



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

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

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT  
SCHEDULE TITLE: THE CONSOLIDATED SCHEDULE  
FSC GROUP: 99**

**CONTRACT NUMBER:  
GS-00F-0048N**

**PERIOD COVERED BY CONTRACT:  
December 15, 2011 through December 14, 2016  
Modification #PS-0031, dated 8/25/15**

**Advanced Government Solutions, Inc.  
16901 Melford Blvd STE 101  
Bowie, MD 20715-4444  
(P) 240-260-4040  
(F) 240-260-4039  
[www.agsi.net](http://www.agsi.net)**

Contractor's Administration Source:  
**Mark Lovingood  
240-260-4040  
[Mark.lovingood@agsi.net](mailto:Mark.lovingood@agsi.net)**

Business Size: **Small**  
DUNS: **18-374-9220**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

**GSA AWARDED TERMS AND CONDITIONS  
ADVANCED GOVERNMENT SOLUTIONS, INC.**

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<b><u>SIN C132 51/RC/STLOC:</u></b>	<b>Information Technology Professional Services</b>
<b><u>SIN C874 1/RC:</u></b>	<b>Consulting Services</b>
<b><u>SIN C874 4/RC:</u></b>	<b>Training Services</b>
<b><u>SIN C874 6/RC:</u></b>	<b>Acquisition Management Support</b>
<b><u>SIN C874 7/RC:</u></b>	<b>Program and Project Management Services</b>

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

**See Pricelist Below**

2. Maximum order.

<b>SIN C132 51:</b>	<b>\$1,000,000 per order</b>
<b>SIN C874 1:</b>	<b>\$1,000,000 per order</b>
<b>SIN C874 4:</b>	<b>\$1,000,000 per order</b>
<b>SIN C874 6:</b>	<b>\$1,000,000 per order</b>
<b>SIN C874 7:</b>	<b>\$1,000,000 per order</b>

If the "best value" selection places your order over this Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404

3. Minimum order.

**\$100.00**

4. Geographic coverage (delivery area).

**50 States, US Territories**

5. Point(s) of production (city, county, and State or foreign country).

**NOT APPLICABLE**

6. Discount from list prices or statement of net price.

**GSA Net Prices are shown on the attached GSA Pricelist.**

**Negotiated discount has been applied and the IFF has been added.**

7. Quantity discounts.

**Not Applicable**

8. Prompt payment terms.  
**0%, Net 30 Days**
- 9a. Government purchase cards **are accepted** at or below the micro-purchase threshold
- 9b. Government purchase cards **are NOT accepted** above the micro-purchase threshold
10. Foreign items (list items by country of origin).  
**NOT APPLICABLE**
- 11a. Time of delivery.  
**Determined at the Task Order Level**
- 11b. Expedited Delivery.  
**Determined at the Task Order Level**
- 11c. Overnight and 2-day delivery.  
**Determined at the Task Order Level**
- 11d. Urgent Requirements.  
**Determined at the Task Order Level**
12. F.O.B. point.  
**DESTINATION**
- 13a. Ordering address.  
**Advanced Government Solutions, Inc.  
16901 Melford Blvd STE 101  
Bowie, MD 20715-4444  
P: 240-260-4040  
F: 240-260-4039**
- 13b. **Ordering procedures:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulations 8.405 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can also be found at the GSA/FSS Schedule Homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. Payment address.  
**Advanced Government Solutions, Inc.  
16901 Melford Blvd STE 101  
Bowie, MD 20715-4444  
P: 240-260-4040  
F: 240-260-4039**
15. Warranty provision.  
**NOT APPLICABLE**
16. Export packing charges, if applicable.  
**NOT APPLICABLE**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).  
**ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD**
18. Terms and conditions of rental, maintenance, and repair (if applicable).  
**NOT APPLICABLE**
19. Terms and conditions of installation (if applicable).  
**NOT APPLICABLE**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).  
**NOT APPLICABLE**
- 20a. Terms and conditions for any other services (if applicable).  
**NOT APPLICABLE**
21. List of service and distribution points (if applicable).  
**Advanced Government Solutions, Inc.**  
**16901 Melford Blvd STE 101**  
**Bowie, MD 20715-4444**  
**P: 240-260-4040**  
**F: 240-260-4039**
22. List of participating dealers (if applicable).  
**NOT APPLICABLE**
23. Preventive maintenance (if applicable).  
**NOT APPLICABLE**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).  
**NOT APPLICABLE**
- 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. contractor's website or other location.) The EIT standards can be found at:  
[www.Section508.gov/](http://www.Section508.gov/).  
**NOT APPLICABLE**
25. Data Universal Number System (DUNS) number:  
**18-374-9220**
26. Notification regarding registration in Central Contractor Registration (CCR) database.  
**REGISTERED**

## IT Labor Category Descriptions

### **Senior Program Manager**

**Description:** Provides overall program for single complex programs or multiple programs/projects. Directs successful performance for project transition, performance and completion, to achieve customer satisfaction to ensure expected results of programs within estimated timeframes and budget constraints. Schedules and assigns duties to program/project/task managers and subcontractors on complex programs, and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interacts with client contracting officials, project officers, COTRs and task managers, subcontractors and other management personnel. Reports in writing and orally to contractor management and client representatives.

**Education and Experience:** Bachelor's Degree in related discipline and at least (20) years of intensive and progressive experience managing programs and tasks in broad-based IT settings.

### **Project/Task Manager**

**Description:** Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transition. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interacts with client contracting officials, the Program Manager, and other management personnel. Reports in writing and orally to contractor management and client representatives.

**Education and Experience:** Bachelor's Degree in related discipline and ten (10) years of intensive and progressive experience in broad-based IT settings.

### **Software Engineer/Systems Integrator**

**Description:** Performs analysis, design, development, testing and debugging of computer software. Installs, upgrades, and supports major commercial packages. Adept with script languages Such as PERL, Bourne Shell, and/or C Shell. Provides documentation for software projects through the various plans, specs, and manuals that are an integral part of the software life cycle. Provides installation and configuration of operating systems on both servers and workstations. Responsible for trouble shooting hardware and software problems, maintaining and assigning IP addresses, and providing network connection for new systems. Interfaces daily with all levels of user and management and attends meetings as a senior representative of a System Administration staff.

**Education and Experience:** Bachelor's degree in related discipline and ten (10) or more years of intensive and progressive experience in broad-based IT settings.

## IT Labor Category Descriptions

### **Sr. Geographic Information Systems (GIS) Consultant**

**Description:** Provides coordination and consulting to IT managers in the planning, design, development, and delivery of systems and software to manage geographic information, geospatial and remote sensing information. Participates in design teams or special projects for planning and development of new models for management of GIS information.

**Education and Experience:** Masters Degree in related discipline and at least 15 years of progressive experience in broad-based IT settings.

### **Sr. Web Developer**

**Description:** Provides design, implementation, and maintenance of Internet web sites. All Web Design personnel must be able to professionally represent the firm and customers in interactions with clients, from management to end-users, to provide both remote and on-site support. Web Site design, layout, planning, & management per customer specification Document web design configurations according client standards. Create procedures for use of web design systems and interactive programs Graphics design / conversion Compatibility testing for all browser configurations Digital Scanning Search Engine Registration Project quotation and status communication to customer Provide remote support of web sites. Other duties as assigned.

**Education and Experience:** Bachelor's Degree in related discipline and ten (10) years of intensive and progressive experience in broad-based IT settings.

### **Web Developer**

**Description:** Provides design, implementation, and maintenance of Internet web sites. All Web Design personnel must be able to professionally represent the firm and customers in interactions with clients, from management to end-users, to provide both remote and on-site support. Web Site design, layout, planning, & management per customer specification Document web design configurations according client standards. Create procedures for use of web design systems and interactive programs Graphics design / conversion Compatibility testing for all browser configurations Digital Scanning Search Engine Registration Project quotation and status communication to customer Provide remote support of web sites. Other duties as assigned

**Education and Experience:** Bachelor's Degree in related discipline and eight (8) years of intensive and progressive experience in broad-based IT settings.

## IT Labor Category Descriptions

### **Computer Support Specialist**

**Description:** Provides customer support for the help desk, such as technical investigation of customer problems using scripts, network monitoring scripts, and database tools. Provides solutions to problems and documents the problem in a trouble ticket. Designs and creates the Help Desk web site on a government Intranet; converts documents to Hypertext Markup Language (HTML), adds images and creates navigation links.

**Education and Experience:** Bachelor's Degree in related discipline and four (4) years of intensive and progressive experience in broad-based IT settings.

### **Graphic Designer (Web)**

**Description:** Provides graphical design elements for website and related development. May provide multiple aspects of graphic design including corporate identity projects, print design, banners, and web graphics design. Works closely with clients, and web developers, programmers and other involved IT staff to enhance appearance and usability of web.

**Education and Experience:** Bachelors Degree in related discipline and at least five years of experience in the field. Knowledge of graphic design software required. Experience in supporting graphical design of web site projects required.

### **Documentation Clerk**

**Description:** Provides clerical and administrative support to the information technology staff and management by documenting infrastructure inventories, system designs, software and related information, maintains databases for the IT department. Possesses excellent writing and verbal communication skills and an understanding of information technology terminology. Must be detail oriented and multi-tasked with ability to prioritize.

**Education and Experience:** Associate Degree and two (2) years of experience in administrative support settings.

### **Matter IT Analyst**

A. Duties. Ensures problem resolution and customer satisfaction for individual delivery orders; provides supervisory, technical, and administrative direction for personnel performing on a TO.

B. Qualifications. Ten (10) years progressive Information Technology (IT) experience including at least six projects in technical areas included in Section C. At least one project must have occurred within the past three (3) years.

## IT Labor Category Descriptions

C. Specialized Qualifications. Included within the general qualifications, candidate must possess eight (8) years in supervision of substantial IT projects. Five (5) years of experience must have been in supervising large IT service contracts, including people of various job categories and skills and must have occurred in the last ten (10) years.

Master's Degree

### **Sr. Subject Matter Expert**

A. Duties. Serves as a senior subject matter technical expert in areas relevant to the project. Produces/reviews substantive and /or complex technical documentation reflecting detailed knowledge of technical areas included in Section C. Documentation subjects shall include but not limited to systems design, system architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Reports in writing and orally to Contractor management and Government representative, including the Government CO and COR.

B. Qualifications. Ten (10) years progressive Information Technology (IT) experience including at least six projects in technical areas included in Section C. At least one project must have occurred within the past three (3) years.

C. Specialized Qualifications. Included within the general qualifications, candidate must possess five (5) years of experience in performing large IT projects related to the individual's subject matter expertise and must have occurred in the last eight (8) years.

Bachelor's Degree

### **Subject Matter Expert**

A. Duties. Serves as a subject matter technical expert in areas relevant to the project. Provides guidance to the technical staff on the functional procedures/processes/policies reflecting detailed knowledge of functional areas included in Section C. Interfaces with Government management personnel and functional proponents. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR.

B. Qualifications. Seven (7) years progressive functional experience. Most recent functional project experience must have occurred within the past three (3) years.

C. Specialized Qualifications. Included within the general qualifications, candidate must possess three (3) years of management responsibility for large projects related to the individual's subject matter expertise and must have occurred in the last five (5) years.

Bachelor's Degree

## IT Labor Category Descriptions

### **Emerging Technology Expert**

A. Duties. Requires demonstrated hands –on experience and/or training in the emerging technology area(s). Experience may have been gained in academic/commercial/government environment.

B. Qualifications. One (1) year progressive Information Technology (IT) experience. Experience may have been gained in academic/commercial/government environment.

Bachelor's Degree

### **Senior IT Analyst**

A. Duties. Provides technical and administrative direction for tasks, including review of work products for correctness, compliance with industry accepted standards, FTS standards, and user standards specified in specific TOs.

B. Qualifications. Nine (9) years progressive Information Technology (IT) experience including at least five IT projects. At least one project must have occurred within the past three (3) years.

C. Specialized Qualifications. Included within the general qualifications, candidate must possess two (2) years in supervision of substantial IT projects. One (1) year of experience must have been in supervising large IT service contracts, including people of various job categories and skills and must have occurred in the last five (5) years.

Bachelor's Degree

### **Journeyman IT Analyst**

A. Duties. Supports a senior analyst with both technical and administrative tasks related to the project with direct responsibility for assuring the correctness of a product.

B. Qualifications. Seven (7) years progressive Information Technology (IT) experience including at least three projects in technical areas included in Section C. At least one project must have occurred within the past five (5) years.

C. Specialized Qualifications. Included within the general qualifications, candidate must possess one (1) year in management of substantial IT projects. One (1) year of this experience must have been in managing large IT service contracts, including people of various job categories and skills and must have occurred in the last five (5) years.

Bachelor's Degree

## IT Labor Category Descriptions

### **Procurement Management Expert**

A. Duties. In-depth knowledge of federal procurement regulations, policies and procedures. Negotiate COTS technical support agreements for hardware, software and communications for Government clients.

B. Qualifications. Seven (7) years of progressive federal procurement experience including procurement planning, procurement, and contract administration. Must have at least five (5) years of experience working with federal contracting officers. At least two (2) years of experience with Information Technology specifications and source information related to procurements of IT equipment. Must demonstrate the most recent two (2) years of work experience with new models and types of contract types and have demonstrated knowledge and experience of the benefits and difficulties of using various types of contracts.

Bachelor's Degree

### **Project Control Officer**

A. Duties. Maintains the project schedule and ensure that deliverables are completed in timely manner. Oversees project cost control and cost projections. Supports the project manager in use of the project management tools used for activity assignment, resource planning, and cost control. Ensures the invoicing process provides the proper information and distribution on the invoices. Ensures smooth coordination consistent with the contract and task order procedures for the key personnel approval, consent to subcontract as well as consent to purchase travel, tools and other direct costs. Ensures problem resolution and customer satisfaction for individual task orders.

B. Qualifications. Seven (7) years progressive Information Technology (IT) experience including at least four projects in technical areas. At least one project must have occurred within the past three (3) years.

Bachelor's Degree

### **Apprentice IT Analyst**

A. Duties. Works under general supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.

B. Qualifications. Five (5) years of progressive Information Technology (IT) experience including at least two IT projects. At least one project must have occurred within the past three (3) years.

Bachelor's Degree

## IT Labor Category Descriptions

### Senior Technician

A. Duties. Is responsible for directing technical work on projects. Performs a variety of analyses and prepares appropriate documentation. Prepares and makes briefing and presentations. Leads team in on-site management of installations. Works independently and installs, operates, maintain, configures, troubleshoots, and repairs IT systems devices, circuits, cables, components, software, and end-user devices, software and connectivity. Assists in the development and management of project plans. This includes the review of task performance and work products for correctness, for adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the Contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

B. Qualifications. Seven (7) years of progressive Information Technology (IT) experience including at least five IT projects. At least one project must have occurred within the past three (3) years.

Associate's Degree or Formal Accreditation (e.g. CNE, MSCE)

### Technical Writer/Editor

A. Duties. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

B. Qualifications. A Bachelor's degree in English, Literature, or other related discipline. This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

1. With a Master's Degree (in the fields described in B above): two years general experience of which at least one year must be specialized experience is required.
2. With seven years general experience of which at least five years is specialized, a degree is not required.

### Junior IT Analyst

A. Duties. Works under general supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.

## IT Labor Category Descriptions

B. Qualifications. Three (3) years of progressive Information Technology (IT) experience including at least one IT project. Project must have occurred within the past three (3) years.  
Bachelor's Degree

### **Journeyman Technician**

A. Duties. Is responsible for directing technical work on projects. Performs a variety of analyses and prepares appropriate documentation. Prepares and makes briefing and presentations. Assists in on-site management of installations. Works independently and installs, operates, maintain, configures, troubleshoots, and repairs IT systems devices, circuits, cables, components, software, and end-user devices, software and connectivity. Assists in the development and management of project plans. This includes the review of task performance and work products for correctness, for adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the Contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

B. Qualifications. Five (5) years of progressive Information Technology (IT) experience including at least three IT projects. At least one project must have occurred within the past three (3) years.

High School Diploma

### **Entry Level IT Trainee**

A. Duties. Works under close supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.

B. Qualifications. Some IT academic knowledge

Bachelor's Degree

### **Technician**

A. Duties. Troubleshoots and repairs particularly complex or troublesome electronic failures independently. Services and calibrates electronic test equipment or control systems, and may suggest design changes or recommend improvements in production methods. Shall perform configuration management, inventory, and receiving tasks associated with all system hardware and software components.

B. Qualifications. Three (3) years related experience in building and performing tests on electronic systems components to determine operability, troubleshooting malfunctioning circuits,

## IT Labor Category Descriptions

and making required repairs. Must be familiar with principals of performing complex tasks using standard and nonstandard equipment and techniques.

High School Diploma

### **Junior Technician**

A. Duties. Under limited supervision, inspects tests and troubleshoots electronic systems. Makes repairs requiring standard techniques, may make repairs using nonstandard techniques, may service calibrate electronic test equipment or control systems, and maintains logs and reports as required.

B. Qualifications. One (1) year of related experience in performing tests on electronic systems components to determine operability, troubleshooting malfunctioning circuits and making required repairs. Must be familiar with performing standard and moderately complex tasks using standard electronic test equipment.

High School Diploma

### **Clerical**

A. Duties. Performs secretarial and administrative duties. Key responsibilities include: Composing routine correspondence, compiling statistical and budget information, and communicating with all levels of company personnel to gather and convey information.

B. Qualifications. 1 year of clerical work

High School Diploma

### **Project Manager**

A. Duties. Serves as project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the ordering activity Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), ordering activity management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of twelve years ADP experience. Experience includes increasing responsibilities in information systems design and management.

1. With a Master's Degree (in the fields described in B above): ten years of experience.

## IT Labor Category Descriptions

2. With a Ph.D. (in the fields described in B above) eight years of experience.
3. With fifteen years experience, a degree is not required.

### **Quality Assurance Manager**

A. Duties. Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of eight years ADP experience, of which at least five years specialized experience in QA areas such as the following: Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. Experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

1. With a Master's Degree (in the fields described in B above): six years of general experience of which at least four years must be specialized experience.
2. With a Ph.D. (in the fields described in B above) five years of general experience is required of which at least three years must be specialized experience.
3. With thirteen years of general experience of which at least eleven years must be specialized experience, a degree in the fields described in B above) is not required.

### **Quality Assurance Analyst**

A. Duties. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least three years be specialized experience in areas such as the following: analysis and design of business applications on complex systems for large-scale

## IT Labor Category Descriptions

computers, data base management, use of programming languages, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven understanding and application of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

1. With a Master's Degree (in the fields described in B above): five years of general experience of which at least two years must be specialized experience is required.
2. With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

### **ADP Project Control Specialist**

A. Duties. Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: preparation and analysis of financial statements, development of complex project schedules and similar activities. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate the ability to work independently or under only general direction.

1. With a Master's Degree (in the fields described in B above): four years of general experience of which at least two years must be specialized experience is required.
2. With ten years of general experience of which at least eight years of specialized experience, a degree is not required.

### **ADP Administration Specialist**

A. Duties. Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and In Process Review preparation. Performs analysis, development, and review of program administrative operating procedures.

B. Qualifications. Requires a high school diploma with a minimum of four years project experience, of which at least two years must be specialized in duties similar to those listed above.

## IT Labor Category Descriptions

Works with limited supervision and direction. Required to use judgment and initiative in problem solving.

1. With an Associate's degree in Computer Science, Business. Two years of general experience of which at least one year must be specialized experience.
2. With A Bachelor's degree in any field, will require one year of general experience and one year of specialized experience.

### **Senior Functional Analyst**

A. Duties. Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific, technical, or functional discipline. This position requires a minimum of ten years ADP experience, of which at least eight years must be specialized in ADP system functional analysis. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

1. With a Master's Degree (in the fields described in B above): eight years of general experience of which at least six years must be specialized experience is required.
2. With thirteen years of general experience of which at least eleven years of specialized experience, a degree is not required.

### **Functional Analyst**

A. Duties. Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific, functional or technical discipline. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

1. With a Master's Degree (in the fields described in B above): four years of general experience of which at least two at least years must be specialized experience is required.

## IT Labor Category Descriptions

2. With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

### **Principal Systems Architect**

A. Duties. Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

B. Qualifications. A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least seven years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF 1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. General experience includes increasing responsibilities in systems engineering.

1. With a Ph.D. (in the fields described in B above): eight years of general experience is required of which at least six years must be specialized experience.

2. With A Bachelors degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline and 12 years general experience of which at least nine years must be specialized experience, a Masters degree is not required.

### **Principal Information Engineer**

A. Duties. Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering

## IT Labor Category Descriptions

disciplines to develop migration strategic and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. Provides technical guidance in software engineering techniques and automated support tools.

**B. Qualifications.** A Master of Sciences degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline. This position requires a minimum of ten years experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Of the ten years general experience, a minimum of seven years specialized experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming. Demonstrated experience in the client/server environment. Proven managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently or under only general direction.

1. With a Ph.D. (in the fields described in B above): eight years of general experience is required of which at least six years must be specialized experience is required.

2. With a Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline and 12 years general experience of which at least nine years must be specialized experience, a Masters degree is not required.

### **Senior Information Engineer**

**A. Duties.** Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate information management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

**B. Qualifications.** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction.

## IT Labor Category Descriptions

1. With a Master's Degree (in the fields described in B above) eight years general experience of which at least six years must be specialized experience is required.
2. With a Ph.D. (in the fields described in B above) six years of general experience is required of which at least five years must be specialized
3. With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

### **Senior Computer Systems Analyst**

A. Duties. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with appropriate levels to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. When required, provides daily supervision and direction to support staff.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of programming languages, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

1. With a Master's Degree (in the fields described in B above): eight years general experience of which at least six years must be specialized experiences required.
2. With a Ph.D. (in the fields described in B above) a minimum six years of general experience is required of which at least five years must be specialized
3. With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

## IT Labor Category Descriptions

### **Computer Systems Analyst**

A. Duties. Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of programming languages, and/or DBMS. Knowledge of appropriate storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

1. With a Master's Degree (in the fields described in B above): four years general experience of which at least three years must be specialized experience is required.
2. With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

### **Senior Application Engineer**

A. Duties. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and, when appropriate, Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience managing or performing software engineering activities, of which at least

## IT Labor Category Descriptions

eight years must be specialized. Specialized experience includes: demonstrated experience with programming languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

1. With a Master's Degree (in the fields described in B above): eight years general experience of which at least six years must be specialized experience is required.
2. With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

### **Applications Engineer**

A. Duties. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: experience as an applications programmer on data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

1. With a Master's Degree (in the fields described in B above): four years general experience of which at least three years must be specialized experience is required.
2. With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

### **Applications Programmer**

A. Duties. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a

## IT Labor Category Descriptions

minimum of five years experience, of which at least three years must be specialized. Specialized experience includes: experience as an applications programmer on data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

1. With a Master's Degree (in the fields described in B above) four years general experience of which at least two years must be specialized experience is required.
2. With nine years of general experience of which at least seven years must be specialized experience, a degree is not required.

### **Junior Applications Programmer**

A. Duties. Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code, and integrate and test software components.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position is for recent college graduates and requires no experience.

1. With an Associate's Degree: one year general experience of which at least six months must be specialized experience is required.
2. With two years general experience of which at least one year must be specialized experience, a degree is not required.

### **Senior Database Management Specialist**

A. Duties. Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience with data base design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

## IT Labor Category Descriptions

1. With a Master's Degree (in the fields described in B above): eight years general experience of which at least six years must be specialized experience is required.
2. With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

### **Database Management Specialist**

A. Duties. Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

1. With a Master's Degree (in the fields described in B above): four years general experience of which at least three years must be specialized experience is required.
2. With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

### **Data Entry Clerk**

A. Duties. Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

B. Qualifications. Requires a high school diploma and one year experience in data entry and verification. Typically required to Works under close supervision and direction.

1. An Associate of Arts (AA) degree in Computer Science or related study will be considered equivalent to one half (½) year of general experience. Formal specialized training may be substituted on the basis of one month of training for one month of experience, not to exceed three months.

## IT Labor Category Descriptions

### **Computer Operations Manager**

A. Duties. Manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operators.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of seven years experience, of which at least five years must be specialized. Specialized experience includes: supervision and operations experience on a large-scale computer system, knowledge of hardware, software and operating systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

1. With a Master's Degree (in the fields described in B above): five years general experience of which at least three years must be specialized experience is required.
2. With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

### **System Administrator**

A. Duties. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of four years experience, of which at least three years must be specialized experience in administrating computer systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

1. With a Master's Degree (in the fields described in B above): three years general experience of which at least two years must be specialized experience is required.
2. With eight years general experience of which six years is specialized, a degree is not required.

### **System Operator**

A. Duties. Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation which may be mainframe, mini, or client/server based.

## IT Labor Category Descriptions

B. Qualifications. An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required. This position requires a minimum of three years experience, of which at least two years must be specialized experience operating a large-scale computer system or a multi-server local area network. Must demonstrate sufficient knowledge of programming to understand how programs use computer hardware.

1. With a Bachelor's Degree (in the fields described in B above): two years general experience of which at least one year must be specialized experience is required.
2. With seven years general experience of which at least five years is specialized, a degree is not required.

### **Senior Training Specialist**

A. Duties. Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

B. Qualifications. A BA or BS degree in any field. This position requires a minimum of seven years experience, of which at least five years must be specialized. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing. Demonstrated ability to work independently or under only general direction.

1. With a Master's Degree: six years general experience of which at least four years must be specialized experience is required. With a Ph.D.: four years general experience of which at least three years must be specialized is required.
2. With ten years general experience of which at least eight years is specialized, a degree is not required.

### **Training Specialist**

A. Duties. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

## IT Labor Category Descriptions

B. Qualifications. A BA or BS degree in any field. This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

1. With a Master's Degree: two years general experience of which at least one year must be specialized experience is required.
2. With eight years general experience of which six years is specialized, a degree is not required.

### **Help Desk Manager**

A. Duties. Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of seven years experience, of which at least five years must be specialized. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

1. With a Master's Degree (in the fields described in B above): five years general experience of which at least three years must be specialized experience is required.
2. With ten years general experience of which at least eight years is specialized, a degree is not required.

### **Help Desk Specialist**

A. Duties. Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

B. Qualifications. An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required. This position requires a minimum of five years experience, of which at least three years must be

## IT Labor Category Descriptions

specialized. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

1. With a Bachelor's Degree (in the fields described in B above): four years general experience of which at least two years must be specialized experience is required.
2. With eight years general experience of which at least six years is specialized, a degree is not required.

### **Hardware Specialist**

A. Duties. Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

B. Qualifications. An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

1. With a Bachelor's Degree (in the fields described in B above): four years general experience of which at least two years must be specialized experience is required.
2. With nine years general experience of which at least seven years is specialized, a degree is not required.

### **Senior Hardware Installation Technician**

A. Duties. Organizes and directs hardware installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Mobilizes installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

## IT Labor Category Descriptions

B. Qualifications. Minimum education requirement is a high school diploma. This position requires a minimum of eight years experience of which at least six years must be specialized. Specialized experience includes: supervision of installation technicians, analysis, design, and installation of computer based systems; analysis, design, and installation of local area nets; and analysis and installation of communication systems. General experience includes increasing responsibilities in technical management.

1. With an Associate's Degree: seven years general experience of which at least five years must be specialized experience is required.

2. With a Bachelor's Degree: six years general experience of which at least three years must be specialized experience is required.

### **Hardware Draftsman**

A. Duties. Develops engineering drawings, using computer based drawing packages such as Aptitude. Develops engineering drawings for site plans, electrical interconnects, and mechanical plans for specialized hardware.

B. Qualifications. Minimum education requirement is a high school diploma. This position requires a minimum of seven years drafting experience. A diversified drafting background is required. A minimum of two years experience shall be in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of custom hardware installations. Must demonstrate the ability to work independently or under only general supervision.

1. With an Associate's Degree: six years general experience of which at least one year must be specialized experience is required.

2. With a Bachelor's Degree: five years general experience of which at least one year must be specialized experience is required.

### **Network Draftsman**

A. Duties. Develops engineering drawings, using computer based drawing packages such as Aptitude. Develops engineering drawings for site plans, network configuration and design.

B. Qualifications. Minimum education requirement is a high school diploma. This position requires a minimum of seven years drafting experience, of which four years specialized experience shall be in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of network installations. Must demonstrate the ability to work independently or under only general supervision.

1. With an Associate's Degree: six years general experience of which at least three years must be specialized experience is required.

## IT Labor Category Descriptions

2. With a Bachelor's Degree: five years general experience of which at least two years specialized experience is required.

### **Communications Network Manager**

A. Duties. Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provides technical leadership in the integration and test of complex large scale computer integrated networks. Schedules conversions and cutovers. Oversees network control center. Supervises maintenance of systems. Coordinates with all responsible users and sites. Supervises staff.

B. Qualifications. A Bachelor's Degree in Computer Science, Information systems, Engineering, Business, or other related scientific or technical discipline. This position require a minimum of seven years experience of which five years must be specialized. Specialized experience includes protocol analysis, communication network system design and maintenance, knowledge of communication protocols such as TCP/IP, X.25, X.400, X.500. Knowledge of devices such as with bridges, routers and gateways. Specialized experience also includes: supervising the operation and maintenance of communication network systems which may be mainframe, mini, or client/server based. General experience includes all aspects of communication networks planning, installation, and support.

1. With a Master's Degree (in the fields described in B above): five years general experience of which at least three years must be specialized experience is required.

2. With eleven years general experience of which at least nine years is specialized, a degree is not required.

### **Communications Specialist**

A. Duties. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

B. Qualifications. A Bachelor's degree (in the fields described in this paragraph. This position requires a minimum of six years experience, of which at least four years must be specialized experience in one of the following: communications software, communications hardware or network specialty. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction.

Communications Hardware specialized experience includes: installing, testing, and operating network and computer (host) communications equipment (e.g., switches, modems, controllers,

## IT Labor Category Descriptions

terminals, and multiplexers): using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results.

Communications Software specialized experience includes: developing, testing, installing, and operating network and computer (host) communications software (e.g. access method and protocol software, application interfaces, transaction processors, and emulators); using and implementing communications standards.

Network Specialty specialized experience includes: designing, testing, installing, implementing, and maintaining computer networks; using and implementing network standards, identification and solution of problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance and implementing accounting and charge back systems.

1. With a Master's Degree (in the fields described in B above): five years general experience of which at least three years must be specialized experience is required.
2. With ten years general experience of which at least eight years is specialized, a degree is not required.

### **Principal Business Process Reengineering Specialist**

A. Duties. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist.

B. Qualifications. A Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least seven years must be specialized. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineering Specialist.

1. With a Ph.D. (in the fields described in B above): eight years general experience of which at least six years must be specialized experience is required.

## IT Labor Category Descriptions

2. With a Bachelors degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline and 12 years general experience of which at least nine must be specialized experience, a Masters degree is not required.

### **Senior Business Process Reengineering Specialist**

A. Duties. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineers.

1. With a Master's Degree (in the fields described in B above): eight years general experience of which at least six years must be specialized experience is required.

2. With a Ph.D. (in the fields described in B above): six years general experience of which at least five years must be specialized experience is required.

3. With thirteen years general experience of which at least eleven years is specialized, a degree is not required.

### **Documentation Specialist**

A. Duties. Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

B. Qualifications. An Associate's degree (in the fields described in this paragraph) is required. This position requires a minimum of three years experience, of which at least two years must be specialized. Specialized experience includes: preparing technical documentation, which is to include researching for applicable Government and industry documentation standards. General experience includes technical writing and documentation experience pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction.

## IT Labor Category Descriptions

1. With a Bachelor's Degree (in the fields described in B above): two years general experience of which at least one year must be specialized experience is required.
2. With six years general experience of which at least four years is specialized, a degree is not required.

### **Senior Computer Security Systems Specialist**

A. Duties. Analyzes and defines security requirements. Designs, develops, engineers, and implements solutions computer security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the computer security arena. Performs risk analyses which also includes risk assessment. Provides daily supervision and direction to staff.

B. Qualifications. Must have a Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities and resolution of computer security problems.

1. With a Master's Degree (in the fields described in B above): eight years general experience of which at least seven years must be specialized experience is required.
2. With a Ph.D. six years general experience of which at least five years must be specialized experience is required.
3. With thirteen years general experience of which at least eleven years is specialized, a degree is not required.

### **Computer Security Systems Specialist**

A. Duties. Analyzes and defines security requirements. Designs, develops, engineers, and implements solutions to computer security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the computer security arena. Performs risk analyses which also includes risk assessment.

B. Qualifications. Must have a Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline. This position requires a minimum of eight years experience, of which at least six years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions computer security problems.

## IT Labor Category Descriptions

1. With a Master's Degree (in the fields described in B above) seven years general experience of which at least five years must be specialized experience is required.
2. With twelve years general experience of which at least ten years is specialized, a degree is not required.

### **Administrative Support and Graphics Specialist**

A. Duties. Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

B. Qualifications. Requires a high school diploma and a minimum of two years experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, one year of specialized experience using commercial automated word processing, graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

1. With an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline: one year general experience of which at least one year is specialized experience is required.

### **Electronic Meeting Facilitator**

A. Duties. Serves a team leadership role in preparing and conducting electronic meetings, and in meeting follow-up activities.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business Education, Management Sciences, English, Communications, Human Resources Development, or other related technical disciplines. This position requires a minimum of four years of experience, of which at least two must be specialized. Specialized experience includes: development of highly complex information systems using collaborative techniques and group process consulting to lead groups in consensus decision making. General experience includes demonstration of excellent interpersonal skills, communication skills, and client management skills. Must have a broad understanding and hands on experience in systems development lifecycle methodologies, hardware, and telecommunications.

1. With a Master's Degree (in the fields described in B above) three years general experience of which at least one year must be specialized experience is required.
2. With an Associate's Degree: five years general experience of which at least three years must be specialized experience.

## IT Labor Category Descriptions

3. With six years general experience of which at least four years must be specialized experience, a degree is not required.

### **Electronic Meeting Technographer**

A. Duties. Supports the meeting facilitator in planning, preparing and conducting meetings, and in meeting follow-up activities. Manipulates on-line electronic meeting software, such as GroupSystems V, CASE tools such as; Activity Modeller and Design IDEF; and decision support tools. Responsible for the cataloging, maintenance, and distribution of customer session data files.

B. Qualifications. Requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, English, Communications, Human Resource Development, or other related technical disciplines. This position requires a minimum of three years of experience, of which at least one is specialized. Specialized experience includes: cross-functional computer skills, knowledge of LAN servers, and knowledge of technical content. General experience includes knowledge of automated environments.

1. With an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline: five years general experience of which at least two years specialized experience is required.

2. With eight years general experience of which at least six is specialized, a degree is not required.

### **Student Application Programmer**

A. Duties. Assists with the analysis of information requirements. Aids in the evaluation of problems with workflow, organization, and planning and helps develop appropriate corrective action.

B. Qualifications. Currently enrolled as a student at a university or college and majoring in Computer Science, Information Systems, Engineering, Business, or other related discipline.

High School Diploma. No additional experience required.

## IT Labor Category Descriptions

### **Learning Architect**

A. Duties. Conducts needs analyses and recommends realistically deployable learning solutions *in an Information Technology (IT) environment*. Creates strategic direction for the analysis, design, development, implementation, and evaluation of solutions for learning. Develops mechanisms for deployment. Maintains and revises solutions as needed. Develops learning architectures for roles by determining what learning assets contribute to development in a role, sequencing the assets, and mapping the assets to a timeline. Establishes and maintains relationships with external training service vendors.

Utilizes desktop tools and multimedia design tools to develop learning solutions. My use electronic employee development tools and systems. Provides consulting services to line managers. Leverages the knowledge of subject matter experts. Directs activities of instructional designers. Assesses needs of internal customers, provides recommendations based on applicable knowledge, best practices, and develops appropriate solutions. Crafts solutions that align with the organization's strategic direction and tactical needs. Typical outputs/deliverables: learning architectures, learning program outlines.

B. Qualifications. Bachelor's degree from an accredited college or university with a major field of study that provides substantial knowledge relevant to the task orders. Two years intensive or progressive experience. Demonstrated experience of analysis, design, development, implementation and evaluation of solutions for learning.

Master's degree may be substituted for experience requirement.

### **Instructional Designer**

A. Duties. Designs and develops leader-led and/or self-paced instructional programs and materials *in an Information Technology (IT) environment*. Applies instructional systems design (ISD) theories and adjust learning principles. Conducts evaluations and revises programs and materials based on feedback. Utilizes desktop tools and multi-media design tools to develop learning solutions. Leverages the knowledge of subject matter experts. Assesses customer needs, provides recommendations, and develops solutions. Understands how training interventions fit within a business solution. Typical outputs/deliverables: paper based training materials, multi-media training materials.

B. Qualifications. Bachelor's degree from an accredited college or university with a curriculum or major field of study that provides substantial knowledge useful in course development, training development/instructional design and/or an applicable training certificate from an accredited training institution. Two years intensive or progressive experience in design, development of instructional programs. Experience utilizing instructional systems design (ISD) theories.

1. A Master's Degree may be substituted for experience requirement.
2. With five years of experience, a degree is not required.

## IT Labor Category Descriptions

### **Technical Trainer Sr.**

A. Duties. Maintain currency in and is expected to function as an expert in an *Information Technology (IT)* specialty *such as applications programming, database development, software engineering, client/server networks, etc.* Integrates *information systems* technical experience with training skills to provide complex current and relevant course materials and facilitation. Conducts research necessary to develop and revise comprehensive courses and prepares appropriate training catalogs and materials. Prepares all training material (course outline, background material, and training aids). Prepares all student material (course manuals, workbooks, handouts, exercises, completion certificates and course critique forms. Provides support including but not limited to trains the trainer, conducts formal classroom training courses, course facilitation, on-line facilitation, CBT's, web-based instruction, workshops, exercises, and seminars. Provides daily supervision and direction to staff. Demonstrates excellent interpersonal written and oral communication skills. Responsible for both the development of training materials and the delivery of training.

B. Qualifications. *Bachelor's degree from an accredited college or university in education, training or related field of study that provides substantial knowledge in the area of technical expertise. Five years experience of which a minimum of 2 years must be specialized in the delivery of training instruction and services.*

1. With a Master's Degree (in the fields described above): three years of experience is required.
2. With a Ph.D. (in the fields described above) one year of experience is required.
3. With eight years of experience, a degree is not required.

### **Technical Trainer**

A. Duties. Maintain currency in and will be expected to function as an expert in an *Information Technology (IT)* specialty *such as such as applications programming, database development, software engineering, client/server networks, etc.* Integrates *information systems* technical experience with training skills to provide current and relevant course materials and facilitation. Responsible for delivering Technical Training. May train personnel by utilizing various forums, such as formal classroom training courses, course facilitation, on-line facilitation, CBTs, web-based instruction, workshops, exercises, and seminars. Prepares all training material, such as but not limited to course outlines, course manuals, background materials, workbooks, handouts, completion certificates, course assessment forms, and training aids.

B. Qualifications. *Bachelor's degree from an accredited college or university in education, training or related field of study which provides substantial knowledge in the area of technical expertise or high school graduate plus four years specialized experience. Two years task related experience.*

1. With four years of experience a degree is not required.

## IT Labor Category Descriptions

### **Web Architect**

A. Duties. Designs and builds web sites in support of Information Technology (IT) projects using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's on-line offerings and is considered an expert in graphic design elements and the presentation of contents Designs the website to support the organization's strategies and goals relative to external communications. Typically requires a college degree in fine arts or graphic design. Requires understanding of web-based technologies and thorough knowledge of HTML, Photoshop, Illustrator, and/or other design related applications.

B. Qualifications. Bachelor's Degree from an accredited college or university in fine arts, graphic design, computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution. Five years of intensive and progressive experience in a computer related field including development and design of software systems and WEB development.

1. With a Master's Degree (in the fields described above): three years of experience is required.
2. With eight years of experience, a degree is not required.

### **Web Designer**

A. Duties. Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of the website in support of Information Technology (IT) projects. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts. Knowledgeable in web development methodology to include CM and testing. Typically requires a college degree in computer science or a related field, and developmental experience in web-based languages.

B. Qualifications. Bachelor's Degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution. Two years of intensive and progressive experience in a computer related field including development and design of software systems and WEB development.

1. With five years of experience, a degree is not required.

### **Data Communication Manager**

## IT Labor Category Descriptions

A. Duties. Manages a team of data communications technicians and analysts who maintain and support data and video communication systems *in an Information Technology (IT) client/server environment, such as firewalls, modems, bridge, routers, gateways and communication servers*, within the organization. Identifies issues and appropriate courses of action. Researches and oversees implementation of new technologies. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

B. Qualifications. High school graduate with applicable training certificate from an accredited training institution. Requires 10 years experience in software/hardware LAN and WAN network design and analysis.

### **Voice Communication Manager**

A. Duties. Manages a team of voice communications technicians and analysts who maintain and support voice communication systems in an *Information Technology (IT) environment within the organization, such as Automated Call Distribution (ACD), Call Management Systems (CMS), and Voice Mail, PBX, CBX*. Identifies issues and appropriate courses of action. Researches and oversees implementation of new technologies. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. *Requires a knowledge of communication protocols and hardware (e.g. Lucent, Siemens, Nortel)*. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

B. Qualifications. High school graduate with applicable training certificate from an accredited training institution. Requires 10 years experience in software/hardware voice network design and analysis usually in a telephone operating company.

### **Communication Analyst (Senior)**

A. Duties. Oversees a team of communications analysts. Reviews, analyzes, evaluates and maintains an organization's communications system in an *Information Technology (IT) environment, such as client-server or multi-switch*. Designs, develops, and tests of communications software solutions. Provides customer training of the communications features and functionality. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a communications manager. A wide degree of creativity and latitude is expected.

B. Qualifications. High school graduate with applicable training certificate from an accredited training institution. Requires 7 years experience in

## IT Labor Category Descriptions

telecommunications/communications, with strong emphasis in network design, traffic engineering, equipment vendors, and carriers.

### **Communication Analyst (Intermediate)**

A. Duties. Under general direction, assists in the review, analysis, evaluation and maintenance of an organization's communications systems in an *Information Technology (IT) environment, such as client-server or multi-switch*. Assists in the design, development, and test communications software solutions. May provide customer training of the communications features and functionality. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a Communications Analyst (Senior). A wide degree of creativity and latitude is expected.

B. Qualifications. High school graduate with applicable training certificate from an accredited training institution. Requires 3 years experience in telecommunications/communications, with strong emphasis in network design, traffic engineering, equipment vendors, and carriers.

### **Cable Installer**

A. Duties. In support of Information Technology (IT) tasks, install, analyze, and service communications cabling in the field. Maintains relations between the customer and the organization on all engineering matters. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude required.

B. Qualifications. High school graduate with applicable training certificate from an accredited training institution. Requires 1 year experience in installing, modifying, and troubleshooting aerial and underground copper and fiber optic cable.

### **Communications Installer (Senior)**

A. Duties. Oversees a team of communications installers in an *Information Technology (IT) environment*. Installs, troubleshoots, repairs and maintains communications equipment. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a communications manager. A wide degree of creativity and latitude is expected.

## IT Labor Category Descriptions

B. Qualifications. High school graduate or equivalent. Five years of experience in installing, modifying, and troubleshooting communications media and applicable certificate(s).

### **Communications Installer (Intermediate)**

A. Duties. Installs, troubleshoots, repairs and maintains communications equipment in an *Information Technology (IT) environment*. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

B. Qualifications. High school graduate or equivalent. Three years of experience in installing, modifying, and troubleshooting communications media and applicable certificate(s).

### **Communications Installer (Associate)**

A. Duties. Installs, troubleshoots, repairs and maintains communications equipment in an *Information Technology (IT) environment*. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

B. Qualifications. High school graduate or equivalent. One year of experience in installing, modifying, and troubleshooting communications media and applicable certificate(s).

### **Software Engineer I**

A. Duties: Assist in the design and code of software product components, units and modules according to contract specifications. Participates in analysis and development of test plans. Tests assigned components and units. Provides test results and recommends corrections to senior developers.

B. Qualifications: Zero (0) years of experience. Entry level position. Requires practical knowledge of one or more platforms and operating systems, and of programming languages such as C and C++. Typically requires knowledge of one or more systems architectures such as client/server and distributed processing.

## IT Labor Category Descriptions

Bachelor's Degree. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's Degree.

### **Software Engineer II**

A. Duties: Assists in design and coding of software products. Prepares comprehensive test plans. Conduct tests, identifies and debugs relatively simple problems. Provides test results and recommends more complex corrections to senior developers. Codes enhancements and supports features. Participates in writing product and user documentation.

B. Qualifications: Two (2) years experience. Software development experience. Requires extensive knowledge of one or more platforms and operating systems, and of programming languages such as C and C++. Typically requires knowledge of one or more systems architectures such as client/server and distributed processing.

Bachelor's Degree. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's Degree.

### **Software Engineer III**

A. Duties: Designs and codes software components, units, and modules that meet product specification and development schedules. Tests and debugs assigned components and units. Participates in large systems and subsystem planning. Adheres to product build and release schedules and strategies. Acts as a technical resource for lower-level developers.

B. Qualifications: Four (4) years experience. Software development experience. Requires comprehensive knowledge of one or more platforms and operating systems, and of programming languages such as C and C++. Typically requires knowledge of one or more systems architectures such as client/server and distributed processing.

Bachelor's Degree. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's Degree.

### **Project Analyst I**

A. Duties: Assists in IT project tracking and reporting. Supports IRM requirements of program assessments with functional area expertise. Maintains project data in spreadsheet and DBMS applications.

## IT Labor Category Descriptions

B. Qualifications: Two (2) years experience. Requires practical experience using broad range of COTS applications, including operation and maintenance of COTS database management system (DBMS) applications to maintain project plans and prepare project deliverables.

Bachelor's Degree. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's Degree.

### **User Services Specialist I**

A. Duties: Provides technical assistance to system users. Responses to users' requests for assistance by phone and in person. May staff a help desk or information center. Installs and modifies computer hardware and software.

B. Qualifications: Zero (0) years of experience. Requires knowledge of the employers (or clients) computer equipment and software.

Bachelor's Degree. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's Degree.

### **User Services Specialist II**

A. Duties: Responds to user requests for assistance by phone and in person. Installs and modifies computer hardware and software. Diagnoses hardware, software, and operator problems and recommends remedial actions or procedural changes. May load and configure software such as operating systems and environments and application. Provides technical assistance and training to system users.

B. Qualifications: Two (2) years experience. Requires extensive knowledge of employers (or clients) computer equipment, software, and application processes. Requires experience in providing technical assistance and on-the-job training. Generally requires extensive knowledge of one or more operating systems and environments.

Bachelor's Degree. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's Degree.

### **User Services Specialist V**

A. Duties: Evaluates, tests, installs, and modifies networked and single user computer and workstation systems and applications. Evaluates and tests application software packages to determine compatibility with existing systems, ease of use and maintenance, and suitability for

## IT Labor Category Descriptions

organization's overall needs and requirements. Develops and validates user documentation. Enters commands into computer or network to place new programs in production status and upgrade existing programs. Serves as a team leader to technical advisor to lower-level user services specialists.

B. Qualifications: Eight (8) years experience. Requires expert knowledge of employers (or clients) computer equipment, software, and application processes. Requires experience in developing training materials, providing classroom instructions, or providing on-the-job training. Requires expert knowledge of applications and operating systems that support major business systems running on computers or workstations.

Bachelor's Degree. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's Degree.

### **Computer System Installation Specialist**

A. Duties: Performs IT material management, including install planning, provisioning requirements determination, acquisition, distribution, accountability, and issue for consumption, retention or disposal. Determines current and future equipment requirements to meet customer needs. Reviews and analyses schedules to ensure readiness and availability of equipment for installation.

B. Qualifications: Eleven (11) years experience. Requires extensive knowledge of computer equipment inventory, control quality assurance, and logistics processes. Requires extensive understanding of computer acquisition processes, automated records and databases, equipment substitution criteria, and issue and disposal processes.

Bachelor's Degree. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's Degree.

### **Lead Installation Engineer**

A. Duties: Supervise all technicians and installers (contractor and vendor) for the specific systems to be installed. Establish detailed schedules by subsystem for use by all levels of personnel in order to achieve maximum efficiency. Assigns personnel to various functional activities and instructs them where necessary, to enable them to perform their assigned duties. Compiles and maintains various reports related to the progress of the installation.

B. Qualifications: Ten (10) years experience providing day to day supervision of the functional activities associated with High Performance, Mid Range, Workstation, Network (LAN & WAN), Protocols and Operating Systems Installations. Technical expertise shall include system checkout and test, and system tuning.

## IT Labor Category Descriptions

Bachelor's Degree in Science or Engineering. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's Degree.

### **Senior Network Engineer**

A. Duties: Under minimum supervision design and coordinate the installation and acceptance testing of the system network. Monitor network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

B. Qualifications: Eight (8) years experience analyzing, identifying and resolving complex network hardware, circuit, and transmission logic problems. Experience in the design, installation and acceptance testing of complex high-speed networks. Applies the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

Bachelor's Degree in Science or Engineering. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's Degree.

### **Data Base Specialist**

A. Duties: Works under limited supervision in performing difficult and complex software engineering assignments relative to the modification and/or development of software systems. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation work of systems. Understands and has implemented WEB technology. Evaluates subcontractor software activities, so as to ensure compliance with software engineering standards.

B. Qualifications: Eight (8) years related experience performing difficult and complex software engineering activities relative to the design and development of existing software and new or existing systems or subsystems. Task leader of complex technical efforts in their specialty.

Bachelor's Degree in Science or Engineering.

### **Network Engineer**

A. Duties: Under minimum supervision design and coordinate the installation and acceptance testing of the system network. Monitor network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs

## IT Labor Category Descriptions

acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

B. Qualifications: Five (5) years experience analyzing, identifying and resolving complex network hardware, circuit, and transmission logic problems. Experience in the design, installation and acceptance testing of complex high-speed networks. Applies the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

Bachelor's Degree in Science or Engineering. Three (3) years of applicable experience, in addition to a High School Diploma, may be substituted for a Bachelor's degree.

### **Engineering Aide**

A. Duties: Capable of providing directed support in a variety of areas while supporting the work of the engineering team.

B. Qualifications: Zero (0) years of experience.

High School Degree.

### **Senior Technician Assistant**

A. Duties: Troubleshoots and repairs particularly complex or troublesome electronic failures independently. Services and calibrates electronic test equipment or control systems, and may suggest design changes or recommend improvements in production methods. Shall perform configuration management, inventory, and receiving tasks associated with all system hardware and software components.

B. Qualifications: Three (3) years related experience in building and performing tests on electronic systems components to determine operability, troubleshooting malfunctioning circuits, and making required repairs. Must be familiar with principals of performing complex tasks using standard and nonstandard equipment and techniques.

High School Diploma or GED required.

### **Technician Assistant**

A. Duties: Under limited supervision, inspects tests and troubleshoots electronic systems. Makes repairs requiring standard techniques, may make repairs using nonstandard techniques, may service calibrate electronic test equipment or control systems, and maintains logs and reports as required.

## IT Labor Category Descriptions

B. Qualifications: One (1) year of related experience in performing tests on electronic systems components to determine operability, troubleshooting malfunctioning circuits and making required repairs. Must be familiar with performing standard and moderately complex tasks using standard electronic test equipment.

High School Degree.

### **Principal Industry/Functional Area Expert**

A. Duties: Recognized for strong expertise in industry issues and trends. Utilize functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Examples of the functional areas would include Human Resources, Finance, Supply, Service, etc. Work with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guide the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generate functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participate in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products, such as ERP implementations.

Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

B. Qualifications: BS +10 years or MS + 6 years or PhD + 4 years of general IT experience, including formal training and 3 years experience in BPR methods, plus training and 1 year experience in enterprise applications.

### **Senior Industry/Functional Area Specialist**

A. Duties: Recognized for understanding and communicating common best practices for the industry. Utilize a knowledge base to create conceptual business models and to point out relevant issues and considerations in selecting application software packages, such as those provided by ERP vendors. Assess the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Examples of the functional areas would include Human Resources, Finance, Supply, Service, etc. Work with senior managers to provide industry vision and guidance with regard to their industry. Lead the determination and classification of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support the development of functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization.

## IT Labor Category Descriptions

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

B. Qualifications: BS + 6 years or MS + 4 years or PhD + 2 years of general IT experience, including formal training and 2 years experience in BPR methods, plus formal training and 1 year experience in enterprise applications.

### **Principal ERP Product Expert**

A. Duties: Recognized for in-depth knowledge of a specific product or families of enterprise applications, such as ERP products, and associated applications interface technologies. Utilize technical area expertise to assess the operational and/or technical baseline of an organization as specifically associated with its functional components. Examples of the functional areas would include Human Resources, Finance, Supply, Service, etc. Work with information technology professionals to provide insight and advice to senior managers and executives, concerning the strategic direction and applicability of enterprise-based products. Take a lead role in contributing to the development of standards and best practices surrounding the use of enterprise products and applications. Provide technical insight into the determination of technical inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generate technical strategies for enhanced operations, as well as ways to improve productivity across functional areas within the organization. Also responsible for developing and educating others with regard to product-specific best practices. Participate in technical assessments and reviews to validate the technical approach and associated work products, such as ERP implementations.

Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

B. Qualifications: BS + 10 years or MS + 6 years or PhD + 4 years of general IT experience, including advanced training and 2 years experience in specific enterprise applications.

### **Senior ERP Product Specialist**

A. Duties: Recognized for enterprise application implementation expertise, such as with specific ERP products, across functional business areas within an organization. Utilize technical area expertise to assess, select, manage and implement enterprise application components, and to ensure that the technical solution solves the business problem as an organic part of the organization's operational and functional baseline. Examples of the functional areas would include Human Resources, Finance, Supply, Service, etc. Focus is in a specific product or technology family of technologies on multiple platforms, which is supplemented with a clear understanding of the business requirements and related applications issues. Work with product specialists to brief senior managers and end users on applications integration/functionality within

## IT Labor Category Descriptions

the enterprise. Determine those technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support technical strategies that will improve productivity across functional areas within the organization. Educate others with regard to product-specific best practices. Lead enterprise applications integration efforts and oversee the validation of associated work products.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

B. Qualifications: BS + 6 years or MS + 4 years or PhD + 2 years of general IT experience, including advanced training and 1 year experience in specific enterprise applications.

### **Principal ERP Business/Architectural Expert**

A. Duties: Recognized for business and/or architectural expertise with regard to effectively adapting functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. Work with senior managers and executives to provide vision and strategic direction for those functional areas that support the defined business disciplines within the enterprise, and to provide insight into selecting the enterprise applications (such as ERP products) that set the direction and establish an approach for a technical solution. Analyzes ERP gap analysis and architecture for full-scale implementation. Designs ERP application interfaces and the solution infrastructure baseline across the functional areas of interest. Manages ERP development, implementation, integration, testing and follow on support. While considering the needs of specific business areas, as well as those of the enterprise, provide expertise on technology and industry trends that will affect enterprise solution sets, including technical platforms and network architectures. Lead technical design reviews, validate enterprise approaches, define application systems that support redesigned or improved business processes, recommend technical architectures that lead to comprehensive business solutions, and assess work products. Updates and debugs system problems to ensure functionality. Also responsible for developing and educating others with regard to the solution set for business and/or architecture-specific best practices.

Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

B. Qualifications: BS +10 years or MS + 6 years or PhD + 4 years of general IT experience, including formal training and 2 years experience in enterprise applications, plus formal training and 1 year experience in BPR methods.

## IT Labor Category Descriptions

### **Senior ERP Business/Architectural Specialist**

A. Duties: Recognized for business and/or architectural expertise with regard to ensuring functional business requirements and process issues are resolved using comprehensive enterprise applications solution sets. Work with senior managers to identify and solve functional area issues, design business area solutions, develop conceptual business models, translate functional area business requirements into technical requirements, and support the design and implementation of enterprise application solution sets (such as those provided by ERP products). Plans or generates data bases and/or data models that are the results of business systems planning and data requirements planning. Provides the future business strategies as seen from a data point of view for the systems development and data base administration groups. Analyze the enterprise information system baseline and perform a “gap analysis” between the baseline, the user operational requirements and the operating capability of enterprise application product sets. Establish requirements associated with the “gap analysis” to develop enterprise wide systems that support organizational goals and missions. The Design Architecture includes the entire application, database, interface and communications infrastructure necessary to provide for present and future operational needs. Generates business architecture alternatives that address the technology and industry trends affecting enterprise solution sets. Reviews all implementation and support activities and provides technical direction to the programming functions. Supports technical design reviews, enterprise approach validations, and work product assessments.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

B. Qualifications: BS + 6 years or MS + 4 years or PhD + 2 years of general IT experience, including formal training and 1 year experience in enterprise applications, plus formal training and 1 year experience in BPR methods and/or formal training and 3 years experience in data bases such as ORACLE, M204, SYBASE, INFORMIX, DB2, etc.

### **Senior ERP Analyst/Designer**

A. Duties: Performs enterprise application team lead responsibilities, including planning tasks, assigning resources to the task, monitoring and tracking progress, and informing project management on all project activities. Perform business and technical analyst functions, including workshop facilitation, business process data validation, enterprise application (ERP product) testing from a functional business area perspective, program development, unit testing of the application code (ERP product) from a technical perspective, work group/work session participation, and delivery of technical and business solutions. Implements data bases that are the results of business systems planning and data requirements planning. Provides for systems development and data base administration groups the future business strategies as seen from a data point of view. Assists with the analysis of enterprise information system baseline and perform a “gap analysis” between the baseline, the user operational requirements and the operating capability of enterprise application product sets. Also perform business and technical

## IT Labor Category Descriptions

designer functions, including making contribution to both the business and technical architecture components of the enterprise solution, supporting industry/functional area/business process specialists and experts, supporting architecture/product/technology specialists and experts, and review/assess enterprise solution products for accuracy and consistency.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

B. Qualifications: BS + 6 years or MS + 4 years of general IT experience, including formal training and 2 years experience in enterprise applications and/or including formal training and 1 year experience in data bases such as ORACLE, M204, SYBASE, INFORMIX, DB2, etc.

### **ERP Analyst/Designer**

A. Duties: Perform business and technical analyst functions, including workshop facilitation, business process data validation, enterprise application (ERP product) testing from a functional business area perspective, program development, unit testing of the application code (ERP product) from a technical perspective, work group/work session participation, and delivery of technical and business solutions. Efforts include participation in the development, integration and deployment of enterprise solutions. Works with senior managers to provide industry vision and strategic direction with regard to their data enterprise. Utilize functional area expertise to create data base models and to assess the operational and functional date baseline. Examples of functional areas include, providing data models that are the results of business systems planning and data requirements planning. Provides input for systems development and data base administration groups from a data point of view. Also perform business and technical designer functions, including making contribution to both the business and technical architecture components of the enterprise solution, supporting industry/functional area/business process specialists and experts, supporting architecture/product/technology specialists and experts, and review/assess enterprise solution products for accuracy and consistency.

B. Qualifications: BS +4 years of general IT experience, including formal training and 1 year experience in enterprise applications and/or including formal training and 1 year experience in data bases such as ORACLE, M204, SYBASE, INFORMIX, DB2, etc.

### **Senior ERP Modeler/Developer**

A. Duties: Responsible for supporting the delivery of technical and business solutions based upon enterprise applications (ERP products based), and working independently to develop enterprise-based programs of medium to high complexity. Activities include the development, integration and deployment of enterprise solutions. Support ERP Analysts, Designers, Business Specialist and Architectural Experts with enterprise applications programming, workshops, documentation, training and user support. Efforts will produce business solution models, technical work products, unit-tested code, instructional courseware, data structures, user

## IT Labor Category Descriptions

interfaces, documentation and enhanced logical processes that will effectively utilize enterprise applications.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

B. Qualifications: BS + 6 years or MS + 4 years of general IT experience, including formal training and 2 years experience in enterprise applications and/or including formal training and 1 year experience in data bases such as ORACLE, M204, SYBASE, INFORMIX, DB2, etc.

### **ERP Modeler/Developer**

A. Duties: Responsible for supporting the delivery of technical and business solutions based upon enterprise applications (ERP products based), and working independently to develop enterprise-based programs of medium to high complexity. Activities include the development, integration and deployment of enterprise solutions. Support ERP Analysts, Designers, Business Specialist and Architectural Experts with enterprise applications programming, workshops, documentation, training and user support. Efforts will produce business solution models, technical work products, unit-tested code, instructional courseware, data structures, user interfaces, documentation and enhanced logical processes that will effectively utilize enterprise applications.

B. Qualifications: BS +4 years of general IT experience, including formal training and 1 year experience in enterprise applications.

### **Principal INFOSEC Consulting Engineer**

A. Duties: Establishes and satisfies highly challenging and complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Provides leadership and guidance in the development, design and application of solutions implemented by more junior staff members. May have top level management responsibilities. Coordinates with senior representatives within the customer organizations to establish and define programs, resources and risks. Applies expertise to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Examples could include classified intelligence and command and control - related networks.

Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

## IT Labor Category Descriptions

B. Qualifications: MS in computer science, information systems, engineering, business, or other related scientific or technical disciplines. This position requires a minimum of 18 years' experience, of which 15 years must be specialized experience including leadership roles in developing and implementing INFOSEC technology, programs and policy for major industry and Government programs/efforts. Also requires an expert understanding of security policy advocated by the U.S. Government including Department of Defense and appropriate civil agencies, e.g., NIST, as well as commercial "best practices". General experience includes development of both common user and special purpose command and control/ information systems with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.

MS + 18 years or a Ph.D. +15 years' general experience, of which 12 must be specialized experience as detailed above.

### **Senior INFOSEC Consulting Engineer**

A. Duties: Establishes and satisfies system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Provides leadership and guidance in the development, design and application of solutions implemented by more junior staff members. May have management responsibilities when assigned. Coordinates with senior representatives within the customer organizations to address program goals, milestones, resources and risks. Applies expertise to common user information systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Examples could include classified intelligence and command and control - related networks.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

B. Qualifications: BS in computer science, information systems, engineering, business, or other related scientific or technical disciplines. This position requires a minimum of 15 years' experience, of which 12 years must be specialized experience including INFOSEC technology, policy and procedure development and implementation on major industry and Government programs/efforts. Also includes a strong understanding of security policy advocated by the U.S. Government including Department of Defense and appropriate civil agencies, e.g., NIST. General experience includes development of both common user and special purpose command and control/ information systems with increasing responsibilities in the scope and magnitude of the systems for which solutions have been implemented.

BS + 15 years or MS + 13 years of which 10 must be specialized experience as detailed above.

## IT Labor Category Descriptions

### **INFOSEC Development Engineer**

A. Duties: Develops and recommends technical solutions to support clients requirements in solving moderately complex network, platform and system security problems. Typical focus areas include analytical and engineering solutions based on federal and industry INFOSEC policy, doctrine and regulations. Responsibilities include secure system engineering and development, including system/security requirements analysis and secure system definition and specification development of INFOSEC policies and procedures utilizing technical and analytical skills. Also designs test beds for the DT&E of advanced INFOSEC hardware and software solutions.

B. Qualifications: BS in electrical engineering, computer science, or a related field. This position requires a minimum of eight years' experience, of which at least six years must be specialized experience including the design and development of SECURE command/control/communications and intelligence (C3I) and/or SECURE command/control/communications/computer and intelligence (C4I) systems or experience in providing information system security support for such systems. General experience includes information system requirements analysis, system design, implementation, and testing.

BS + 8 years or MS + 6 years of which five must be specialized as detailed above.

### **Senior INFOSEC Systems Specialist**

A. Duties: Provides customer support in solving all phases of complex INFOSEC - related technical problems. Reviews and recommends INFOSEC solutions to customer problems based on an understanding of products/systems test results. Conducts systems security analysis and implementation, system engineering, electrical design, design assurance, testing, software engineering, program design, configuration management, integration and testing of INFOSEC products and techniques. Solutions are based on a firm understanding of government/industry policy, practices, procedures, and customer requirements. Particular attention placed on Guard, Firewall, Secure Network Server, PCMCIA format security solutions, "Smart Cards", and emerging security technologies and future trends in support of information system and network security. Insures that INFOSEC solutions are fully compatible with or engineered into the customer's network design.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

B. Qualifications: BS in electrical, electronic or computer engineering; computer science; or, a related field. This position requires a minimum of five years' experience, of which at least three must be specialized experience including system security analysis and implementation; secure system engineering and/or design, design assurance or testing for INFOSEC products and systems computer networking technology and work in protocol and/or interface standards. General experience includes software engineering; program design and implementation;

## IT Labor Category Descriptions

configuration management; or maintenance, integration or testing, and information system engineering, analyst or software experience.

BS + 5 years, MS + 2 years or PhD + 1 year of specialized experience as detailed above.

### **INFOSEC Systems Technical Specialist**

A. Duties: Analyzes general INFOSEC - related technical problems and provides basic engineering and technical support in solving these problems. Configures testbeds and conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test. Areas of focus include Guard, Firewall, Secure Network Server, PCMCIA format security solutions, "Smart Cards", and emerging technologies and future trends. Supports the integration of INFOSEC solutions and technologies into networks with particular attention to protocols, interfaces, and system design.

B. Qualifications: BS in electrical, electronic or computer engineering; computer science; or a related field. This position requires a minimum of three years' experience, of which at least two must be specialized experience including system security analysis and implementation; design assurance or testing for INFOSEC products and systems; integration or testing for INFOSEC products and systems. Experience in heterogeneous computer networking technology and work in protocol and/or interface standards specification is recommended. General experience includes system engineering; electrical design, software engineering; program design and implementation; configuration management; or maintenance.

BS + 3 years, MS + 1 year specialized experience as detailed above.

### **Senior Business Analyst**

A. Duties: Provides specialized financial support to INFOSEC programs. Leads budget development, develops projections, and provides financial data needed to meet client requirements. He/she conducts complex labor, equipment and travel assessments and develops supporting spreadsheets, databases and briefings presenting approaches/solutions directly to customers. Writes Task Orders based on customer requirements and controls resource utilization and availability on these Task Orders. Provides daily supervision and direction to assigned staff and interfaces directly with budget, program and contracting officer representatives within customer organizations.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

B. Qualifications: BS in business, accounting, finance, or other related discipline. This position requires a minimum seven years' experience in financial/budget administration, of which at least six must be specialized experience including cost and schedule reporting, resource

## IT Labor Category Descriptions

management, manpower allocation and resource planning. Experience in administering large (over \$5 Million) classified (or sensitive) task order contracts in the cryptologic community is required. General experience includes increasing responsibilities in financial management, and resource (cost) reporting. Proven ability to function independently based upon the strategic plan and general guidance.

BS + 7 years or MS + 5 years with 3 years specialized experience as detailed above.

### **Senior INFOSEC Applications Developer**

A. Duties: Analyzes complex INFOSEC requirements. Based on direct interface with customers, designs, develops, and integrates software - based solutions. Software applications encompass cryptographic solutions that provide and/or enhance the security of individual platforms, systems or networks. Develops and enhances user interfaces to existing INFOSEC software. Designs test scenarios and supports testing of new and enhanced software products. Provides telephonic and on-site support (as required) to customer's worldwide operational sites. Maintains documentation IAW customer's security requirements and practices. Creates and maintains subject matter Web Site and contributes technical matter for the publication of Computer Based Training for software products he/she develops. Maintains technical supervision over other software developers.

Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

B. Qualifications: BS in Electrical, Electronic or Computer Engineering, Computer Science, or a related field and a minimum of seven years, experience in software engineering, of which at least five years must be specialized experience including demonstrated experience in designing, developing/programming INFOSEC - related software. Experience in designing and developing large software systems is required.

BS + 7 years or MS + 5 years general experience and 3 years specialized experience as detailed above.

## MOBIS Labor Category Descriptions

### **Program Manager**

*Description:* Serves as the counterpart to the client's senior program or senior technical managers. Manages program/technical support operations involving multiple projects/task orders and personnel, often at diverse locations. Directs, organizes, and coordinates planning and execution of all program/technical/financial support activities.

*Experience:* Minimum of 25 years of Government service and/or equivalent experience with contractors directly supporting Government entities.

*Education:* Bachelor's degree in a curriculum related to organizational responsibilities

### **Project Manager**

*Description:* Manages projects involving multiple personnel providing services to clients, often at multiple locations. Directs, organizes, and coordinates planning and execution of all program/technical support activities of the team/task. Generally does not provide direct consulting support as a routine part of assignments.

*Experience:* Minimum of 20 years of Government service and/or equivalent experience with contractors directly supporting Government entities.

*Education:* Bachelor's degree in a curriculum related to organizational responsibilities

### **Senior Management Consultant II**

*Description:* Manages consulting teams or consulting tasks involving multiple personnel providing consulting services to clients, often at multiple locations. Directs, organizes, and coordinates planning and execution of all program/technical support activities of the team/task. Assists clients in research and analysis related to process improvement, and makes recommendations concerning enterprise-wide, agency or program strategies, tactics, activities and processes designed to improve organizational effectiveness and ensure achievement of the mission of the enterprise and its components.

*Experience:* Minimum of 20 years of Government service and/or equivalent experience with contractors directly supporting Government entities.

*Education:* Master's degree in a curriculum related to organizational responsibilities

## MOBIS Labor Category Descriptions

### **Senior Management Consultant I**

*Description:* Manages consulting teams or consulting tasks involving multiple personnel providing consulting services to clients, often at multiple locations. Directs, organizes, and coordinates planning and execution of all program/technical support activities of the team/task. Assists clients in research and analysis related to process improvement, and makes recommendations concerning enterprise-wide, agency or program strategies, tactics, activities and processes designed to improve organizational effectiveness and ensure achievement of the mission of the enterprise and its components.

*Experience:* Minimum of 15 years of Government service and/or equivalent experience with contractors directly supporting Government entities.

*Education:* Bachelor's degree in a curriculum related to organizational responsibilities

### **Senior Functional Expert**

*Description:* Serves as specialist in the application of advanced technical theories, concepts, principles and processes in a given management, scientific or technical functional area. Assists clients in process improvement, and makes recommendations concerning enterprise-wide, agency or program strategies, tactics, activities and processes designed to improve organizational effectiveness and ensure achievement of the mission of the enterprise and its components.

*Experience:* Minimum of 15 years of progressive experience in the functional area.

*Education:* Master's degree in the curriculum for which expert status is claimed.

### **Functional Expert**

*Description:* Serves as specialist in the application of advanced technical theories, concepts, principles and processes in a given management, scientific or technical functional area. Assists clients in process improvement, and makes recommendations concerning enterprise-wide, agency or program strategies, tactics, activities and processes designed to improve organizational effectiveness and ensure achievement of the mission of the enterprise and its components.

*Experience:* Minimum of 10 years of progressive experience in the functional area.

*Education:* Bachelor's degree in the curriculum for which expert status is claimed.

## MOBIS Labor Category Descriptions

### **Management Consultant**

*Description:* Performs alone or as part of consulting teams or consulting tasks providing consulting services to clients, sometimes at multiple locations. Is an integral part of the program/technical support activities of the team/task. Assists senior consultants or clients in research and analysis related to process improvement, and in developing recommendations concerning enterprise-wide, agency or program strategies, tactics, activities and processes designed to improve organizational effectiveness and ensure achievement of the mission of the enterprise and its components.

*Experience:* Minimum of 10 years of Government service and/or equivalent experience with contractors directly supporting Government entities.

*Education:* Bachelor's degree in a curriculum related to responsibilities.

### **Associate Consultant**

*Description:* Performs under the supervision of a more senior manager or consultant, providing consulting services to clients. Acts in support of the program/technical activities of the team/task. Performs research and analysis related to process improvement to support the development of recommendations concerning enterprise-wide, agency or program strategies, tactics, activities and processes designed to improve organizational effectiveness and ensure achievement of the mission of the enterprise and its components.

*Experience:* Minimum of 5 years of Government service and/or equivalent experience with contractors directly supporting Government entities.

*Education:* Bachelor's degree in a curriculum related to responsibilities.

### **Senior Researcher/Analyst**

*Description:* Supervises research and analysis in support of senior managers or consultants. Supports the program/technical activities of the team/task. Manages research and analysis related to process improvement to support the development of recommendations concerning enterprise-wide, agency or program strategies, tactics, activities and processes designed to improve organizational effectiveness and ensure achievement of the mission of the enterprise and its components.

*Experience:* Minimum of 5 years of Government service and/or equivalent experience with contractors directly supporting Government entities.

*Education:* Bachelor's degree in a curriculum related to responsibilities.

## MOBIS Labor Category Descriptions

### **Researcher/Analyst**

*Description:* Performs research and analysis in support of senior researcher/analyst. Supports the program/technical activities of the team/task. Performs research and analysis related to process improvement to support the development of recommendations concerning enterprise-wide, agency or program strategies, tactics, activities and processes designed to improve organizational effectiveness and ensure achievement of the mission of the enterprise and its components.

*Education:* Bachelor's degree in a curriculum related to responsibilities and at least two years of experience.

### **Support Staff**

*Description:* Supports managers, consultants and researchers to provide resources and assistance to supports the accomplishment of the program/technical activities of the team/task.

*Education:* High school diploma or GED and no years of experience.

### **Task Order Project Manager (Senior)**

*Description:* Plans, organizes, directs, and controls the project/program to ensure all contractual obligations are fulfilled, quality standards are met, and associated expectations of performance are achieved. Key responsibilities include: Managing multiple concurrent project tasks, providing expert direction and guidance to subordinates, developing schedules, formulating work plans, managing and controlling project funds and resources, and serving as point of contact with DHS COTRs/Task Monitors.

*Experience:* 14 yrs total; 6 yrs in management

*Education:* BS/BA

### **Subject Matter Expert (Senior)**

*Description:* Serves as a senior advisor to customer's executive management team in a variety of capacities. Key responsibilities include: Providing advice and expertise in competitive sourcing, outsourcing methods, conducting value chain analysis, strategic planning and process improvement methods, change enablement and management, site-selection, and consolidation of operations. May serve as point of contact with DHS COTRs/Task Monitors.

*Experience:* 12 yrs total; 6 years in specialty

*Education:* BS/BA

## MOBIS Labor Category Descriptions

### **Subject Matter Expert (Intermediate)**

**Description:** Plans, supports and provides advisor/contributions in complex and critical efforts which include specific functional, technical, professional or policy areas of the project. Key responsibilities include: Investigating or identifying business, scientific, technology, engineering, operational, professional and/or policy issues; conducting analysis of these issues; and providing advice in support of major programs/projects.

**Experience:** BS/BA 12 yrs total; 4 years in specialty

**Education:** BS/BA

### **Analyst (Senior)**

**Description:** Plans, facilitates, and supports complex methodology development and evaluation, business process re-engineering, identifying best practices, change management, business management techniques, and organizational development. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Key responsibilities include: Providing activity and data modeling, developing modern business methods, identifying best practices, creating and assessing performance measurements, and providing group facilitation, interviewing, and training.

**Experience:** 3 years in specialty

**Education:** BS/BA

### **Technical Specialist (Senior)**

**Description:** Plans and supports specific business, management, functional, technical, professional or policy areas of the project. This includes supporting or leading complex efforts by providing inputs, and preparing high-level briefings of strategic goals. Key responsibilities include: Identifying issues; conducting complex analysis and assessment of these issues; and providing advice to major program/project leaders.

**Experience:** 12 yrs total; 4 yrs in specialty

**Education:** BA/BS

## MOBIS Labor Category Descriptions

### **Task Order Project Manager (Intermediate)**

*Description:* Plans, organizes, directs, and controls the project/program to ensure all contractual obligations are fulfilled, quality standards are met, and associated expectations of performance are achieved. Key responsibilities include: Providing expert direction and guidance to subordinates, developing schedules, formulating work plans, managing and controlling project funds and resources, and serving as point of contact with DHS COTRs/Task Monitors.

*Experience:* 12 years total; with 4 years in management

*Education:* BS/BA

### **Subject Matter Expert (Junior)**

*Description:* Plans and supports complex problem areas of the project. Key responsibilities include: Investigating or identifying business, scientific, technology, engineering, operational, professional and/or policy issues; conducting analysis of these issues; and providing advice in support of major programs/projects.

*Experience:* 2 years in specialty

*Education:* BS/BA

### **Task Order Project Manager (Junior)**

*Description:* Plans, directs, organizes, controls, and manages the project to ensure that all contractual obligations are fulfilled in an efficient and timely manner. Key responsibilities include: Performing contract analysis and development tasks in projects, formulating and enforcing work standards, developing schedules, reviewing work discrepancies and communicate policies, managing and controlling resources, and serving as point of contact with DHS COTRs/Task Monitors.

*Experience:* 2 years in management

*Education:* BS/BA

## MOBIS Labor Category Descriptions

### **Analyst (Intermediate)**

*Description:* Plans and provides analytical support for facilitation, training, methodology development and evaluation, business management techniques, and organizational development. Supports DHS business process improvements and modernization projects. Key responsibilities include: Developing modern business methods, identifying best practices, and creating and assessing performance measurements.

*Experience:* 2 years in specialty

*Education:* BS/BA

### **Technical Specialist (Intermediate)**

*Description:* Plans and supports specific business, management, functional, technical, professional or policy areas of the project. Key responsibilities include: Identifying issues; conducting analysis and assessment of these issues; and providing inputs to major program/project leaders.

*Experience:* 2 years in specialty

*Education:* BS/BA

### **Administrative Clerk III**

*Description:* Performs diverse secretarial and administrative duties. Key responsibilities include: Initiating special reports, composing routine correspondence, and compiling statistical and budget information, and providing communication with all levels of DHS personnel to gather and convey information.

*Experience:* 4 years

*Education:* HS

### **Analyst (Junior)**

*Description:* Plans and provides analytical support for facilitation, training, methodology development and evaluation, business management techniques, and organizational development. Key responsibility includes: Providing recommendations, contributing and preparing briefings for business, management, technology, operational initiatives, policy formulation, professional or strategic goals.

*Experience:* 2 years

*Education:* HS/Tech Training

## MOBIS Labor Category Descriptions

### **Technical Specialist (Junior)**

*Description:* Plans, supports and provides assistance on specific business, management, scientific, operational, engineering, technical, policy, and professional issues. Key responsibilities include: Participating, advising, contributing, preparing and/or presenting briefings on business, management, technology, operational initiatives, policy formulation, professional or strategic goals.

*Experience:* 2 years

*Education:* HS/Tech Training

### **Administrative Clerk II**

*Description:* Performs secretarial and administrative duties. Key responsibilities include: Composing routine correspondence, compiling statistical and budget information, and communicating with all levels of company personnel to gather and convey information.

*Experience:* 1 year

*Education:* HS

### **Administrative Clerk I**

*Description:* Performs entry level secretarial and administrative duties. Key responsibilities include: Composing routine correspondence, filing, and assisting with routine administrative operations.

*Experience:* 0 years

*Education:* HS

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
<i>IT Labor Categories</i>			
C132-51	Senior Program Manager	\$177.47	\$181.91
C132-51	Project/Task Manager	\$131.72	\$135.01
C132-51	Software Engineer/Systems Integrator	\$177.14	\$181.57
C132-51	Sr. Geographic Information Ssystems (GIS) Consultant	\$165.36	\$169.49
C132-51	Sr. Web Developer	\$69.32	\$71.05
C132-51	Web Developer	\$55.45	\$56.84
C132-51	Computer Support Specialist	\$55.85	\$57.25
C132-51	Graphic Designer (Web)	\$108.14	\$110.84
C132-51	Documentation Clerk**	\$45.94	\$47.09
C132-51	Master IT Analyst	\$178.40	\$182.86
C132-51	Sr. Subject Matter Expert	\$178.40	\$182.86
C132-51	Subject Matter Expert	\$121.09	\$124.12
C132-51	Emerging Technology Expert	\$121.09	\$124.12

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
C132-51	Senior IT Analyst	\$139.34	\$142.83
C132-51	Journeyman IT Analyst	\$98.45	\$100.91
C132-51	Procurement Management Expert	\$98.45	\$100.91
C132-51	Project Control Officer	\$98.45	\$100.91
C132-51	Apprentice IT Analyst	\$86.46	\$88.62
C132-51	Senior Technician	\$76.48	\$78.39
C132-51	Technical Writer/ Editor	\$76.48	\$78.39
C132-51	Junior IT Analyst	\$76.48	\$78.39
C132-51	Journeyman Technician	\$64.20	\$65.81
C132-51	Entry Level IT Trainee	\$63.53	\$65.12
C132-51	Technician	\$55.81	\$57.21
C132-51	Junior Technician	\$45.83	\$46.98
C132-51	Clerical	\$43.23	\$44.31

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
C132-51	Project Manager	\$118.42	\$121.38
C132-51	Quality Assurance Manager	\$88.01	\$90.21
C132-51	Quality Assurance Analyst	\$51.60	\$52.89
C132-51	ADP Project Control Specialist	\$42.35	\$43.41
C132-51	ADP Administration Specialist	\$34.76	\$35.63
C132-51	Senior Functional Analyst	\$95.29	\$97.68
C132-51	Functional Analyst	\$75.94	\$77.84
C132-51	Principal Systems Architect	\$134.11	\$137.47
C132-51	Principal Information Engineer	\$105.23	\$107.86
C132-51	Senior Information Engineer	\$86.82	\$88.99
C132-51	Senior Computer Systems Analyst	\$78.05	\$80.00
C132-51	Computer Systems Analyst	\$45.16	\$46.29
C132-51	Senior Application Engineer	\$101.52	\$104.06

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
C132-51	Applications Engineer	\$89.23	\$91.46
C132-51	Applications Programmer	\$55.50	\$56.89
C132-51	Junior Applications Programmer	\$43.61	\$44.70
C132-51	Senior Database Management Specialist	\$94.60	\$96.96
C132-51	Database Management Specialist	\$70.27	\$72.03
C132-51	Data Entry Clerk	\$24.23	\$24.84
C132-51	Computer Operations Manager	\$52.15	\$53.45
C132-51	System Administrator	\$43.34	\$44.43
C132-51	System Operator	\$35.52	\$36.41
C132-51	Senior Training Specialist	\$53.75	\$55.09
C132-51	Training Specialist	\$39.71	\$40.70
C132-51	Help Desk Manager	\$54.26	\$55.61
C132-51	Help Desk Specialist	\$43.16	\$44.23

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
C132-51	Hardware Specialist	\$44.52	\$45.64
C132-51	Senior Hardware Installation Technician	\$45.44	\$46.57
C132-51	Hardware Draftsman	\$36.77	\$37.68
C132-51	Network Draftsman	\$36.65	\$37.57
C132-51	Communications Network Manager	\$49.60	\$50.84
C132-51	Communications Specialist	\$44.21	\$45.32
C132-51	Principal Business Process Reengineering Specialist	\$110.01	\$112.76
C132-51	Senior Business Process Reengineering Specialist	\$84.00	\$86.10
C132-51	Documentation Specialist**	\$28.67	\$29.39
C132-51	Senior Computer Security Systems Specialist	\$74.22	\$76.07
C132-51	Computer Security Systems Specialist	\$53.37	\$54.71
C132-51	Administrative Support and Graphics Specialist	\$30.42	\$31.18
C132-51	Electronic Meeting Facilitator	\$91.46	\$93.74

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
C132-51	Electronic Meeting Technographer	\$33.05	\$33.88
C132-51	Student Application Programmer	\$40.63	\$41.65
C132-51	Learning Architect	\$87.43	\$89.62
C132-51	Instructional Designer	\$70.82	\$72.59
C132-51	Technical Trainer Sr.	\$101.61	\$104.15
C132-51	Technical Trainer	\$84.70	\$86.82
C132-51	Web Architect	\$131.90	\$135.20
C132-51	Web Designer	\$97.31	\$99.74
C132-51	Data Communication Manager	\$128.07	\$131.27
C132-51	Voice Communication Manager	\$128.07	\$131.27
C132-51	Communication Analyst (Senior)	\$98.92	\$101.39
C132-51	Communication Analyst (Intermediate)	\$81.60	\$83.64
C132-51	Cable Installer	\$55.40	\$56.78

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
C132-51	Communications Installer (Senior)	\$76.48	\$78.39
C132-51	Communications Installer (Intermediate)	\$61.05	\$62.58
C132-51	Communications Installer (Associate)	\$51.64	\$52.93
C132-51	Software Engineer I	\$40.69	\$41.70
C132-51	Software Engineer II	\$50.74	\$52.01
C132-51	Software Engineer III	\$62.39	\$63.95
C132-51	Project Analyst I	\$45.80	\$46.95
C132-51	User Services Specialist I	\$29.28	\$30.01
C132-51	User Services Specialist II	\$31.42	\$32.21
C132-51	User Services Specialist V	\$70.75	\$72.52
C132-51	Computer System Installation Specialist	\$68.53	\$70.24
C132-51	Lead Installation Engineer	\$92.53	\$94.84
C132-51	Senior Network Engineer	\$77.70	\$79.64

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
C132-51	Data Base Specialist	\$73.52	\$75.36
C132-51	Network Engineer	\$65.91	\$67.55
C132-51	Engineering Aide	\$26.33	\$26.99
C132-51	Senior Technician Assistant	\$35.01	\$35.89
C132-51	Technician Assistant	\$23.45	\$24.03
C132-51	Principal Industry/Functional Area Epert	\$295.47	\$302.86
C132-51	Senior Industry/Functional Area Specialist	\$232.88	\$238.71
C132-51	Principal ERP Product Expert	\$331.25	\$339.53
C132-51	Senior ERP Product Specialist	\$265.00	\$271.63
C132-51	Principal ERP Business/Architectural Expert	\$331.25	\$339.53
C132-51	Senior ERP Business/Architectural Specialist	\$231.87	\$237.66
C132-51	Senior ERP Analyst/Designer	\$231.87	\$237.66
C132-51	ERP Analyst/Designer	\$185.50	\$190.13

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
C132-51	Senior ERP Modeler/Developer	\$231.87	\$237.66
C132-51	ERP Modeler/Devloper	\$165.63	\$169.77
C132-51	Principal INFOSEC Consulting Engineer	\$265.00	\$271.63
C132-51	Senior INFOSEC Consulting Engineer	\$231.87	\$237.66
C132-51	INFOSEC Development Engineer	\$177.38	\$181.82
C132-51	Senior INFOSEC Systems Specialist	\$118.25	\$121.21
C132-51	INFOSEC Systems Technical Specialist	\$92.76	\$95.08
C132-51	Senior Business Analyst	\$141.93	\$145.47
C132-51	Senior INFOSEC Applications Developer	\$141.93	\$145.47
<b><i>MOBIS Labor Categories</i></b>			
C874-1; C874-4; C874-6; C874-7	Program Manager	\$213.94	\$219.29
C874-1; C874-4; C874-6; C874-7	Project Manager	\$178.29	\$182.75
C874-1; C874-4; C874-6; C874-7	Sr. Management Consultant II	\$213.94	\$219.29
C874-1; C874-4; C874-6; C874-7	Sr. Management Consultant I	\$153.21	\$157.04

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
C874-1; C874-4; C874-6; C874-7	Sr. Functional Expert	249.59	255.83
C874-1; C874-4; C874-6; C874-7	Functional Expert	213.94	219.28
C874-1; C874-4; C874-6; C874-7	Management Consultant	138.24	141.7
C874-1; C874-4; C874-6; C874-7	Associate Consultant	106.97	109.65
C874-1; C874-4; C874-6; C874-7	Senior Researcher/Analyst	106.97	109.65
C874-1; C874-4; C874-6; C874-7	Researcher/Analyst	81.81	83.86
C874-1; C874-4; C874-6; C874-7	Support Staff**	\$54.87	\$56.25
C874-1; C874-4; C874-6; C874-7	Task Order Project Manager (Senior)	\$133.20	\$136.53
C874-1; C874-4; C874-6; C874-7	Subject Matter Expert (Senior)	\$156.06	\$159.96
C874-1; C874-4; C874-6; C874-7	Subject Matter Expert (Intermediate)	\$107.55	\$110.24
C874-1; C874-4; C874-6; C874-7	Analyst (Senior)	\$120.11	\$123.11
C874-1; C874-4; C874-6; C874-7	Technical Specialist (Senior)	\$122.48	\$125.55
C874-1; C874-4; C874-6; C874-7	Task Order Project Manager (Intermediate)	\$109.56	\$112.30

<b>SIN</b>	<b>Labor Category Title</b>	<b>GSA Price w/ IFF 12/15/14- 12/14/15</b>	<b>GSA Price w/ IFF 12/15/15- 12/14/16</b>
C874-1; C874-4; C874-6; C874-7	Subject Matter Expert (Junior)	\$84.27	\$86.37
C874-1; C874-4; C874-6; C874-7	Task Order Project Manager (Junior)	\$80.53	\$82.55
C874-1; C874-4; C874-6; C874-7	Analyst (Intermediate)	\$87.79	\$89.99
C874-1; C874-4; C874-6; C874-7	Technical Specialist (Intermediate)	\$83.40	\$85.48
C874-1; C874-4; C874-6; C874-7	Administrative Clerk III**	\$58.71	\$60.17
C874-1; C874-4; C874-6; C874-7	Analyst (Junior)	\$61.91	\$63.46
C874-1; C874-4; C874-6; C874-7	Technical Specialist (Junior)	\$60.82	\$62.34
C874-1; C874-4; C874-6; C874-7	Administrative Clerk II**	\$45.78	\$46.92
C874-1; C874-4; C874-6; C874-7	Administrative Clerk I**	\$37.74	\$38.68

\*\*SCA Applicable Labor Category

## Service Contract Act Compliance Notification

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) 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 prices will be discounted accordingly.

Wage Determination No.: 2005-2103

Revision No.: 12

Revision Date: 6/13/2012

State: Maryland

Area: Prince George's

### *SCA Matrix*

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code – Title</b>	<b>WD Number</b>
Documentation Clerk	01111 - General Clerk I	2005-2103
Support Staff	01020 - Administrative Assistant	2005-2103
Administrative Clerk III	01020 - Administrative Assistant	2005-2103
Administrative Clerk II	01020 - Administrative Assistant	2005-2103
Administrative Clerk I	01020 - Administrative Assistant	2005-2103
Records Administrator II	01111- General Clerk I	2005-2103
Records Administrator	01111- General Clerk I	2005-2103
Document Clerk II	01111- General Clerk I	2005-2103
Document Clerk	01111- General Clerk I	2005-2103
Records Clerk	01111- General Clerk I	2005-2103