responsibilities. Position requires superior skills in taking and transcribing dictation and a thorough knowledge of practices and procedures of the function, company policy and procedures. Receives and screens telephone calls. Makes travel arrangements. May generate and maintain confidential files and reports. May use word processing equipment or PC in performing assigned tasks. Requires High School diploma or equivalent, and four to five years of related experience.

#### **Programmer Technician, 1**

The primary responsibility of this position is to understand the system development life cycle, program documentation, and job documentation. Regularly codes or modifies, tests, and debugs programs and jobs of simple complexity, and occasionally writes programs of medium complexity. Employee generally works on one program or project at a time, but may have multiple open assignments. Demonstrates the ability to write and interpret well-structured source programs. Demonstrates the ability to develop a test plan from development assignments. May perform elementary fact-finding concerning a specific work process. Completes project assignments in accordance with the schedule established by the project leadership. Keeps management informed of project status through periodic status reporting. Develops knowledge of specific production programs and jobs. Requires High School diploma or equivalent, and three to four years of related experience. Course work towards an Associate's degree or equivalent courses preferred.

#### **General Clerk –Administrative**

Performs diversified clerical duties which may include filing, proofreading, checking computations, light typing, and operating office machines, such as adding and copying machines. Work is normally limited to standardized duties constituting a small part of a complete operating procedure and is generally performed under supervisory review. Requires High School diploma or equivalent, and zero to six months of related experience

#### **Administrative Aide**

Performs basic level clerical and/or secretarial duties in support of a department, project or contract. May perform assignments including; filing, proofreading, compiling records, photocopying, distributing mail, taking messages, typing, entering data and operating office machines. Typing of at least, Senior5 WPM,

with fewer than 5 errors. Requires High School diploma or equivalent, and one to two years of related experience.

#### **Facilities Clerk, 1**

Performs basic clerical duties that may include filing, proofreading, checking computations, light typing and the operation of office machines, such as adding and copy machines. Moves furniture and office equipment as necessary and provides support to mail services area. Provides escort assistance for contractor and building management, as requested. While performing the duties of this job, the employee is frequently required to handle; reach with hands and arms; stoop, kneel, bend, crouch or crawl. The employee must also occasionally lift and/or move up to 50 pounds or more. Requires a High School diploma or equivalent, and one to two years of related experience.

#### **Associate Technician**

Provides technical research support for military logistics and similar projects by performing a variety of research, development, modeling, Interactive Electronic Technical Manual (IETM) data conversion and/or data entry tasks. May be responsible for testing, research, and report preparation using information gathered from a variety of sources, including databases, government agency record review, and related research activities. Prepares written reports, draft papers and may organize data in an online information repository or document. Perform other duties as assigned. Responsible for Logistics research and technical report preparation. Conducts Logistics automated systems testing. Performs IETM data conversion. Computer Office Applications including Microsoft Word and Excel. Proficient with Internet research Ability to organize and prioritize work. Excellent written and verbal communication skills. Requires High School diploma or equivalent, and two to three years of related experience.

#### **Engineering Aide, 1**

Under general supervision, provides technical support to engineers on a variety of routine, technical tasks. Gathers, maintains, formats, compiles and manipulates technical data, such as laboratory or material test results and engineering design changes. Records data to assist with engineering evaluation or analysis. May use computer in performance of duties. Requires High School diploma or equivalent, and three to four years of related experience. Technical training equivalent to an Associate's degree preferred.

#### **Technical Librarian, Associate**

Provides support to users by fulfilling individual request for information and/or training in the utilization of the various data bases and other resources available. Conducts technical research for information related to on-going programs and proposal efforts. Ensures that the information is current, complete, and readily retrievable. Handles special requests for information not available hard copy nor electronically. Must be proficient in the use of PCs and related software packages such as: Windows, Word Perfect 6.0, Microsoft Excel, Microsoft PowerPoint, Internet, etc. Requires Bachelor's degree or equivalent, and zero to two years of related experience.

#### **Records Analyst, Associate**

Assists others in performing analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote records centers. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Stores, maintains, researches and retrieves records maintained by the organization in paper, microform, and electronic format. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules. Requires Bachelor's degree (with an emphasis in Information Management, Records Management, Library Sciences or Business Administration) or equivalent, and zero to two years of related (records inventories, retention schedules, filing systems, filing equipment, micrographic applications and records management techniques) experience.

**Technical Librarian, Staff**

Responsible for the overall operation of a technical/business library or resource center, including acquisition, circulation, cataloging, researches and searches requests. Orders, inventories and circulates journals and provides information to authorized users for use in technical projects, proposal preparation, marketing and planning. Participates in the continual enhancement of library services, acquisition of equipment and improvement of methods. May have budgetary responsibilities. Knowledge of computerized search techniques. Must be proficient in the use of PCs and related software packages such as: Windows, Word Perfect, Microsoft Excel, Microsoft PowerPoint, Internet, etc. Requires Bachelor's degree or equivalent and two to four years of related experience.

**Records Analyst, Staff**

Performs analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote records centers. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Stores, maintains, researches and retrieves records maintained by the organization in paper, microform, and electronic format. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules. Requires Bachelor's degree (in Information Management, Records Management, Library Sciences or Business Administration) or equivalent, and two to four years of related records management program.

**Technical Librarian, Senior**

Responsible for the overall operation of a technical/business library or resource center, including acquisition, circulation, cataloging, researches and searches requests. Orders, inventories and circulates journals and provides information to authorized users for use in technical projects, proposal preparation, marketing and planning. Recommends continual enhancements of library services, acquisition of equipment and improvement of methods. Interfaces with and makes recommendations to management regarding the selection of subscription and reference material. Monitors spending and may have budgetary responsibilities. Knowledge of computerized search techniques. Requires Bachelor's degree (Library Science or a related field) or equivalent, and five to seven years of related experience.

**Records Analyst, Senior**

Performs analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote record centers. May oversee work of junior members of team. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules. Requires Bachelor's degree (with an emphasis, preferably in Information Management, Records Management, Library Sciences or Business Administration) or equivalent, and five to seven years of related (records management program which includes records inventories, retention schedules, filing systems, filing equipment, micrographic applications and records management techniques) experience.

**Technical Librarian, Principal**

Responsible for the most senior level operation of a technical/business library or resource center, including acquisition, circulation, cataloging, researches and searches requests. Orders, inventories and circulates journals and provides information to authorized users for use in technical projects, proposal preparation, marketing and planning. Recommends continual enhancements of library services, acquisition of equipment and improvement of methods. Interfaces with and makes recommendations to management regarding the selection of subscription and reference material. Monitors spending and may have budgetary responsibilities. Knowledge of computerized search techniques. May supervise more junior staff. Requires Bachelor's degree (Library Science or a related field) or equivalent, and eight to ten years of related experience.

**Records Analyst, Principal**

Serves as most senior level analyst for company and/or contractor analysis of inventories and corporate records in general office, field offices, plants, and corporate and remote record centers. Oversees work of junior members of team. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules. Requires Bachelor's degree (with an emphasis, preferably in Information Management, Records Management, Library Sciences or Business Administration) or equivalent, and eight to ten years of related records management program which includes records inventories, retention schedules, filing systems, filing equipment, micrographic applications and records management techniques) experience.

<b>Contractor Site Hourly Prices (Information Technology (IT) Services)</b>					
<b>Labor Categories</b>	<b>Year 1 2011 2012</b>	<b>Year 2 2012 2013</b>	<b>Year 3 2013 2014</b>	<b>Year 4 2014 2015</b>	<b>Year 5 2015 2016</b>
Facility Security Officer	\$69.76	-	-	-	-
Security Engineer I	\$46.77	-	-	-	-
Security Engineer III	\$66.84	-	-	-	-
Onsite Project Manager	\$69.76	-	-	-	-
Security Assistant	\$37.71	-	-	-	-
Project Director On-Site	\$119.21	-	-	-	-
Project Coordinator On-Site	\$64.57	-	-	-	-
Key Entry Operator I	\$28.17	-	-	-	-
Key Entry Operator II	\$42.51	-	-	-	-
Word Processor I	\$33.88	-	-	-	-
Word Processor III	\$41.43	-	-	-	-
Computer Operator I	\$39.88	-	-	-	-
Computer Operator II	\$42.51	-	-	-	-
Computer Operator III	\$60.55	-	-	-	-
Application Development Manager	\$108.69	-	-	-	-
Training Manager	\$120.70	-	-	-	-
Webmaster	\$76.03	-	-	-	-
Program Administrator	\$76.07	-	-	-	-
On-Site Supervisor	\$43.86	-	-	-	-
Program Analyst	\$63.52	-	-	-	-
Program Manager	\$132.54	-	-	-	-
Deputy Program Manager	\$119.83	-	-	-	-
Project Manager	\$117.68	-	-	-	-
Curriculum Manager	\$91.22	-	-	-	-
Technical Editor	\$78.54	-	-	-	-
Course Manager	\$70.72	-	-	-	-
Sr. Training Specialist	\$71.73	-	-	-	-
Sr. Software Engineer	\$84.67	-	-	-	-
Data Analyst I	\$53.28	-	-	-	-
Data Analyst II	\$57.53	-	-	-	-
Data Analyst III	\$61.75	-	-	-	-
Sr. GIS Software Engineer	\$108.76	-	-	-	-
Sr. Image Processing Specialist	\$69.09	-	-	-	-
Sr. GIS Engineer	\$78.30	-	-	-	-
GIS Software Developer	\$71.97	-	-	-	-
GIS Analyst	\$57.01	-	-	-	-
Architect	\$98.81	-	-	-	-
GIS Database Analyst	\$100.34	-	-	-	-
Manager (Information Technology)	\$128.03	-	-	-	-
Quality Assurance Specialist	\$81.68	-	-	-	-

Computer Systems Analyst I	\$64.01	-	-	-	-
Computer Systems Analyst II	\$74.17	-	-	-	-
Computer Systems Analyst III	\$80.02	-	-	-	-
Systems Engineer I	\$62.94	-	-	-	-
Systems Engineer II	\$73.47	-	-	-	-
Systems Engineer III	\$88.45	-	-	-	-
Systems Engineer IV	\$101.01	-	-	-	-
Sr. Systems Engineer III	\$125.81	-	-	-	-
Programmer II	\$76.75	-	-	-	-
Programmer III	\$90.43	-	-	-	-
Programmer IV	\$101.16	-	-	-	-
Database Administrator	\$87.81	-	-	-	-
Software Engineer II	\$86.24	-	-	-	-
Help Desk Technician	\$61.09	-	-	-	-
Records Information Manager III	\$62.97	-	-	-	-
Records Information Manager IV	\$77.23	-	-	-	-
Records Information Manger V	\$104.77	-	-	-	-
Information Specialist II	\$42.84	-	-	-	-
Information Specialist III	\$59.38	-	-	-	-
Information Specialist IV	\$68.60	-	-	-	-

# **LABOR CATEGORY DESCRIPTIONS**

## **Facility Security Officer**

Incumbent is responsible for ensuring company and its Programs ran on behalf on government customers are in compliance with the National Industrial Security Program, Occupational Safety and Health Act, and Federal, state, and local security and safety regulations. Acts as an advisor to management regarding all security and safety issues. Develops, implements, and coordinates policies and programs covering all areas of the security and safety functions, including handling of classified material, personnel security, contract security, physical security, operations security, threat assessments, communications security, security awareness, workers' communications, risk management, environmental, hazard communication, and accident prevention. Extensive and frequent interaction is needed with the executive management, client representatives, Government security and safety agency staffs, brokers, and industry and professional associations.

Requires a Bachelor degree in a related discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum 10 years of civilian and/or Government security experience and health and safety experience, including five years of management experience. Must possess a thorough understanding of the National Industrial Security Program (NISP) and Occupational Health and Safety Act (OSHA). Comprehensive knowledge of Government security regulations is needed. Excellent knowledge of all security functions to include requirements for SCI, physical security, accreditation, safeguarding, reporting, and NISPOM is required. US citizenship is required. The ability to obtain and retain a Government-granted security clearance at the highest level held by the company is a prerequisite.

## **Security Engineer I**

Incumbent provides support and assistance to the security function. Coordinates, develops, implements, and evaluates security procedures. Ensures programs are effective and identifies the need for additional resources. Relies on experience and judgment to plan and accomplish goals. Work is performed under limited guidance with activities checked and monitored based on work content. Independent judgment and initiative are needed in carrying out daily assignments. Requires constant interaction with all levels of staff and outside clients and representatives.

Must possess a Bachelor degree in the field or in a related area, or an equivalent combination of education

and experience from which comparable knowledge and skills may be acquired, to include 3 years experience in security. Familiar with standard concepts, practices, and procedures within security. Must be

able to effectively communicate with internal and external customers to include senior management.

## **Security Engineer III**

This position serves as a member of the Information Security IT Audit group with technical specialty in attack and penetration work for applications and systems. This individual reviews both internal offices and organizations for compliance with stated Security policies and procedures and assists in the remediation of audit and assessment resolutions. Discusses and drives resolutions with various business units and leaders. This individual should demonstrate excellent project management skills, inspire teamwork and responsibility with engagement team members, and use current technology/tools to enhance the effectiveness of deliverables and services. In addition:

- Be capable of writing scripts and be able to review various technologies for security flaws.
- Demonstrate experience with internal controls, risk assessments, business process and internal IT control testing or operational auditing
- Have successful experience identifying controls, developing and executing test plans
- Demonstrated ability to write report segments and to participate in presentations

- Demonstrate advanced understanding of business processes, internal control risk management, IT controls and related standards
- Identify and evaluate complex business and technology risks, internal controls which mitigate risks, and related opportunities for internal control improvement
- Actively participate in decision making with engagement management and seek to understand the broader impact of current decisions
- CISSP, CISA, preferred

#### Education and Experience

4+ years of Penetration/Vulnerability testing in applications and standard networking and operating systems. 6+ years of experience in Government or Fortune 500 IT security field dealing with TCP/IP, IPSEC, VPN, firewalls, IDS, Unix security/ administration, authentication and authorization. Encryption, authentication, and authorization technology (i.e., VPN, IPSEC, PKI, SSL, and SSH). TCP/IP networking and routers. Governmental Security clearances preferred. (Secret, Top Secret)

#### **Onsite Project Manager**

Supervise the development and execution of validation protocols, document preparation, document management & reviews, quality management, on-site execution and implementation in compliance with applicable federal regulations. Provide clients with:

- Problem analysis and resolution related to business system solutions.
- Develop, maintain, and follow business system project implementation plan(s) for single site, stand alone installations, or multi-site projects with one or more clients, and lead/assist client personnel expertly through each phase of these implementations.
- Lead a team and provide technical expertise for various business system projects.

Bachelors Degree and 3 years relevant experience

#### **Security Assistant**

Incumbent provides clerical and administrative support for the security office function. Processes all employee badges, security clearance requests, and background investigations. Maintains the department filing system. Interacts with all levels of employees, including senior management. May interact with client representatives as needed. Work is performed and reviewed under direct guidance from senior security staff.

This position requires a high school diploma or equivalent. Basic office clerical skills are required. Must maintain an interim security clearance. Must be computer literate and possess working knowledge of basic word processing software adopted as standard by the company. Good written and verbal communication skills are needed. Must be able to interact well with others.

#### **Project Director On-Site**

Provides leadership to, and manages the strategic aspects of large engagements and mitigates any risk.

- Oversees senior managers and managers working on client engagements within practice.
- Reviews high-level deliverables across practice.
- Ensures engagement reviews and quality assurance procedures take place for all practice engagements.
- Develops, implements, and maintains sound business practices.
- Develops and implements strategic objectives for the Program that are aligned with the customer's strategic initiatives.

Graduate degree preferred. Understands the implications of different technical choices and is able to guide clients to the best solution for their situation. Should have experience with:

- Communicating effectively with clients to identify needs and evaluate alternative business solutions and strategies.
- Continually defining ways to increase customer satisfaction and deepen client relationships.
- Maintaining lasting client relationships.
- Ensuring project/program delivers superior solutions to clients, and provides senior level resolution to client issues.

### **Project Coordinator On-Site**

The Project Coordinator shall be responsible for providing detail administrative/program assistance to the Program Manager in the overall direction under this contract. Individuals assigned to this position perform routine administrative duties and special projects for the Program Manager. The Project Coordinator shall provide effective document review, data analysis, on-line data entry support and recommended revisions to user documentation in order to maintain the efficient and effective completion of all tasks assigned.

Advises off-site staff on new procedures; requests information needed from the field office(s) for periodic or special conferences. Facilitates decision making processes as appropriate, serving as liaison between Program Manager, and adjudicating disagreements on approach to ensure the maintenance of an integrated, institutional focus for the overall contract.

May be required to handle occasional non-routine problems in the absence of the supervisor or manager. Good knowledge of office routine and an understanding of the particular organization, department, or unit and the procedures related to its function. Position involves regular contact with all levels of staff and others outside the organization, department, or unit. Must possess analytical thinking skills. Individual must present a favorable and professional image at all times. May be required to handle occasional nonroutine problems in the absence of the supervisor or manager. Overtime may be needed during peak hours. 25 – 30% travel required.

The Project Coordinator shall have a Bachelors degree AND three (3) years of supervisory experience in a data processing/data analysis, data entry and an accounting environment. The Project Coordinator shall have demonstrated the required experience, skills, and the ability to effectively communicate both orally and in writing.

Technical training in areas related to assigned work (e.g., software, database administration, and accounting) is highly desired. PC literacy and demonstrated competence with word processing and spreadsheet software adopted as standard by the organization, department or unit. Requires excellent communications skills. Must possess a professional demeanor and have the ability to deal with difficult situations. Must have demonstrated an ability to work well with others both inside and outside the organization, department or unit. Requires good organizational skills, dependability, discretion, tact, and the ability to present a favorable, professional image at all times. Long hours may be required to meet deadlines. Bachelor's degree with at least 4 years of work experience that can be demonstrated to be applicable to the duties listed in the job description or a high school diploma and ten years of applicable administrative, financial and technical experience.

### **Key Entry Operator I**

Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Work is routine and repetitive.

1 to 2 years experience in entering documents into a computerized system of records

### **Key Entry Operator II**

Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Work is routine and repetitive.

1 to 3 years experience in entering documents into a computerized system of records.

### **Word Processor I**

This individual enters data into the Federal Financial System (FFS) and produces documents and reports.

Education and Experience

1 to 2 years of experience in entering data into automated systems and producing documents or reports using Word or Excel.

### **Word Processor III**

This individual enters data into the Federal Financial System (FFS) and produces documents and reports

3 to 5 years of experience in entering data from a variety of sources, some narrative, maintaining spreadsheets (i.e., reports and statistics), and generating a variety of reports on an as needed basis.

Experience with spreadsheet software (i.e., Access and Excel).

### **Computer Operator I**

Incumbents work under direct supervision in performing routine tasks related to operating a central console and/or on-line terminals. Employees may also operate auxiliary equipment directly associated with the computer. Individuals are competent to operate I/O and peripheral devices and set up and stage jobs. Work is checked regularly, and instruction and guidance are needed in solving unfamiliar or more complex problems. There is normally little interaction with users, although the incumbent may assist programmers with preliminary programs to eliminate discrepancies. The position requires good judgment and initiative to meet deadlines. Shift work may be necessary. Tasks assigned may include:

- Operates the console in a multiprocessing and timesharing environment. Determines equipment settings and operating instructions. Manipulates control switches on console panels in accordance with established routine or under instructions.
- Operates I/O equipment and ensures that the system operates efficiently.
- Continuously observes the operation of the equipment and reports any deviations from standard.
- Correctly labels output tapes and reports.
- Remains familiar with instructional material applicable to the operation.
- Maintains operating records regarding output units and supply inventories.
- Assists senior computer operators in communications with remote terminals.
- Assists in manipulating controls to rearrange the sequence of program steps, to correct computational errors, or to continue operations when individual units of the system malfunction.
- Maintains sufficient supplies for the computer room.
- Works well with others and handles day-to-day situations with an acceptable, reasonable approach.
- Performs other related duties as assigned.

This position requires a high school diploma, including high school level reading, writing, and analytical skills, plus technical training and less than one year of computer operations experience. Skill with keyboard operations is required.

### **Computer Operator II**

Incumbents work under general supervision in operating the central console and/or on-line terminals in accordance with established routines. They may operate auxiliary equipment directly associated with the computer. Individuals are competent in most phases of computer operations but may require some instruction and guidance for other phases. There is normally little interface with users, although employees may occasionally assist in routine problem-solving. The position is characterized by deadlines requiring initiative and attention by the operator who bring problems to the attention of senior operators within a reasonable time frame. Shift work may be necessary. Tasks assigned include Computer Operator I functions plus the following

- Monitors and controls a computer by operating the central console and/or on-line terminals in accordance with established routines. May operate auxiliary equipment associated with the computer.
- Observes continuously the operation of the equipment and reports any deviations from standard to a supervisor or manager.
- Manipulates controls to rearrange the sequence of job steps to continue operations when individual units of the system malfunction.
- Determines equipment settings and operating instructions.
- Maintains records regarding output units and supply inventories.
- Remains up-to-date concerning the contents of any instructional material applicable to the operation.
- Assists senior computer operators in communications with remote terminals.
- Works well with others and handles day-to-day situations with an acceptable, reasonable approach.
- Performs other related duties as assigned.

This position requires a high school diploma or equivalent including high school level reading, writing, and analytical skills, plus technical training and a minimum two years of progressively responsible, applicable experience as a computer operator and thorough knowledge of emergency operating procedures. Skill with keyboard operations is required.

### **Computer Operator III**

Individuals monitor and control one or more mini or mainframe computers by operating the central console or on-line terminals and all associated peripheral equipment. Incumbents require limited supervision and are competent to work at the highest level of all phases of computer operations. Individuals may provide guidance and direction to lower-level operators. Interface with members of the technical staff concerning work scheduling is usually required. Resourcefulness is necessary to provide maximum utilization of equipment and time and in solving discrepancies in preliminary programs. Short processing deadlines are common, and irregular work hours may be necessary. Shift work may be assigned. Tasks assigned include Computer Operator I and II functions plus the following

- Monitors and controls one or more mini or mainframe computers by operating the central console or on-line terminals and all associated peripheral equipment. Studies program operating instruction sheets to determine equipment set-up and run operation.
- Assures that priority processing is accomplished with maximum utilization of resources.
- Manipulates control switches to start and operate the computer. Monitors the operation of the console panel, storage devices, printers, readers, and the console printer to determine the point of equipment/program failure. Takes corrective action where possible.
- Manipulates controls in accordance with standard operating procedures to rearrange sequence of program steps to correct computational errors or to continue operations when individual units of the system malfunction. Confers with software system engineering or applications programming personnel in the event errors require a change of instructions or sequence of operations.
- Ensures correct labeling of output tapes and reports.
- Maintains operating records such as machine performance and production reports.
- Maintains computer system manuals/run books.
- Advises the supervisor or manager as to the condition of computer equipment and the adequacy of scheduling.
- Performs ongoing equipment maintenance and initiates service calls for hardware malfunctions.
- Assists programmers in debugging programs.
- Remains up-to-date concerning the contents of any instructional material applicable to the operation.
- Provides guidance and direction to lower-level operators.
- Works well with others and handles day-to-day situations with an acceptable, reasonable approach.

This position requires a high school diploma or equivalent, including high school level reading, writing, and analytical skills, plus technical training and a minimum five years of progressively responsible, applicable experience as a computer operator and thorough knowledge of emergency operating procedures. Keyboard operations skill is required.

### **Application Development Manager**

This individual is able to architect, design, and develop software applications, and lead a team of developers in the creation of those applications.

Primary Accountabilities: Must be fluent in the following software development technologies: C/C++, Java/JavaScript, and be comfortable with quickly acquiring new software development skills.

7+ years software development experience. Minimum Bachelors degree in computer science or computer programming. Must have the ability to clearly describe technical problems and solutions in non-technical terms; experience with system-level architecture and design. Ability to thrive in a fast-paced environment and comfortable with change.

### **Training Manager**

The Training Manager conducts and supervises information technology training and development programs for employees and customer staff. The Training Manger is responsible for directing all client training activity to ensure effective design, development and implementation of training solutions for a suite of products and /or services.

B.S. degree required, along with 7 – 10 yrs of training experience. Prefer candidate with a minimum of 3 yrs of IT training experience. 5+ yrs of mgmt exp which must include managing a team of trainers who are responsible for external client training. Must have experience developing & implementing training

programs & course materials. Strong presentation, consulting, facilitation, project mgmt and customer service skills required.

### **Webmaster**

This individual is responsible to:

- Design/Maintain the corporate and/or Government agency Web sites
- Develop marketing-focused content
- Create graphic design that supports interactive content
- Code HTML
- Design rule conversion to Adobe Acrobat portable document formats (PDFs)
- Interact with staff members/companies
- Collaborate with key stakeholders to get creative ideas for Web site
- Interact with companies to contribute technical and creative input for MEMS TechNet, a site that links MCNC with companies throughout the US
- Create marketing and advertising brochures that promote the MCNC Web site
- Help other groups with HTML
- Special projects
- Work with IS on intranet announcements, human resources postings, etc.

Bachelor's degree required, with specialized training and or experience with Web site development. 3- 5 years minimum relevant experience.

### **Program Administrator**

The Program Administrator is responsible for the day-to-day administration of the program and should be directly responsible to the program manager. The program administrator functions as a liaison between the Program Manager, and various departments of the customer. In addition, the program administrator is responsible for supervising staff members working in the office of the program manager.

Bachelor's degree (such as, management or social science) and three years of office management experience, or equivalent experience in administration and office management in the government contracting setting.

The program administrator must have superior organizational skills. The ability to prioritize work independently and to meet important deadlines is critical.

The program administrator should demonstrate superior skills in: Communication (written and verbal), Problem-solving and decision-making, administration and organization.

### **On-Site Supervisor**

Plans, organizes and supervises the daily operation of specific functional tasks. Supervises and participates in line work; prepares and administers standard operating procedures, and work plans.

Participates in the training of line staff. Prepares and updates written guides for staff. Supervises the daily activities of line staff. Performs related work as required.

Associate of Arts or Science degree in business or administration; considerable experience in a relevant project; or any equivalent combination of training and experience.

### **Program Analyst**

The Program Analyst prepares related programmatic documentation; staffs documents for review, reconciling and incorporating the applicable changes and comments into a single comprehensive product; submits for final approval and signature. Prepares program briefings for presentation to management and customer. Performs computational analysis and interprets data. Responsible for supporting the business office in various programmatic plan developments; prepares for program reviews and prepares milestone briefing packages; attends, recommends and provides input for coordination of meetings;

Requires BS degree from an accredited university in business, engineering, mathematics, or a related field. Requires experience in system acquisition, program development and management, and acquisition program requirements/capabilities application of systems. Understanding of the principles of Earned Value Management.

## **Program Manager**

The Program Manager plans, directs, and coordinates activities of multiple projects to ensure that goals or objectives of the overall Program are accomplished within prescribed time frame and funding parameters:

Reviews project proposals and plans to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects. Supervises Project Managers and reviews and approves their work plan and staffing for each phase of project. Confers with project staff to outline workplan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of overall Program personnel to ensure projects progress on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares Program reports for management, client, or others. May also coordinate project activities with activities of government regulatory or other governmental agencies.

Specific tasks include but are not limited to:

- Coordinate planning, programming, and management to ensure project activities are executed in accordance with established contract requirements, budgets and schedules to achieve project completion on time and within budget.
- The Program Manager will implement and maintain budget and schedule controls.
- Depending on the size and scope to the Program, the Program Manger may supervise Project Managers working within his/her Program.
- The Program Manager will report significant issues in a timely manner to the Vice President of Operations and will prepare Monthly Progress Reports in accordance with contract documents.
- The Program Manager will participate in reviewing and evaluating documentation related to the planning, site investigation, design, construction, and contract administration.
- The Program Manager will maintain the Program Management Team site office for the duration of the project.

Minimum 4 year degree, (a PMP certification is also desired) with ten years relevant experience. Familiarity with Earned Value Management Systems is also a plus. Must possess the ability to develop positive working relationships with the Owner/client, professional consultants, development partners, contractors, residents and authorities having jurisdiction. Must possess excellent written and verbal communication skills. Must possess excellent analytical skills, with the ability to read, interpret and develop statistical reports and calculations.

## **Deputy Program Manager**

The Deputy Program Manager (DPM) is responsible for management and engineering leadership of all tasks, projects, and programs related to a large government contract providing services and products to the federal government. The DPM manages all aspects of the contract to ensure compliance with program specifics and schedules, and resolves performance issues. Collaborates with the client to define and expand business opportunities, and seeks out new clients to develop new business opportunities. Work with the team members to develop, submit and win Task Orders, and to develop client documentation deliverables, including status reports, technical studies, designs, and reports, and related products. Manage the financial performance of the program.

Bachelors Degree, plus 10 years relevant experience. Experience in interfacing with, and providing expert guidance to Government authorities and representatives at all levels on management/technical program and project issues. Must have the ability to analyze customer requirements and develop innovative solutions. Excellent presentation and writing skills required.

## **Project Manager**

The Project manager plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters: Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment

of project personnel. Confers with project staff to outline workplan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May also coordinate project activities with activities of government regulatory or other governmental agencies.

Specific tasks include but are not limited to:

- Coordinate planning, programming, and management to ensure project activities are executed in accordance with established contract requirements, budgets and schedules to achieve project completion on time and within budget.
- The Project Manager will implement and maintain budget and schedule controls.
- The Project Manager will report significant issues in a timely manner to the Project Director and will prepare Monthly Progress Reports in accordance with contract documents.
- The Project Manager will participate in reviewing and evaluating documentation related to the planning, site investigation, design, construction, and contract administration.
- The Project Manager will attend project-related meetings, capture minutes, and record issues.
- The Project Manager will maintain the Program Management Team site office for the duration of the project.

Must possess the ability to develop positive working relationships with the Owner/client, professional consultants, development partners, contractors, residents and authorities having jurisdiction. Must possess excellent written and verbal communication skills. Must possess excellent analytical skills, with the ability to read, interpret and develop statistical reports and calculations. Must possess a working knowledge of generally accepted accounting and budgeting practices.

### **Curriculum Manager**

The Curriculum Manager is responsible for directing all client information technology training activity to ensure effective design, development and implementation of training solutions for a suite of products and or services.

B.S. degree required, and 5 years training experience, preferably in a technical field. Plus, 3 additional years of experience as well as experience managing instructors. Must have experience developing & implementing training programs & course materials Strong presentation, consulting, facilitation, project mgmt and customer service skills required.

### **Technical Editor**

Determine suitability of material for target audience, the organization, the type of presentation, word use, Illustrations, comprehensibility, completeness and correctness and irretrievability (index, table of contents) Be involved from planning stage to completion. In addition, an editor may be called upon to fill the following functions: Provide additional or missing material, edit transcribed tapes, edit for technical content.

A technical editor may be required to deal with: Printed materials (for example, books, pamphlets, quick reference cards), Electronic (for example, online documentation, online help, web pages), Video scripts Computer based training materials. Four year degree or diploma (not necessarily in a technical area) Good English skills, Analytical and problem-solving skills, ability to work in a team, ability to work with minimal direction, ability to learn new tools and skills quickly, thoroughness, strong sense of responsibility Preferably Knowledgeable of subject matter from the reader's point of view, and knowledge of computer use, the software tools used to produce the material being edited, and the tools used in editing the materials.

### **Course Manager**

The Course Manager is responsible for directing all client information technology training activity to ensure effective design, development and implementation of training solutions for a suite of products and or services. B.S. degree required, and 5 years training experience, preferably in a technical field. Must have experience developing & implementing training programs & course materials Strong presentation, consulting, facilitation, project mgmt and customer service skills required.

### **Senior Training Specialist**

The Senior Training Specialist continually assesses overall and general program training requirements in order to support the mission of our customer and deliver upon the strategic plan. Works with leaders within the projects to determine the learning needed for future success (leadership training, change management training etc.

Coordinates and presents/facilitates company-wide and unit training to staff and assists in providing education, learning and training consultation to requesting departments. Provides support for individual development and for the organization.

- Defines training objectives. Assists as appropriate with the development and design of training, including sessions and supporting materials.
- Coordinates, administers, markets, and presents education, and training sessions across the organization.
- Manages the selection, development, and use of peer facilitators within the unit.
- Adheres to the organization's training philosophy and promotes the compelling objectives in all training endeavors.
- Partners with leaders and identified technical trainers to provide input into the design, development and implementation of company and unit-wide on-the-job training programs.
- Evaluates and follows-up on effectiveness of all training.
- Develops strong consultative relationships with the unit's senior leaders. Continually works to understand the needs of the unit by consulting with the leadership team and completing the training needs assessment for the organization, departments and individuals.
- Researches, identifies, and responds with creative yet realistic solutions to the training and development needs of the unit.
- Maintains and applies knowledge of educational training theories and techniques to sustain overall training effectiveness.
- Maintains familiarity with outside vendors, training programs and resources.

BS/BA degree, and a minimum of four years of prior platform training experience, coupled with 3 plus years experience in a complex, diverse organization/corporation. Excellent written and verbal communication skills across all levels of an organization. Strong computer aptitude and demonstrated computer proficiency in word processing and presentation software applications.

### **Senior Software Engineer**

This individual will support the development, design, implementation & testing of various technologies using tools such as VB6 visual studio, NET, SQL Server, InstallShield, Subversion and Yours Truly Express, and will develop algorithms and use innovative technologies including C++, VB, and SQL using COM+, databases and low-level windows API. In addition will be responsible for web and application development Has the ability to apply and implement algorithms to complex problems and optimize the performance of application

- 5 years experience
- Masters degree in Computer Science
- Must have ability to translate English requirements into SQL statements in complex database schema object-oriented programming and knowledge of VisualBasic.NET and C++, Web software development (HTML, JavaScript, CSS)
- Must have knowledge of InstallShield, Adobe image processing software and PDF libraries (including color management and color space mapping)
- Abstract algorithmic knowledge is required for the optimization and scheduling of products workflow
- Must have knowledge of Subversion or another software repository system. Strong Structural Query Lange SQL skills

### **Data Analyst I**

Position works under general supervision in performing a variety of data entry and analytical duties. Provides support for a variety of functions and follows defined procedures and processes for completing assigned tasks. This position requires demonstrated ability to review and analyze data and information from multiple sources; establish case and project files; enter and retrieve data from databases; prepare

and format management reports; manipulate, transfer, compute, and print information; create and manipulate spreadsheets; and prepare and correct reports and correspondence using word processing software and electronic spreadsheets and databases, such as Microsoft Word, Excel, and Access. Data Analyst I must possess an AA degree or two years experience (preferably in a paralegal or legal field). Good verbal and written communication skills are needed, including the ability to interact with all levels of staff.

### **Data Analyst II**

Works with limited supervision, provides support for a variety of functions and develops and follows clearly defined procedures for completing tasks. The individual in this position must have the demonstrated ability to review and analyze data and information from multiple sources; establish case and project files; enter and retrieve data from data bases; prepare and format management reports; manipulate, transfer, compute, and print information; create and manipulate spreadsheets; and prepare and correct reports using word processing software and electronic spreadsheets and databases such as Microsoft Word, Excel, and Access.

Data Analyst II must possess an AA degree with at least 1 year experience or three-five years experience (preferably in a paralegal or legal field). Good verbal and written communication skills are needed, including the ability to interact with all levels of staff.

### **Data Analyst III**

#### **Duties and Responsibilities**

Work requires initiative, judgment, knowledge of procedures and the ability to function independently. May supervise, direct, or lead lower level personnel. The individual in this position must have the demonstrated ability to review and analyze data and information from multiple sources; establish case and project files; enter and retrieve data from data bases; prepare and format management reports; manipulate, transfer, compute, and print information; create and manipulate spreadsheets; and prepare and correct reports using word processing software and electronic spreadsheets and databases such as Microsoft Word, Excel, and Access.

Data Analyst III must possess an AA degree with at least 3 years experience or at least five years work experience (preferably in a paralegal or legal field) and one year of supervisory experience. Position requires good verbal and written communication skills including the ability to interact well with all levels of staff.

### **Senior GIS Software Engineer**

Software development expertise to include object-oriented design and programming, user interface/frontend development, business object/component development, and database programming. Experience with modular software design in general and object-oriented design (OOD) and object-oriented programming (OOP) principles in particular. Assist the in-house architect in the Web Services/Service Oriented Architecture (SOA)/Enterprise Server Bus (ESB) space. Experience with database design and modeling is desired, preferably with Oracle.

Must have Bachelor's Degree (BS/BA) in Computer Science, Engineering; Masters degree a plus. Experience developing Web-based applications based on model-view-controller (MVC) design patterns and Java frameworks such as Struts and Spring desired.

The ability to understand software architectures and design from Unified Modeling Language (UML) diagrams is desired. Experience with ESRI desired. Experience with PostGIS Server desired.

### **Sr. Image Processing Specialist**

The GIS Image Processing Specialist provides support in various projects involving Geographic Information Systems (GIS) data analysis, editing, quality control and progress tracking. Under the direction of the GIS Analyst, obtains, develops, and verifies the accuracy of data for use in variety of projects. Provides GIS and technical support to users and geodatabase. In addition, the Sr. Image Processing Specialist will make contributions in each phase of corporate office and field operations including data acquisition, processing, integration and report generation. In this role, the Sr. Image Processing Specialist will; assists in the development of methodologies for quality control and quality assurance of GIS data, assist in defining, prioritizing, developing and implementing GIS projects, and

assist in the detailed analysis and identification of issues related to GIS data edits to produce a clean and accurate data.

A Bachelor's Degree in Geography, Cartography, Geodetic Science, Surveying or Computer Science and 3 years direct experience editing in ArcGIS and Geodatabase environment. Must be familiar with Visual Basic, ArcObjects, and ArcSDE in a SQL Server environment. - Operating principles and practices of computer equipment, networks and databases, proficient in MS Office products (Excel, Access, Word). Ability to: perform precise and accurate work in software environment, learn new programs and equipment quickly, detect errors in the material and data being processed, and to read, understand, follow and apply procedures, user manuals and related materials.

### **Sr. GIS Engineer**

The Sr. GIS Engineer is responsible for the design, implementation, and documentation of GIS applications and integration of GIS applications into the production environment. The tasks include but are not limited to:

- Identification of potential products leveraging spatially enabled data
- Design, implement, and document products which integrate a variety of data sets based on spatial considerations
- Provide leadership and direction for GIS Developers and GIS Analysts
- Participate in the evaluation of new product requests including identification of GIS opportunities, constraints, and impacts.
- Identification and evaluation of GIS related COTS
- Design, implement, document, and integrate new GIS integrated applications

B.A./B.S. in technical field, minimum 8 years experience with GIS COTS products and applications, experience with sound software engineering principles. Good analytic skills, excellent communication skills. Ability to lead and to work independently.

### **GIS Software Developer**

The GIS Software Developer is responsible for the automation of standard GIS product generation (mapping products and integrated datasets based on geospatial information). The tasks and responsibilities include but are not limited to:

- Development of software applications which interact with GIS COTS software (primarily ESRI provide GIS tools)
- Ensuring the reliable and timely execution of the applications to provide data when required
- Aiding in the design of new GIS integrated applications
- Maintaining and modifying existing GIS integrated applications
- Documentation of GIS system configuration
- Maintenance and upgrade of the GIS COTS software on servers and workstations

B.A./B.S. in technical field, training in GIS COTS products, especially ESRI products, 3-8 years of software development experience including experience with GIS integrated application development, knowledge of and experience with software engineering principles. Must possess good analytic skills and be capable of both independent and team work.

### **GIS Analyst**

Applies knowledge of information systems principles, spatial data processing functions, spatial analysis of topological structured data, and computer programming languages and techniques to solve multi-discipline query and classification of spatial data. Designs computer automated processes and programs to solve cartographic and map communication problems. Applies scientific and statistical methods in obtaining, analyzing, rectifying, and classifying remotely sensed digital raster and vector data to develop or modify geospatial databases.

The GIS Analyst position has two major areas of responsibility:

- Being the point of contact to the analytical staff for:
- Resolution of issues with ESRI tools
- Providing support for the use of ESRI tools
- Providing training on new ESRI tools

- Creating special tools and products on behalf of the analyst
- Helping take analyst needs and produce product specifications which will be passed to the development staff. Preparing static GIS data sets for inclusion in a geospatial database (ArcSDE or Oracle Spatial). This effort will entail going through the static vector data sets combining layers that are always used together and removing layers which are not of interest to the agricultural analysts.

A Bachelor's degree in Geography, Geographic Information Systems, Information Systems, or Computer Science, or related field from an accredited college or university. Up to 3 years of work experience. Hands on experience with ESRI tools (especially ArcIMs, ArcGIS, and ArcSDE). Experience supporting use of ESRI tools by analytical users is desired.

### **Architect**

The Architect is responsible for system design and process design and modeling. Specific tasks include but are not limited to:

- Modeling the business process
- Identification of potential failure or bottleneck conditions
- Identification of missing or inadequate procedures
- Identification of opportunities for automation of procedures or streamlining processes
- Identification of data models for operational databases
- Identification of metrics for control of the system
- Identification of impacts for proposed business plan changes

B.A./B.S. degree in technical field, Masters or PHD preferred. Strong modeling experience and background especially in modeling decision support systems. Understanding of the modeling paradigms and tools. Minimum 10 years experience in the design and implementation of computer information systems, database design and implementation, and/or operations of a decision support system.

### **GIS Database Analyst**

The GIS Database position is responsible for the creation and exploitation of spatially enabled databases. Such databases should facilitate the mining of data based on geographic considerations. Tasks include but are not limited to:

- Spatially enabling legacy database information
- Identification and analysis of alternate spatial database approaches
- Selecting and implementing spatial database solutions that will permit continued growth of the database
- Design, implement, and document the interface to spatially enabled databases
- Ensuring safety and reliability of data stored in spatially enabled databases
- Design, implement, and document backup and recovery of the database
- Design, implement, and document database monitoring processes
- Designing and implementing load routines for loading the data into the database

B.A./ B.S. in technical field, Masters preferred. 10 plus years of software development and database development experience including experience with GIS COTS software and applications. Must have certification in one or more of the main database COTS (Oracle, SQL Server, Sybase, DB2). Must have excellent technical writing skills.

### **Manager Information Technology**

The information Technology Manager plans, coordinates, and directs research and facilitate the computer related activities of firms. They help determine both technical and business goals in consultation with top management and make detailed plans for the accomplishment of these goals. Information Technology managers direct the work of systems analysts, computer programmers, support specialists, and other computer-related workers. These managers plan and coordinate activities such as installation and upgrading of hardware and software, programming and systems design, development of computer networks, and implementation of Internet and intranet sites. They are increasingly involved with the upkeep, maintenance, and security of networks. They analyze the computer and information needs of their organizations from an operational and strategic perspective and determine immediate and long-

range personnel and equipment requirements. They assign and review the work of their subordinates and stay abreast of the latest technology to ensure the organization does not lag behind competitors. A bachelor's degree is required however a graduate degree is preferred, especially an MBA with technology as a core component. This degree differs from a traditional MBA in that there is a heavy emphasis on information technology in addition to the standard business curriculum.

### **Quality Assurance Specialist**

Coordinates activities for the company Quality policy and procedure development. Confers with Directors and other personnel to review achievements and discuss required changes in processes, goals, or objectives resulting from current status and conditions. Advises management on quality issues. Audits and reviews the quality practices that have been implemented within the various companies and on individual projects.

Bachelor degree in a related discipline, and a minimum of 3 years direct quality assurance responsibilities. Should have extensive knowledge of business processes, quality assurance requirements and tools (for process development and process reengineering). Must be able to interact well with others, and work well in a team environment. Must have excellent written and verbal communications skills, as well as above average organizational and project management practices. Should be able to utilize hardware and software adopted as standard by the company. Must be able to handle non-routine situations in a professional effective manner.

### **Computer System Analyst I**

Individuals assigned to this position assist in writing and maintaining routine, straightforward programs, generally coding from documented logic and instructions. They also perform limited systems analysis work. Working under immediate supervision, incumbents are expected to show independent judgment, discretion, and initiative in performing assigned tasks, as well as to complete assignments on schedule. Work is checked closely and frequently. Some interaction with client representatives may be required. This is the entry-level analysis/programming position for employees with a Bachelor degree in information systems, computer science, or business administration, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired. The position requires basic knowledge of computer programming techniques including principles of block diagramming, flowcharting, coding, file structures, file access methods, input/output, data reformatting, and code maintenance. The ability to prepare clear, detailed programs of instruction is required.

### **Computer System Analyst III**

Under general supervision, incumbents perform complex and diverse systems analysis and programming assignments related to client projects. Activities require extensive knowledge, creativity, ingenuity, and judgment in applying principles and methods, developing novel techniques, and establishing new concepts. Recommendations are authoritative and have a strong impact on assigned work. Individuals regularly operate under deadlines and may be subject to extreme workloads. Employees must be capable of independent work, concept formulation, and identification of new methods and procedures. Occasional functional guidance may be provided to lower-level staff.

This position requires a Bachelor degree in information systems, computer science, or business administration, or a related discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum five years of experience in programming and analysis. An advanced degree is highly desired. Employees must have a thorough knowledge of several high-level programming languages (e.g., C, C++, HTML, Java) plus good knowledge of algorithms, processes, and procedures applicable to programming and related to project assignments. The position requires senior-level, hands-on experience with UNIX and DBMS. Individuals must possess a background in several technical areas such as systems analysis, application design, systems integration, application development tools, Internet data communications, data acquisition and conversion, operations tools, customer software configuration control, and application release approaches.

### **Systems Engineer I**

This is the entry-level position in the systems engineering job family. This position assist in analyzing

existing systems and defining, designing, and developing new system requirements. Individuals may be trained in a variety of technical specialties, including simulation development and analysis, verification and validation, requirements design, integration and test, maintenance support, and identification and incorporation of new products. Working with detailed specifications presented by supervisors and other professionals, SE Is are expected to show judgment and initiative in performing assigned tasks, as well as to complete assignments on schedule. Individuals typically work under close supervision and direction. Assignments are routine and normally require limited experience. Supervisors and other technical staff are frequently advised of progress. Particular emphasis is placed on technical training and professional development while in this job classification.

Employees must possess a Bachelor degree in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired. Some applicable work experience is desired. Employees must be knowledgeable of systems design principles, procedures, and practices as well as the literature and sources of information available concerning systems design engineering technology.

### **Systems Engineer II**

This is mid-level position in the systems engineering job family. This job role assists in analyzing existing systems and defining, designing, and developing new system requirements. Individuals may be trained in a variety of technical specialties, including simulation development and analysis, verification and validation, requirements design, integration and test, maintenance support, and identification and incorporation of new products. Working with detailed specifications presented by supervisors and other professionals, incumbents are expected to show judgment and initiative in performing assigned tasks, as well as to complete assignments on schedule. Individuals typically work under close supervision and direction.

Employees must possess a Bachelor degree in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired. A minimum of 2 years work experience is required.

### **Systems Engineer III**

Individuals assigned to this position require limited guidance in performing the more difficult and complex assignments related to analyzing existing systems and information requirements and defining, designing, and development system specifications and requirements. Activities may include simulation development and analysis, verification and validation, requirements design, integration and test, maintenance support, and identification and incorporation of new products. Incumbents possess and apply a broad knowledge of principles, practices, and procedures of systems to include telecommunications, hardware and software, computer security, and power systems. They operate with appreciable latitude for unreviewed action or decision. Incumbents work under deadlines and may be subject to extreme workloads. Errors can cause substantial delay, expense, and inefficiency. Judgment and creativity are regularly exercised in problem-solving and in providing proper advice and recommendations. Excellent interpersonal skills are needed. Individuals typically provide technical guidance and direction to lower-level engineers and interact closely with clients.

This position requires a Bachelor degree in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum five years of applicable experience, including senior-level experience related to project assignments. Individuals must be able to interpret client needs and then translate these to systems engineering tasks. Incumbents must be able to communicate analytical conclusions and recommended solutions, to write clear and concise technical reports, and to establish and maintain effective working relationships with technical staff and management. The position requires coordination of work tasking and on-the-job training for lower-level engineers. PC literacy is needed, including working knowledge of hardware, software, and operating systems related to assigned projects. The ability to communicate well, both verbally and in writing, is needed.

### **Systems Engineer IV**

Individuals assigned to this position require very little direction in analyzing existing systems and defining,

designing, and developing new system requirements in support of client products and services. Individuals possess and apply advanced knowledge of the principles, practices, and procedures of systems engineering to include telecommunications, computing hardware and software, computer security, maintenance support, and power systems to the completion of assignments. Tasks are at the higher level of technical complexity and require comprehensive, specialized knowledge of both the technical fields related to assigned tasks and the systems engineering area in general. There is wide latitude for unreviewed action or decision, and incumbents regularly provide technical leadership and assist in training less experienced engineers and other technical staff.

This position requires Bachelor and Master degrees in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum 8-10 years of progressively responsible systems engineering experience, including experience with advanced systems design principles, procedures, and practices related to project assignments. Individuals must be able to coordinate the work of and train lower-level engineers, to communicate with and instruct others, and to explain highly complex technical subjects and processes

### **Senior Systems Engineer III**

Individuals assigned to this position require limited guidance in performing the more difficult and complex assignments related to analyzing existing systems and information requirements and defining, designing, and development system specifications and requirements. Activities may include simulation development and analysis, verification and validation, requirements design, integration and test, maintenance support, and identification and incorporation of new products. Incumbents possess and apply a broad knowledge of principles, practices, and procedures of systems to include telecommunications, hardware and software, computer security, and power systems. They operate with appreciable latitude for unreviewed action or decision. Incumbents work under deadlines and may be subject to extreme workloads. Errors can cause substantial delay, expense, and inefficiency. Judgment and creativity are regularly exercised in problem-solving and in providing proper advice and recommendations. Excellent interpersonal skills are needed. Individuals typically provide technical guidance and direction to lower-level engineers and interact closely with clients.

Incumbents possess a Bachelor degree in an engineering field or a related technical discipline, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a 7 years of applicable experience, including senior-level experience related to project assignments. Individuals must be able to interpret client needs and then translate these to systems engineering tasks. Incumbents must be able to communicate analytical conclusions and recommended solutions, to write clear and concise technical reports, and to establish and maintain effective working relationships with technical staff and management. The position requires coordination of work tasking and on-the-job training for lower-level engineers. PC literacy is needed, including working knowledge of hardware, software, and operating systems related to assigned projects. The ability to communicate well, both verbally and in writing, is needed.

### **Programmer II**

The Programmer supports the core business computing systems by participating in the needs analysis, specification, acquisition, design, development and maintenance of application software and associated hardware. Tasks include:

- Provide business systems design, analysis and programming services to modify existing programs and write new programs.
- Test programs to ensure they work properly and to determine that programs meet user needs. Correct any problems encountered during testing.
- Provide user support, consulting with users to determine needs, providing training and assisting with help-line support.
- Provide production support, maintaining the daily production schedule of core business systems.
- Develop an increasing familiarity with many business systems of the institution.
- Learn a variety of languages, operating systems, security procedures and utilities.

- Participate in internal and external training programs.
- Establish and maintain appropriate working relationships with colleagues and users and follow University policies and procedures governing IT efforts.

Education level typically associated with Bachelor's degree and two years of related work experience required or a minimum tenure of two years in the rank of Programmer/Analyst I. A degree in Computer Science or Business is highly desirable

### **Programmer III**

In this role, the Programmer III will write programs according to the specifications determined primarily by computer software engineers and systems analysts. After the design process is complete, it is the job of the programmer to convert that design into a logical series of instructions that the computer can follow.

Programming languages desired: COBOL; Prolog; and/ or Java, C++, or ACTOR. We seek Programmers with knowledge of more than one of the programming languages listed above.

Bachelors Degree required minimum 4 years related experience.

### **Programmer IV**

In this role, the Programmer IV will write programs according to the specifications determined primarily by computer software engineers and systems analysts. After the design process is complete, it is the job of the programmer to convert that design into a logical series of instructions that the computer can follow.

Programming languages desired: COBOL; Prolog; and/ or Java, C++, or ACTOR. We seek Programmers with knowledge of more than one of the programming languages listed above.

Bachelors Degree required. Minimum 8 years related experience.

### **Database Administrator**

Individuals assigned to this position design, develop, test, and implement database applications to accommodate a variety of user needs. They participate in interpreting database requirements and design specifications to code, integrate, and test database components. Employees are competent to work on complex analysis, development, implementation, and maintenance projects. Work is often performed under deadlines, and incumbents are subject to heavy workloads. They typically work with limited guidance and require instruction and guidance only on the most complex projects. Frequent interaction with the technical staff, clients, and management is needed. Good judgment and initiative are required in performing routine duties and related problem-solving. Errors can cause delay, expense, and disruptions. Incumbents may provide occasional functional guidance to lower-level staff.

This position requires a Bachelor degree in information systems, computer science, or a related technical field, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired, plus a minimum five years of related database design and implementation experience, including at least one year of programming experience. Specialized experience is needed in areas related to project assignments. Individuals must be qualified to provide technical leadership on a project and capable of creative problem-solving. The position requires excellent organizational and interpersonal skills as well as strong verbal and written communication skills.

### **Software Engineer II**

The Developers (Software Engineer II) are responsible for maintaining and enhancing the code in the DLHWC applications. Troubleshooting and providing technical solutions to application issues encountered by new and existing DLHWC applications.

Must have at least 5 years of Delphi experience, including 3 years of Longshore system specific development, strong knowledge/experience with Object oriented concepts and Delphi 6/7. Significant knowledge/experience with DB2 back end tools. Incumbents report to Development Lead.

### **Help Desk Technician I**

Incumbent responds to and diagnoses information systems problems through discussion with users.

Individuals are knowledgeable about procedures, processes, and technical aspects of assigned hardware and/or software products. Interacts with all levels of employees. May require shift work or irregular hours.

Incumbents possess a high school diploma or equivalent, including high school level reading, writing, and analytical skills, plus a minimum two years of applicable experience in a help desk operation, including

knowledge of assigned hardware and/or software products. Good verbal communication skills are needed, including the ability to interact with all levels of staff in effectively communicating technical issues.

### **Records Information Manager III**

Responsible for successful operation of contracted work site such as a large or complex file room, a program or work unit records management program, a small records centers, a single docket, a limited scanning center, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: file room operations, records indexing, inventories, bar-coding, records retirement and transfer, circulation, limited training on file room procedures or on file plan use, and data entry into existing database.

Minimum of a have a college degree and 3 years records management experience. Experience with at least one automated information system is required.

### **Records Information Manager IV**

Responsible for successful operation of contracted records management programs, records centers, dockets, scanning centers, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: records and information services, development of procedures, management of collections, records inventories or audits, organization and classification, indexing and abstracting, training EPA staff, document conversion and database development (using Agency-approved off the shelf software) and utilization.

Guidelines for Utilization: The RIM labor category is used for positions that require extensive records management expertise and/or responsibility for successful operation of a specific work site. The appropriate RIM level for a specific project will depend on a) the levels of staff being supervised and or b) level of records management expertise needed and the complexity of the records management assignments. A RIM Level V would be used to support the National Records Management Program or a major Regional or Headquarters Program.

Requires either 1) a Master's degree in library/information science and a minimum of 2 years' supervisory experience with records management, or 2) a Bachelor's Degree in library/information science and 5 years experience, two of which must be in a supervisory role, with records management.

### **Records Information Manager V**

Responsible for successful operation of contracted records management programs, records centers, dockets, scanning centers, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs. Performs technical duties as required, including, but not limited to: records and information services, development of procedures, management of collections, records inventories or audits, organization and classification, indexing and abstracting, training EPA staff, document conversion and database development (using Agency-approved off the shelf software) and utilization.

Guidelines for Utilization: The RIM labor category is used for positions that require extensive records management expertise and/or responsibility for successful operation of a specific work site. The appropriate RIM level for a specific project will depend on a) the levels of staff being supervised and or b) level of records management expertise needed and the complexity of the records management assignments. A RIM Level V would be used to support the National Records Management Program or a

major Regional or Headquarters Program.

A Master's degree in a relevant field and a minimum of 5 years' experience (3 of which must be in a supervisory role) with records management, or a Bachelor's degree in a relevant field and eight years' experience (3 of which must be in a supervisory role) with records management.

### **Information Specialist II**

The Information Specialist labor category provides information and document management services in records centers and dockets, such as answering ready-reference questions regarding documents, and assists in use of bibliographic tools, such as periodicals indexes. Answers routine inquiries, and refers persons requiring professional assistance to appropriate staff. Shelves new and returned material in stacks. Maintains automated circulation system and circulation desk. Greets and assists walk-in-visitors, researchers, and other patrons and oversees file/reading room. Sorts and distributes mail to appropriate units. Maintains equipment and arranges for equipment repairs. Produces current awareness reports, bibliographies, and other items as directed. Responds to requests for information on documents from Agency staff, other government agencies, or the public. Sorts and responds to incoming mail and telephone request in a timely, courteous and accurate manner. Provides the manager with the information required for weekly and monthly reports. Guidelines for Utilization: The IS labor category is used for providing services that do not require extensive knowledge of records management principles and techniques or library experience. These series are used to support the more routine functions in records programs.

High school diploma or equivalent with 3 years experience working in a library or records management program. Typing skill of at least 35 words per minute is also required, along with proficiency with word processing equipment.

### **Information Specialist III**

The IS3 position provides intermediate technical support to task orders. IS3 personnel may perform but are not limited to the following technical services: hardware & software assessments and inventories; software upgrades or licensing updates; creating and running routine queries or reports on system performance or content; troubleshooting export of scanning batches; routine hardware maintenance; installing barcode technologies or software patches; maintaining documentation libraries; organizing security paperwork and development lifecycle documentation; assisting in establishment of new user workstations; and providing assistance to LAN team or application vendor upon request. The IS3 may also develop or maintain limited web pages for a small regional office or work unit such as law library. Guidelines for Utilization: The IS III category assumes that eligible persons will have knowledge and experience in network operations, report or query development, basic database use, scanning or bar coding technologies, application installations, basic PC troubleshooting, electronic record keeping, the WWW and basic Web page use, development and maintenance, but may have achieved this through educational experiences other than the attainment of a Bachelor's Degree.

Bachelor's degree in a field commensurate with the position description set forth above with experience in program/application development and maintenance of programs developed on off-the-shelf database management and/or records management software; or three years experience in use of the types of software listed, with specific experiences in the area of concentration required by the specific job, and either a certificate from a post high-school Vocational/Technical school with emphasis on the computer science, or a High School Diploma or equivalent and two-to-three years of College level education (AA degree).

### **Information Specialist IV**

The Information Specialist (IS) labor category is used for positions that require expertise related to information technology including but not limited to: the Internet, bar coding, web page and portal design, document management systems, document conversion technologies, circulation databases, database design, and coding or programming languages. Experience with relevant software may include but is not limited to: writing and maintaining programs and reports within software such as dBaseV, InMagic, Lotus Domino, Microsoft Access, SQL, Crystal Reports, Documentum, Hummingbird, Tower, FileNet, Versatile and/or other EPA approved off-the-shelf software (Products listed are for reference and do not indicate endorsement by EPA); standard web server programs; technical abilities in designing, creating,

maintaining, inputting, and retrieving information on the Internet and World Wide Web (WWW) pages (Web pages); using accepted protocols and Hypertext and Extended Markup Language (HTML/XML); ability to use Internet services such as electronic mail (email), File Transfer Protocols (FTP), WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others in technical and/or business unit workgroups. The IS V may supervise a team of developers, designers, or other technical contractors, may be responsible for technical project management and the development lifecycle, and may interface with client or vendor teams at various levels.

Guidelines for Utilization: This IS labor category requires persons of extensive experience in the technological aspect of electronic record keeping and library automation; use of the Internet/Intranet/World Wide Web; and development, maintenance and use of Web sites and protocols necessary to fulfill the requirements of the contract. The category requires a person skilled in developing and leading technical training Complex and special projects in electronic record keeping, library automation and use of the WWW will be assigned to persons in this category.

Bachelor's degree in a field commensurate with the position description set forth above with five years experience in program development and maintenance in off-the-shelf database management and/or records management software as listed in the description for Level V; with specific experiences in the use of the Internet and/or in the creation and maintenance of Home pages/Web pages.