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 is available through GSA Advantage!™, a menu-driven data base system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.

MULTIPLE AWARD SCHEDULE
Federal Supply Group: Professional Services

Contract No.: GS-00F-005CA

Period Covered by Contract: December 12, 2019 – December 11, 2024

Pricelist effective through Modification #A824, dated August 20, 2020

Contractor:
Resource Management Concepts, Inc. (RMC)
46970 Bradley Blvd., Suite B
Lexington Park, MD 20653
Phone: 301-862-7501
Fax: 301-862-5759
Website: www.rmcweb.com

Authorized Negotiator:
Mr. Matthew S. Vodzak, Director of Contracts

Business Size: Other than Small Business

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at fss.gsa.gov.
CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) (SIN):

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<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
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</thead>
<tbody>
<tr>
<td>541611/RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management</td>
</tr>
<tr>
<td></td>
<td>Support, and Business Program and Project Management Services</td>
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<tr>
<td>541620/RC</td>
<td>Environmental Consulting Services</td>
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<td>611430/RC</td>
<td>Professional and Management Development Training</td>
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<td>562910REM/RC</td>
<td>Environmental Remediation Services</td>
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<tr>
<td>OLM/RC</td>
<td>Order-Level Materials (OLMs)</td>
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</tbody>
</table>

1b. Identification of Lowest Unit Price: See attached pricelist.

1c. RMC is offering labor categories at hourly rates. See attached descriptions and pricelist.

2. Maximum Order. $1,000,000.00

3. Minimum Order. $100.00

4. Geographic Coverage. Domestic and Overseas delivery, with the exact time to be specified on individual Delivery/Task Orders.

5. Point(s) of production (city, county, and state, or foreign country): Not Applicable

6. Discount from List Prices/Statement of Net Prices. The hourly rates are net price and already considered discounted.

7. Quantity Discounts. None

8. Prompt Payment Terms. Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. RMC will accept Government credit cards (Visa or MasterCard).

9b. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold. RMC will accept Government credit cards (Visa or MasterCard).

10. Foreign items. None

11a. Time of Delivery. Delivery, Period of Performance, and Service Completion Date are functions of the specific requirements being performed; as such, the time of delivery, period of performance or service completion date will be as negotiated between RMC and the Ordering Officer. The negotiated date(s) or period(s) of performance will be specified in the Order.


11c. Overnight and 2-day delivery. See 11a.
11d. Urgent Requirements. See 11a.

12. F.O.B. point(s). Origin


13b. Ordering procedures. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.


15. Warranty provision. N/A

16. Export packing charges. N/A

17. Terms and Conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Contact Contractor

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

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

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

20a. Terms and conditions for any other services (if applicable). N/A

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

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

23. Preventive maintenance (if applicable). N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location). The EIT standards can be found at www.Section508.gov/. N/A

25. Data Universal Number System (DUNS) number. 80-751-2934

26. Notification regarding registration in System for Award Management (SAM) database. RMC, Inc. is registered and current in SAM.
Labor Category Descriptions

Administrative Assistant I
Functional Responsibilities: Performs administrative and clerical support functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Administrative Assistants are responsible for a variety of administrative and clerical duties such as plan and schedule meetings and appointments, organize and maintain paper and electronic files, conduct research, recordkeeping, mail distribution, telephone operator/receptionist, and other office support services as well may handle travel arrangements and assist in regard to matters such as project/program progress and status documentation, procurement of supplies and equipment, budget, finance, property, accounting, or personnel management.

Education: Bachelors Degree in Business Administration, Finance, Human Resource/Relations or related discipline.

Experience: Minimum of 0 years in subject matter area. Masters Degree may substitute for two years of experience. High school diploma plus 4 years of experience may substitute for Bachelor degree and 0 years of experience.

Administrative Assistant II
Functional Responsibilities: Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Administrative Assistants are responsible for a variety of administrative and clerical duties necessary to run an organization efficiently such as plan, direct, or coordinate supportive services of an organization, such as plan and schedule meetings and appointments, organize and maintain paper and electronic files, procurement of supplies and equipment, control classified material, manage projects, conduct research, recordkeeping, mail distribution, telephone operator/receptionist, and other office support services as well may handle travel arrangements and work in regard to matters such as project/program progress and status documentation, budget, finance, property, accounting, or personnel management and may oversee facilities planning and maintenance and custodial operations. Senior level Administrative Assistants may supervise and coordinate the activities of clerical and administrative support workers.

Education: Bachelors Degree in Business Administration, Finance, Human Resource/Relations or related discipline.

Experience: Minimum of 3 years in subject matter area. Masters Degree may substitute for two years of experience. High school diploma plus 7 years of experience may substitute for Bachelor degree and 3 years of experience.

Business Analyst III
Functional Responsibilities: Business Analyst provides information, analysis and insight to use in business development activities as well as to carry out research projects, core management activities and keep abreast of current market events. Works with team to identify, assess and record near-term business needs, recommending business priorities, and advising on options, risks, and costs vs. benefits; analyzing processes, products and operations to aid with business requirements; work with the development team to aid with the design and implementation of business solutions; facilitate implementation of new functionality through holding training
sessions and demos and developing the appropriate documentation. Provides support throughout the project’s lifecycle including: development of project scope, preparation of business case and related funding information, collection and documentation of business requirements, preparation of change control documentation, preparation of related process documentation, and coordination of user acceptance testing. Business Analysts manage business analysis activities in line with the project schedule to deliver required quality business solutions within agreed timescales and budget; coordinate the acquisition and analysis of the data to identify business issues and objectives; develop hypothesis to address the project requirements and suggest a range of solutions based on specific selection criteria to the business issues identified; use specialist knowledge and/or experience of business areas or products to ensure all relevant information is available to guide design and implementation; and using the data collated from the business analysis stage, make informed decisions to influence the direction of the project and shape of solution put in place, ensuring it is the optimum solution for the business. Business Analysts perform a business analyst role within a multi-disciplinary team, understanding the user’s business requirements and assisting the user in documenting business systems requirements and procedures and providing post-implementation reviews and support.

**Education:** Bachelor’s Degree in Business Administration, Finance, Human Resource/Relations or related discipline.

**Experience:** Minimum of 7 years in subject matter area. Master’s Degree may substitute for two years of experience. Must have at least four years supervisory experience. High school diploma plus 12 years of experience may substitute for Bachelor degree and 7 years of experience.

**Business Analyst IV**

**Functional Responsibilities:** Business Analyst provides information, analysis and insight to use in business development activities as well as to carry out research projects, core management activities and keep abreast of current market events. Works with team to identify, assess and record near-term business needs, recommending business priorities, and advising on options, risks, and costs vs. benefits; analyzing processes, products and operations to aid with business requirements; work with the development team to aid with the design and implementation of business solutions; facilitate implementation of new functionality through holding training sessions and demos and developing the appropriate documentation. Provides support throughout the project’s lifecycle including: development of project scope, preparation of business case and related funding information, collection and documentation of business requirements, preparation of change control documentation, preparation of related process documentation, and coordination of user acceptance testing. Business Analysts manage business analysis activities in line with the project schedule to deliver required quality business solutions within agreed timescales and budget; coordinate the acquisition and analysis of the data to identify business issues and objectives; develop hypothesis to address the project requirements and suggest a range of solutions based on specific selection criteria to the business issues identified; use specialist knowledge and/or experience of business areas or products to ensure all relevant information is available to guide design and implementation; and using the data collated from the business analysis stage, make informed decisions to influence the direction of the project and shape of solution put in place, ensuring it is the optimum solution for the business. Business Analysts perform a business analyst role within a multi-disciplinary team, understanding the user’s
Business Analyst V

**Functional Responsibilities:** Business Analyst provides information, analysis and insight to use in business development activities as well as to carry out research projects, core management activities and keep abreast of current market events. Works with team to identify, assess and record near-term business needs, recommending business priorities, and advising on options, risks, and costs vs. benefits; analyzing processes, products and operations to aid with business requirements; work with the development team to aid with the design and implementation of business solutions; facilitate implementation of new functionality through holding training sessions and demos and developing the appropriate documentation. Provides support throughout the project’s lifecycle including: development of project scope, preparation of business case and related funding information, collection and documentation of business requirements, preparation of change control documentation, preparation of related process documentation, and coordination of user acceptance testing. Business Analysts manage business analysis activities in line with the project schedule to deliver required quality business solutions within agreed timescales and budget; coordinate the acquisition and analysis of the data to identify business issues and objectives; develop hypothesis to address the project requirements and suggest a range of solutions based on specific selection criteria to the business issues identified; use specialist knowledge and/or experience of business areas or products to ensure all relevant information is available to guide design and implementation; and using the data collated from the business analysis stage, make informed decisions to influence the direction of the project and shape of solution put in place, ensuring it is the optimum solution for the business. Business Analysts perform a business analyst role within a multi-disciplinary team, understanding the user’s business requirements and assisting the user in documenting business systems requirements and procedures and providing post-implementation reviews and support.

**Education:** Bachelor’s Degree in Business Administration, Finance, Human Resource/Relations or related discipline.

**Experience:** Minimum of 19 years in subject matter area. Master’s Degree may substitute for two years of experience. Must have at least eight years supervisory experience.

Computer Specialist I

**Functional Responsibilities:** Supports or assists other employees who design, operate, or use automatic data processing systems applications and products. Coordinates with users to clarify instructions, obtain missing data, explain processing delays, discuss priority adjustment options, and discuss alternative processing methods and anticipated time of program completion. Coordinates with computer administrators to determine system status, to correct minor set-up and control errors and to determine status of previously scheduled programs, or to address
database performance issues. Receives, maintains, and issues data storage media for computer operations; scheduling database maintenance, monitors database performance, perform backup and restores and daily housekeeping; and collecting, maintaining, and distributing program and systems documentation. Coordinates with computer administrators to determine system status to address database performance issues. May be involved in the application of, or research into, computer science methods and techniques to store, manipulate, transform or present information by means of computer systems, primarily via web enabled interfaces. Performs tasks under close supervision from higher-level personnel.

**Education:** High School

**Experience:** Minimum of 1 year in subject matter area.

**Database Analyst I**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Performs tasks under close supervision from higher-level personnel.

**Education:** High School.

**Experience:** Minimum of 2 years in subject matter area.

**Database Analyst II**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing,
modifying and developing information systems. Performs tasks under moderate supervision from higher-level personnel.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 1 year in subject matter area. High school diploma plus 5 years of experience may substitute for Bachelor degree and 1 year of experience.

**Database Analyst III**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Assist higher-level staff by independently performing moderately complex tasks assigned.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 3 years in subject matter area. Masters Degree may substitute for two years of experience. High school diploma plus 7 years of experience may substitute for Bachelor degree and 3 years of experience.

**Database Analyst IV**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Assists and advises junior engineering and technical personnel in the resolution of systems integration issues.

**Education:** Bachelors Degree in related field.
**Experience:** Minimum of 5 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least three years supervisory experience. High school diploma plus 9 years of experience may substitute for Bachelor degree and 5 years of experience.

**Database Analyst V**

Functional Responsibilities: Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Assists and advises junior engineering and technical personnel in the resolution of systems integration issues.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 8 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least four years supervisory experience. High school diploma plus 12 years of experience may substitute for Bachelor degree and 8 years of experience.

**Database Analyst VI**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Assists and advises junior engineering and technical personnel in the resolution of systems integration issues.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 10 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least five years supervisory experience. High school diploma
plus 14 years of experience may substitute for Bachelor degree and 10 years of experience.

**Database Analyst VII**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Assists and advises junior engineering and technical personnel in the resolution of systems integration issues.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 15 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least six years supervisory experience. High school diploma plus 19 years of experience may substitute for Bachelor degree and 15 years of experience.

**Database Analyst VIII**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Assists and advises junior engineering and technical personnel in the resolution of systems integration issues.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 18 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least eight years supervisory experience. High school diploma plus 22 years of experience may substitute for Bachelor degree and 18 years of experience.
Data Entry Clerk I

**Functional Responsibilities:** Transcribes and enters data into automated database files. Selects procedures to be followed in searching for, interpreting, selecting or coding items to be entered from source documents. Performs updating and maintaining of database support systems and files, and supports automated retrieval operations in support of staff requirements. Prepares, maintains and preserves on file, technical or administrative documentation, data, correspondence and records. Performs documentation response tracking functions. Provides technical typing, word processing, proofreading and grammar context review, graphics presentations preparation, filing, and reproduction documentation support and office equipment operation.

**Education:** High School Intern

**Experience:** Minimum knowledge in subject matter area.

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Data Entry Clerk II

**Functional Responsibilities:** Transcribes and enters data into automated database files. Selects procedures to be followed in searching for, interpreting, selecting or coding items to be entered from source documents. Performs updating and maintaining of database support systems and files, and supports automated retrieval operations in support of staff requirements. Prepares, maintains and preserves on file, technical or administrative documentation, data, correspondence and records. Performs documentation response tracking functions. Provides technical typing, word processing, proofreading and grammar context review, graphics presentations preparation, filing, and reproduction documentation support and office equipment operation.

**Education:** High School

**Experience:** Minimum of 1 year in subject matter area.

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Data Entry Clerk III

**Functional Responsibilities:** Transcribes and enters data into automated database files. Selects procedures to be followed in searching for, interpreting, selecting or coding items to be entered from source documents. Performs updating and maintaining of database support systems and files, and supports automated retrieval operations in support of staff requirements. Prepares, maintains and preserves on file, technical or administrative documentation, data, correspondence and records. Performs documentation response tracking functions. Provides technical typing, word processing, proofreading and grammar context review, graphics presentations preparation, filing, and reproduction documentation support and office equipment operation.

**Education:** High School

**Experience:** Minimum of 4 years in subject matter area.

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Data Entry Clerk IV

**Functional Responsibilities:** Transcribes and enters data into automated database files. Selects procedures to be followed in searching for, interpreting, selecting or coding items to be entered from source documents. Performs updating and maintaining of database support systems and files, and supports automated retrieval operations in support of staff requirements. Prepares, maintains and preserves on file, technical or administrative documentation, data, correspondence and records. Performs documentation response tracking functions. Provides technical typing, word processing, proofreading and grammar context review, graphics presentations preparation, filing, and reproduction documentation support and office equipment operation.
**Education:** High School

**Experience:** Minimum of 6 years in subject matter area. Bachelors Degree may substitute for four years of experience and Associates degree may substitute for 2 years of experience.

**Engineer I**

**Functional Responsibilities:** Provides assistance in administration or in performing professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation, or maintenance of engineering facilities, structures, systems, processes, equipment, devices, or materials. Assists in conducting of engineering investigations and prepares reports and documentation to support command requirements. Prepares and reviews engineering analyses, reports, change proposals and similar documentation. Performs acquisition management, resource management, task and project scheduling, project tracking and status reporting. Performs tasks under close supervision from higher-level personnel.

Education: Bachelor’s Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

Experience: Minimum of 1 year in subject matter area.

**Engineer II**

**Functional Responsibilities:** Provides assistance in administration or in performing professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation, or maintenance of engineering facilities, structures, systems, processes, equipment, devices, or materials. Assists in conducting of engineering investigations and prepares reports and documentation to support command requirements. Prepares and reviews engineering analyses, reports, change proposals and similar documentation. Performs acquisition management, resource management, task and project scheduling, project tracking and status reporting. Performs tasks under moderate supervision from higher-level personnel.

Education: Bachelor’s Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

Experience: Minimum of 3 years in subject matter area. Master’s Degree may substitute for two years of experience. Must have at least one-year supervisory experience.

**Engineer III**

**Functional Responsibilities:** Provides assistance in administration or in performing professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation, or maintenance of engineering facilities, structures, systems, processes, equipment, devices, or materials. Assists in conducting of engineering investigations and prepares reports and documentation to support command requirements. Prepares and reviews engineering analyses, reports, change proposals and similar documentation. Performs acquisition management, resource management, task and project scheduling, project tracking and status reporting. Assist higher-level staff by independently performing moderately complex tasks assigned.
Education: Bachelor’s Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

Experience: Minimum of 5 years in subject matter area. Master’s Degree may substitute for two years of experience. Must have at least three years supervisory experience.

Engineer IV

Functional Responsibilities: Experience in an engineering-related position solving engineering management and technical problems. Supervises engineering staff in direct performance of engineering or systems design related tasks. Conducts engineering reviews, requirements and design analyses, and directs design team input and workflow. Provides planning and scheduling for installation and implementation. Provides advice, administration, supervision, or performs professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation, or maintenance of engineering facilities, structures, systems, processes, equipment, devices, or materials. Conducts engineering investigations and prepares reports and documentation to support command requirements. Prepares and reviews engineering analyses, reports, change proposals and similar documentation. Performs acquisition management, resource management, task and project scheduling, project tracking and status reporting. Supports management and subcontractor design and implementation meetings and evaluates proposed corrective actions for complete and through solutions.

Education: Bachelors Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

Experience: Minimum of 8 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least four years supervisory experience.

Engineer V

Functional Responsibilities: Experience in an engineering-related position solving engineering management and technical problems. Supervises engineering staff in direct performance of engineering or systems design related tasks. Conducts engineering reviews, requirements and design analyses, and directs design team input and workflow. Provides planning and scheduling for installation and implementation. Provides advice, administration, supervision, or performs professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation, or maintenance of engineering facilities, structures, systems, processes, equipment, devices, or materials. Conducts engineering investigations and prepares reports and documentation to support command requirements. Prepares and reviews engineering analyses, reports, change proposals and similar documentation. Performs acquisition management, resource management, task and project scheduling, project tracking and status reporting. Supports management and subcontractor design and implementation meetings and evaluates proposed corrective actions for complete and through solutions.

Education: Bachelors Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

Experience: Minimum of 11 years in subject matter area. Master’s Degree may substitute for
two years of experience. Must have at least five years supervisory experience.

Engineer VI
Functional Responsibilities: Experience in an engineering-related position solving engineering management and technical problems. Supervises engineering staff in direct performance of engineering or systems design related tasks. Conducts engineering reviews, requirements and design analyses, and directs design team input and workflow. Provides planning and scheduling for installation and implementation. Provides advice, administration, supervision, or performs professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation, or maintenance of engineering facilities, structures, systems, processes, equipment, devices, or materials. Conducts engineering investigations and prepares reports and documentation to support command requirements. Prepares acquisition management, resource management, task and project scheduling, project tracking and status reporting. Supports management and subcontractor design and implementation meetings and evaluates proposed corrective actions for complete and through solutions.

Education: Bachelor’s Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

Experience: Minimum of 15 years in subject matter area. Master’s Degree may substitute for two years of experience. Must have at least six years supervisory experience.

Engineer VII
Functional Responsibilities: Experience in an engineering-related position solving engineering management and technical problems. Supervises engineering staff in direct performance of engineering or systems design related tasks. Conducts engineering reviews, requirements and design analyses, and directs design team input and workflow. Provides planning and scheduling for installation and implementation. Provides advice, administration, supervision, or performs professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation, or maintenance of engineering facilities, structures, systems, processes, equipment, devices, or materials. Conducts engineering investigations and prepares reports and documentation to support command requirements. Prepares acquisition management, resource management, task and project scheduling, project tracking and status reporting. Supports management and subcontractor design and implementation meetings and evaluates proposed corrective actions for complete and through solutions.

Education: Bachelors Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

Experience: Minimum of 18 years in subject matter area. Master’s Degree may substitute for two years of experience. Must have at least eight years supervisory experience.

Engineer VIII
Functional Responsibilities: Experience in an engineering-related position solving engineering management and technical problems. Supervises engineering staff in direct performance of
engineering or systems design related tasks. Conducts engineering reviews, requirements and design analyses, and directs design team input and workflow. Provides planning and scheduling for installation and implementation. Provides advice, administration, supervision, or performs professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation, or maintenance of engineering facilities, structures, systems, processes, equipment, devices, or materials. Conducts engineering investigations and prepares reports and documentation to support command requirements. Prepares and reviews engineering analyses, reports, change proposals and similar documentation. Performs acquisition management, resource management, task and project scheduling, project tracking and status reporting. Supports management and subcontractor design and implementation meetings and evaluates proposed corrective actions for complete and through solutions.

**Education:** Bachelor’s Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

**Experience:** Minimum of 20 years in subject matter area. Master’s Degree may substitute for two years of experience. Must have at least ten years supervisory experience.

**Environmental Engineer I**

**Functional Responsibilities:** Application of professional knowledge of the principles, methods, and techniques of engineering concerned with facilities and systems for controlling pollution and protecting quality of resources and the environment, and an understanding of and the ability to utilize pertinent aspects of chemistry, biological sciences, and public health that pertain to the control or elimination of pollutants are required. Must possess a professional competence in engineering with specialized knowledge of chemistry and biological science. Specific project duties may include: planning, designing, constructing, modifying or improving, and maintaining facilities; operating environmental engineering facilities or programs such as domestic waste treatment plants or water works; investigating and studying physical phenomena to develop programs and methods to conserve natural resources and prevent, abate, or control pollution of the environment; planning comprehensive programs to enhance and protect the environment and resources; and carrying out relevant research, development, planning, design, advisory, and related engineering activities. May perform activities concerned with the sitting and layout of facilities and systems to obtain use of land and resources and to achieve operational efficiency. Knowledge and environmental engineering input may be required for other closely associated activities such as radiological health, noise abatement, control of insects and rodents, ocean dumping, control of herbicides or pesticides and control of hazardous wastes or toxic substances. Performs tasks under close supervision from higher-level personnel.

**Education:** Bachelors Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

**Experience:** Minimum knowledge in subject matter area.

**Environmental Engineer II**

**Functional Responsibilities:** Application of professional knowledge of the principles, methods, and techniques of engineering concerned with facilities and systems for controlling pollution and
protecting quality of resources and the environment, and an understanding of and the ability to utilize pertinent aspects of chemistry, biological sciences, and public health that pertain to the control or elimination of pollutants are required. Must possess a professional competence in engineering with specialized knowledge of chemistry and biological science. Specific project duties may include: planning, designing, constructing, modifying or improving, and maintaining facilities; operating environmental engineering facilities or programs such as domestic waste treatment plants or water works; investigating and studying physical phenomena to develop programs and methods to conserve natural resources and prevent, abate, or control pollution of the environment; planning comprehensive programs to enhance and protect the environment and resources; and carrying out relevant research, development, planning, design, advisory, and related engineering activities. May perform activities concerned with the siting and layout of facilities and systems to obtain use of land and resources and to achieve operational efficiency. Knowledge and environmental engineering input may be required for other closely associated activities such as radiological health, noise abatement, control of insects and rodents, ocean dumping, control of herbicides or pesticides and control of hazardous wastes or toxic substances. Performs tasks under moderate supervision from higher-level personnel.

**Education:** Bachelors Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

**Experience:** Minimum of 1 year in subject matter area.

**Environmental Engineer III**

**Functional Responsibilities:** Application of professional knowledge of the principles, methods, and techniques of engineering concerned with facilities and systems for controlling pollution and protecting quality of resources and the environment, and an understanding of and the ability to utilize pertinent aspects of chemistry, biological sciences, and public health that pertain to the control or elimination of pollutants are required. Must possess a professional competence in engineering with specialized knowledge of chemistry and biological science. Specific project duties may include: planning, designing, constructing, modifying or improving, and maintaining facilities; operating environmental engineering facilities or programs such as domestic waste treatment plants or water works; investigating and studying physical phenomena to develop programs and methods to conserve natural resources and prevent, abate, or control pollution of the environment; planning comprehensive programs to enhance and protect the environment and resources; and carrying out relevant research, development, planning, design, advisory, and related engineering activities. May perform activities concerned with the siting and layout of facilities and systems to obtain use of land and resources and to achieve operational efficiency. Knowledge and environmental engineering input may be required for other closely associated activities such as radiological health, noise abatement, control of insects and rodents, ocean dumping, control of herbicides or pesticides and control of hazardous wastes or toxic substances. Performs tasks under moderate supervision from higher-level personnel. Assist higher-level staff by independently performing complex tasks assigned.

**Education:** Bachelor’s Degree in Engineering, Mathematics, Physics, Systems Engineering or a related field.

**Experience:** Minimum of 4 years in subject matter area. Master’s Degree may substitute for two years of experience. Must have at least two years of supervisory experience.
Environmental Engineer IV

**Functional Responsibilities:** Application of professional knowledge of the principles, methods, and techniques of engineering concerned with facilities and systems for controlling pollution and protecting quality of resources and the environment, and an understanding of and the ability to utilize pertinent aspects of chemistry, biological sciences, and public health that pertain to the control or elimination of pollutants are required. Must possess a professional competence in engineering with specialized knowledge of chemistry and biological science. Specific project duties may include: planning, designing, constructing, modifying or improving, and maintaining facilities; operating environmental engineering facilities or programs such as domestic waste treatment plants or water works; investigating and studying physical phenomena to develop programs and methods to conserve natural resources and prevent, abate, or control pollution of the environment; planning comprehensive programs to enhance and protect the environment and resources; and carrying out relevant research, development, planning, design, advisory, and related engineering activities. May perform activities concerned with the sitting and layout of facilities and systems to obtain use of land and resources and to achieve operational efficiency. Knowledge and environmental engineering input may be required for other closely associated activities such as radiological health, noise abatement, control of insects and rodents, ocean dumping, control of herbicides or pesticides and control of hazardous wastes or toxic substances. Supervision of both engineers and environmental scientists/technicians may be required.

**Education:** Bachelor’s Degree

**Experience:** Minimum of 5 years in subject matter area, Masters Degree may substitute for two years of experience. Must have at least three years supervisory experience.

Environmental Professional I

**Functional Responsibilities:** Duties involve primarily advisory, research, and analytical or other professional work in the environmental science field. Utilizes a systems approach to study the interrelationships of organisms with each other, with their physical and chemical environment, and with society. Analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Directed toward scientific understanding of the structured organization and dynamics of ecosystems and their components as well as toward the significance to humans of changes in structure and function of ecosystems. This understanding is central to establishing the scientific premises for such purposes as: prediction of alterations of various environments and their significance to humans; solution to various environmental problems; preservation of the productivity of living natural resources; devising more efficient means for conserving and utilizing nonliving natural resources; amelioration and minimization of human impacts on ecosystems; and maintenance of quality in human survival, lifestyles, and civilizations.
**Education:** Bachelors Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 8 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least four years supervisory experience.

**Environmental Professional II**

**Functional Responsibilities:** Duties involve primarily advisory, research, and analytical or other professional work in the environmental science field. Utilizes a systems approach to study the interrelationships of organisms with each other, with their physical and chemical environment, and with society. Analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Directed toward scientific understanding of the structured organization and dynamics of ecosystems and their components as well as toward the significance to humans of changes in structure and function of ecosystems. This understanding is central to establishing the scientific premises for such purposes as: prediction of alterations of various environments and their significance to humans; solution to various environmental problems; preservation of the productivity of living natural resources; devising more efficient means for conserving and utilizing nonliving natural resources; amelioration and minimization of human impacts on ecosystems; and maintenance of quality in human survival, lifestyles, and civilizations.

**Education:** Bachelors Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 21 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least eleven years supervisory experience.

**Environmental Professional VI**

**Functional Responsibilities:** Duties involve primarily advisory, research, and analytical or other professional work in the environmental science field. Utilizes a systems approach to study the interrelationships of organisms with each other, with their physical and chemical environment, and with society. Analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Directed toward scientific understanding of the structured organization and dynamics of ecosystems and their components as well as toward the significance to humans of changes in structure and function of ecosystems. This understanding is central to establishing the scientific premises for such purposes as: prediction of alterations of various environments and their
significance to humans; solution to various environmental problems; preservation of the productivity of living natural resources; devising more efficient means for conserving and utilizing nonliving natural resources; amelioration and minimization of human impacts on ecosystems; and maintenance of quality in human survival, lifestyles, and civilizations.

Supervises scientific staff in direct performance of environmental related tasks.

**Education:** Bachelors Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 26 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least sixteen years supervisory experience.

### Environmental Scientist I

**Functional Responsibilities:** Duties involve primarily advisory, research, and analytical or other professional work in the environmental science field. Analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Required knowledge may result from cross-disciplinary training in several fields of biological science that underlie environmental science. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Supervises junior scientific staff in direct performance of environmental related tasks. May participate in a broad spectrum of assignments in such areas as environmental protection, water resources development, analysis of conditions in urban systems, fish and wildlife protection; agricultural and land management and other activities. Performs tasks under close supervision from higher-level personnel.

**Education:** Bachelor’s Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum knowledge in subject matter area.

### Environmental Scientist II

**Functional Responsibilities:** Duties involve primarily advisory, research, and analytical or other professional work in the environmental science field. Analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Required knowledge may result from cross-disciplinary training in several fields of biological science that underlie environmental science. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Supervises junior scientific staff in direct performance of environmental related tasks. May participate in a broad spectrum of assignments in such areas as environmental protection, water resources development, analysis of conditions in urban systems, fish and wildlife protection; agricultural and land management and other activities. Performs tasks under close supervision from higher-level personnel.
protection; agricultural and land management and other activities. Performs tasks under moderate supervision from higher-level personnel.

**Education:** Bachelor’s Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 1 year in subject matter area.

**Environmental Scientist III**

**Functional Responsibilities:** Duties involve primarily advisory, research, and analytical or other professional work in the environmental science field. Analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Required knowledge may result from cross-disciplinary training in several fields of biological science that underlie environmental science. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Supervises junior scientific staff in direct performance of environmental related tasks. May participate in a broad spectrum of assignments in such areas as environmental protection, water resources development, analysis of conditions in urban systems, fish and wildlife protection; agricultural and land management and other activities. Assist higher-level staff by independently performing moderately complex tasks assigned.

**Education:** Bachelor’s Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 3 years in subject matter area. Master’s Degree may substitute for two years of experience.

**Environmental Scientist IV**

**Functional Responsibilities:** Duties involve primarily advisory, research, and analytical or other professional work in the environmental science field. Analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Required knowledge may result from cross-disciplinary training in several fields of biological science that underlie environmental science. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Supervises junior scientific staff in direct performance of environmental related tasks. May participate in a broad spectrum of assignments in such areas as environmental protection, water resources development, analysis of conditions in urban systems, fish and wildlife protection; agricultural and land management and other activities.

**Education:** Bachelor’s Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 5 years in subject matter area. Master’s Degree may substitute for
two years of experience. Must have at least three years supervisory experience.

**Environmental Scientist V**

**Functional Responsibilities:** Duties involve primarily advisory, research, and analytical or other professional work in the environmental science field. Analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Required knowledges may result from cross-disciplinary training in several fields of biological science that underlie environmental science. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Supervises junior scientific staff in direct performance of environmental related tasks. May participate in a broad spectrum of assignments in such areas as environmental protection, water resources development, analysis of conditions in urban systems, fish and wildlife protection; agricultural and land management and other activities.

**Education:** Bachelors Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 8 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least four years supervisory experience.

**Environmental Scientist VI**

**Functional Responsibilities:** Duties involve primarily advisory, research, analytical or other professional work in the environmental science field. Analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Required knowledge may result from cross-disciplinary training in several fields of biological science that underlie environmental science. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Supervises junior scientific staff in direct performance of environmental related tasks. May participate in a broad spectrum of assignments in such areas as environmental protection, water resources development, analysis of conditions in urban systems, fish and wildlife protection; agricultural and land management and other activities.

**Education:** Bachelors Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 11 years of experience in subject matter area. Masters Degree may substitute for two years of experience. Must have at least five years supervisory experience.

**Environmental Scientist VII**

**Functional Responsibilities:** Duties involve primarily advisory, research, analytical or other professional work in the environmental science field. A biological components and processes in
the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Required knowledge’s result from cross-disciplinary training in several fields of biological science that underlie environmental science. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Supervises scientific staff in direct performance of environmental related tasks. May perform as secondary project lead in areas that are complex and require direct scientific analyses. May participate in a broad spectrum of assignments in such areas as environmental protection, water resources development, analysis of conditions in urban systems, fish and wildlife protection; range management; agricultural and land management and other activities.

**Education:** Bachelor’s Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 15 years in subject matter area. Master’s Degree may substitute for two years of experience. Must have at least six years supervisory experience.

**Environmental Scientist VIII**

**Functional Responsibilities:** Duties involve primarily advisory, research, and analytical or other professional work in the environmental science field. Analyze biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships using quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to environmental problems. Required knowledge’s result from cross-disciplinary training in several fields of biological science that underlie environmental science. Utilize the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration. Supervises scientific staff in direct performance of environmental related tasks. May perform as secondary project lead in areas that are complex and require direct scientific analyses. May participate in a broad spectrum of assignments in such areas as environmental protection, water resources development, analysis of conditions in urban systems, fish and wildlife protection; range management; agricultural and land management and other activities.

**Education:** Bachelor’s Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 18 years in subject matter area. Master’s Degree may substitute for two years’ experience. Must have at least eight years supervisory experience.

**Environmental Technician I**

**Functional Responsibilities:** Applies technical and analytical principles and practices to the solution of environmental problems as they relate to the methods and techniques of one or more of the biological or agricultural sciences when the work is not more appropriately included in another technician series. Performs duties or tasks that demonstrably and directly support the
operation of scientific endeavors and programs of individual environmental scientists or of an organization when the work requires a practical knowledge of the terminology, procedures, methods and practices. Performs research and analysis on unusual, complex or difficult assignments, requiring considerable initiative and resourcefulness with minimal guidance. Must be familiar with tools peculiar to the science supported, including various measuring, automated data processing, x-ray, surveying, sampling and other comparable devices or instruments, and occasionally the application of arithmetic and some mathematics. Provides practical technical support to production, research or program administration efforts in laboratories, field or other settings. Performs tasks under close supervision from higher-level personnel.

**Education:** High School  
**Experience:** Minimum of 5 years in subject matter area.

**Environmental Technician II**  
**Functional Responsibilities:** Applies technical and analytical principles and practices to the solution of environmental problems as they relate to the methods and techniques of one or more of the biological or agricultural sciences when the work is not more appropriately included in another technician series. Performs duties or tasks that demonstrably and directly support the operation of scientific endeavors and programs of individual environmental scientists or of an organization when the work requires a practical knowledge of the terminology, procedures, methods and practices. Performs research and analysis on unusual, complex or difficult assignments, requiring considerable initiative and resourcefulness with minimal guidance. Must be familiar with tools peculiar to the science supported, including various measuring, automated data processing, x-ray, surveying, sampling and other comparable devices or instruments, and occasionally the application of arithmetic and some mathematics. Provides practical technical support to production, research or program administration efforts in laboratories, field or other settings. Performs tasks under moderate supervision from higher-level personnel.

**Education:** High School  
**Experience:** Minimum of 6 years in subject matter area.

**Environmental Technician III**  
**Functional Responsibilities:** Applies technical and analytical principles and practices to the solution of environmental problems as they relate to the methods and techniques of one or more of the biological or agricultural sciences when the work is not more appropriately included in another technician series. Performs duties or tasks that demonstrably and directly support the operation of scientific endeavors and programs of individual environmental scientists or of an organization when the work requires a practical knowledge of the terminology, procedures, methods and practices. Performs research and analysis on unusual, complex or difficult assignments, requiring considerable initiative and resourcefulness with minimal guidance. Must be familiar with tools peculiar to the science supported, including various measuring, automated data processing, x-ray, surveying, sampling and other comparable devices or instruments, and occasionally the application of arithmetic and some mathematics. Provides practical technical support to production, research or program administration efforts in laboratories, field or other settings. Assist higher-level staff by independently performing moderately complex tasks assigned.

**Education:** High School
Experience: Minimum of 7 years in subject matter area.

Environmental Technician IV
Functional Responsibilities: Applies technical and analytical principles and practices to the solution of environmental problems as they relate to the methods and techniques of one or more of the biological or agricultural sciences when the work is not more appropriately included in another technician series. Performs duties or tasks which demonstrably and directly support the operation of scientific endeavors and programs of individual environmental scientists or of an organization when the work requires a practical knowledge of the terminology, procedures, methods and practices. Performs research and analysis on unusual, complex or difficult assignments, requiring considerable initiative and resourcefulness with minimal guidance. Must be familiar with tools peculiar to the science supported, including various measuring, automated data processing, x-ray, surveying, sampling and other comparable devices or instruments, and occasionally the application of arithmetic and some mathematics. Provides practical technical support to production, research or program administration efforts in laboratories, field or other settings.

Education: High School
Experience: Minimum of 9 years in subject matter area. Must have at least one-year supervisory experience.

Environmental Technician V
Functional Responsibilities: Applies technical and analytical principles and practices to the solution of environmental problems as they relate to the methods and techniques of one or more of the biological or agricultural sciences when the work is not more appropriately included in another technician series. Performs duties or tasks which demonstrably and directly support the operation of scientific endeavors and programs of individual environmental scientists or of an organization when the work requires a practical knowledge of the terminology, procedures, methods and practices. Performs research and analysis on unusual, complex or difficult assignments, requiring considerable initiative and resourcefulness with minimal guidance. Supervises junior technical staff in direct performance of related tasks. Must be familiar with tools peculiar to the science supported, including various measuring, automated data processing, x-ray, surveying, sampling and other comparable devices or instruments, and often the application of arithmetic and some mathematics. Provides practical technical support to production, research, operations, or program administration efforts in laboratories, field or other settings.

Education: High School
Experience: Minimum of 13 years in subject matter area. Must have at least four years supervisory experience.

Environmental Training Program Professional IV
Functional Responsibilities: Duties involve primarily advisory, research, and analytical or other professional work in the environmental training program. Supervises scientific staff in direct performance of environmental training related tasks. Duties involve administration, supervision, training program development, evaluation, or instruction in a program of training when the paramount requirement of the work is a combination of practical knowledge of the methods and
techniques of instruction and practical knowledge of the subject matter being taught which includes direct delivery of instruction or training services. Required knowledge’s result from cross-disciplinary training in several fields of biological science that underlie environmental science. Must be knowledgeable in the principles and dynamics of productivity, consumption, energy relationships, mineral cycles, community organization, successional processes, and population dynamics, as well as comprehension of human activities and their needs, to the requirements and practices of natural resource conservation, to ecosystem processes, development, and productivity, and to population alteration.

**Education:** Bachelors Degree.

**Experience:** Minimum of 16 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least seven years supervisory experience

**Financial Analyst I**

**Functional Responsibilities:** Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Financial Analysts assist in coordinating accounting, investing, banking, insurance, securities, and other financial activities. Financial Analysts gather financial information, analyze it, and make recommendations. Financial Analysts need to have a thorough understanding of finance, including balance sheets, income statements, cash flow, capital budgeting, time value of money, and pro forma statements. Financial Analysts read and analyze financial statements; access current trends; and analyze commodity prices, sales, costs, expenses, and tax rates in order to determine value and project future earnings as well as managerial effectiveness and risk management. Financial analysts use spreadsheet and statistical software packages to analyze financial data, spot trends, measure financial risk and develop forecasts. On the basis of their results, they write reports and make presentations. Performs tasks under close supervision from higher-level personnel.

**Education:** Bachelor’s Degree in Business Administration, Finance, Human Resource/ Relations or related discipline.

**Experience:** Minimum of 0 year in subject matter area. High school diploma plus 4 years of experience may substitute for Bachelor degree and 0 year of experience.

**Financial Analyst II**

**Functional Responsibilities:** Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Financial Analysts plan and coordinate accounting, investing, banking, insurance, securities, and other financial activities. Financial Analysts gather financial information, analyze it, and make recommendations. Financial Analysts need to have a thorough understanding of finance, including balance sheets, income statements, cash flow, capital budgeting, time value of money, and pro forma statements. Financial Analysts read and analyze financial statements; access current trends; and analyze commodity prices, sales, costs, expenses, and tax rates in order to determine value and project future earnings as well as managerial effectiveness and risk management. Financial analysts use spreadsheet and statistical software packages to analyze
Financial data, spot trends, measure financial risk and develop forecasts. On the basis of their results, they write reports and make presentations. Performs tasks under moderate supervision from higher-level personnel.

**Education:** Bachelor’s Degree in Business Administration, Finance, Human Resource/Relations or related discipline.

**Experience:** Minimum of 3 years in subject matter area. High school diploma plus 7 years of experience may substitute for Bachelor degree and 3 years of experience.

**Financial Analyst III**

**Functional Responsibilities:** Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Financial Analysts plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities. Financial Analysts gather financial information, analyze it, and make recommendations. Financial Analysts need to have a thorough understanding of finance, including balance sheets, income statements, cash flow, capital budgeting, time value of money, and pro forma statements. Financial Analysts read and analyze financial statements; access current trends; and analyze commodity prices, sales, costs, expenses, and tax rates in order to determine value and project future earnings as well as managerial effectiveness and risk management. Financial analysts use spreadsheet and statistical software packages to analyze financial data, spot trends, measure financial risk and develop forecasts. On the basis of their results, they write reports and make presentations. Assist higher-level staff by independently performing moderately complex tasks assigned.

**Education:** Bachelor’s Degree in Business Administration, Finance, Human Resource/Relations or related discipline.

**Experience:** Minimum of 4 years in subject matter area. Master’s Degree may substitute for two years of experience. High school diploma plus 8 years of experience may substitute for Bachelor degree and 4 years of experience.

**Financial Analyst IV**

**Functional Responsibilities:** Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Financial Analysts plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities. Financial Analysts gather financial information, analyze it, and make recommendations. Financial Analysts need to have a thorough understanding of finance, including balance sheets, income statements, cash flow, capital budgeting, time value of money, and pro forma statements. Financial Analysts read and analyze financial statements; access current trends; and analyze commodity prices, sales, costs, expenses, and tax rates in order to determine value and project future earnings as well as managerial effectiveness and risk management. Financial analysts use spreadsheet and statistical software packages to analyze financial data, spot trends, measure financial risk and develop forecasts. On the basis of their results, they write reports and make presentations. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions.
**Education:** Bachelor’s Degree in Business Administration, Finance, Human Resource/Relations or related discipline.

**Experience:** Minimum of 7 years in subject matter area. Master’s Degree may substitute for two years of experience. Must have at least three years supervisory experience. High school diploma plus 12 years of experience may substitute for Bachelor degree and 7 years of experience.

**GIS/CAD Technician I**

**Functional Responsibilities:** Utilize Geographical Information Systems (GIS) software to develop installation and manage tools and documents, and verifies installation management technical information for incorporation into geographical record databases. Assists in project planning, plan tasks, and control cost. Must have experience and working knowledge of Avenue, Visual Basic languages, ArcView, Arc SDE, and basic understanding of SQL. Ability to communicate with customers and upper level management to define requirements is essential. Performs tasks under close supervision from higher-level personnel.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum knowledge in subject matter area. High school diploma plus 4 years of experience or Associates degree with 2 years of experience may substitute for Bachelors degree.

**GIS/CAD Technician II**

**Functional Responsibilities:** Utilize Geographical Information Systems (GIS) software to develop installation and manage tools and documents, and verifies installation management technical information for incorporation into geographical record databases. Assists in project planning, plan tasks, and control cost. Must have experience and working knowledge of Avenue, Visual Basic languages, ArcView, Arc SDE, and basic understanding of SQL. Ability to communicate with customers and upper level management to define requirements is essential. Performs tasks under moderate supervision from higher-level personnel.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 4 years in subject matter area. High school diploma plus 8 years of experience or Associates degree with 6 years of experience may substitute for Bachelors degree and 4 years of experience.

**GIS/CAD Technician III**

**Functional Responsibilities:** Utilize Geographical Information Systems (GIS) software to develop installation and manage tools and documents, and verifies installation management technical information for incorporation into geographical record databases. Must be able to work closely with environmental professionals in order to develop automated spatial analysis functions used to support project planning/environmental compliance on Government installations. Assists in project planning, plan tasks, and control cost. Must have experience and working knowledge of Avenue, Visual Basic languages, ArcView, Arc SDE, and basic understanding of SQL. Ability to communicate with customers and upper level management to define requirements is essential.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 8 years in subject matter area. Must have at least two years supervisory experience. Masters Degree may substitute for two years of experience. High school diploma plus 12 years of experience or Associates degree with 10 years of experience may
substitute for Bachelors degree and 8 years of experience.

**Hazardous Material/Waste Specialist**

**Functional Responsibilities:** Transportation, handling, and disposing of hazardous and waste materials. Identifying, collecting, processing, stabilizing, neutralizing, consolidating, and/or separating hazardous waste in preparation for disposal. Requires knowledge of hazardous waste identification techniques and safe processing and packaging procedures and an understanding and practical application of environmental rules and practices regarding the full range of hazardous waste material treatment and disposal procedures. Requires basic skill in the use of computers to access information systems to retrieve data pertaining to temporary storage, and processing information regarding hazardous wastes. In some work situations, hazardous waste disposers at industrial facilities may be required to participate on hazardous waste response teams to control accidental spills, overflows, and other emergency situations that may arise involving both hazardous wastes and materials.

**Education:** Bachelors degree  
**Experience:** Minimum of 5 years in subject matter area. Masters Degree may substitute for two years of experience.

**Health & Safety Specialist**

**Functional Responsibilities:** Provides accident prevention, including inspecting safety conditions, investigating and compiling data on accidents, and providing information on safety standards and techniques. Requires a practical knowledge of work processes and equipment, environmental conditions, and established safety standards, protective devices and accident prevention measures. Perform routine inspection and investigative work in enforcing occupational safety and health laws. May be required to prepare occupational health and safety plan. Provide supervisors, employees and safety representatives with clearly applicable information concerning accident hazards in the work setting. May conduct safety training on safe work methods, and standard accident prevention techniques such as use of protective clothing, defensive driving, etc. May require a general understanding of the construction, operation, and capacity of industrial machinery, construction machinery, and other various equipment or machinery. Knowledge of blueprints and designs may also be utilized in the performance of work in this series. Such knowledge may have been gained through vocational training or practical work experience.

**Education:** Bachelors Degree in Biology, Chemistry, or a related scientific field.  
**Experience:** Minimum of 1 year in subject matter area. Masters Degree may substitute for two years of experience.

**Information Technology Professional V**

**Functional Responsibilities:** Responsibility for analyzing, managing, supervising, or performing work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify systems or communication networks for solving problems or accomplishing work processes by using communication devices. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and
outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the
system and participates in trial runs of new and revised systems; and recommends computer
equipment changes to obtain more effective operations. Produces innovative solutions for a
variety of complex problems. Furnishes highly developed analytical skills and expertise relating
to information system design, development and systems management, as well as technical
management skills for team leadership for undertaking complex systems applications or major
systems installations. Provides expertise in data analysis, information systems, high-level
languages, data management tools and systems management and supports implementing,
modifying and developing information systems as well as requires knowledge of networking,
network security, telecommunications, local area networks, information processing methodology/technology, computer capabilities, and processing techniques. Assignments involve applying
available technologies and basic management principles to adapt computer methods to a variety
of subject-matter situations.

Education: Bachelors Degree in related field.

Experience: Minimum of 18 years in subject matter area. Masters Degree may substitute for two
years of experience. Must have at least eight years supervisory experience. High school diploma
plus 22 years of experience may substitute for Bachelor degree and 18 years of experience.

Management Analyst I

Functional Responsibilities: Experience to include management level responsibility for items
such as planning, staffing, budgeting, workflow, project organization, manpower utilization,
management team coordination and problem solving, position/job classification and evaluations.
Provides analyses and advice on the evaluation of the effectiveness of business operations
including programs, productivity and efficiency of the management. Requires knowledge of: the
substantive nature of business activities; business missions, policies, and objectives; management
principles and processes; and the analytical and evaluative methods and techniques for assessing
program development or execution and improving organizational effectiveness and efficiency
and an understanding of basic budgetary and financial management principles and techniques as
they relate to long range planning of programs and objectives. Applies knowledge of
management functions, process and analytical methods or techniques to gather, analyze and
evaluate information required by program, project or functional managers and customers. Draws
conclusions and devises solutions to problems relating to improvement of management
effectiveness, organizational structures, efficiency of work methods and procedures and resource
requirements, utilization or control. Develops and drafts program or project milestones, progress
monitoring, financial, quality control, maintenance or training documentation. Performs work
measurement studies, program or project operations efficiency reviews, cost studies and
workload change impact analyses. Relies upon and uses automated management information
systems in performing fact finding, analytical, and advisory functions. Performs tasks under
close supervision from higher-level personnel.

Education: Bachelor’s Degree in Business Administration, Finance, Human/Resource/relations
or related discipline.

Experience: Minimum of 1 year in subject matter area. High school diploma plus 5 years of
experience may substitute for Bachelor degree and 1 year of experience.
Management Analyst II
Functional Responsibilities: Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Provides analyses and advice on the evaluation of the effectiveness of business operations including programs, productivity and efficiency of the management. Requires knowledge of: the substantive nature of business activities; business missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency and an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. Applies knowledge of management functions, process and analytical methods or techniques to gather, analyze and evaluate information required by program, project or functional managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, efficiency of work methods and procedures and resource requirements, utilization or control. Develops and drafts program or project milestones, progress monitoring, financial, quality control, maintenance or training documentation. Performs work measurement studies, program or project operations efficiency reviews, cost studies and workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions. Performs tasks under moderate supervision from higher-level personnel.

Education: Bachelors Degree in Business Administration, Finance, Human/Resource/relations or related discipline.

Experience: Minimum of 2 years in subject matter area. High school diploma plus 6 years of experience may substitute for Bachelor degree and 2 years of experience.

Management Analyst III
Functional Responsibilities: Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Provides analyses and advice on the evaluation of the effectiveness of business operations including programs, productivity and efficiency of the management. Requires knowledge of: the substantive nature of business activities; business missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency and an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. Applies knowledge of management functions, process and analytical methods or techniques to gather, analyze and evaluate information required by program, project or functional managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, efficiency of work methods and procedures and resource requirements, utilization or control. Develops and drafts program or project milestones, progress monitoring, financial, quality control, maintenance or training documentation. Performs work measurement studies, program or project operations efficiency reviews, cost studies and...
workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions. Assist higher-level staff by independently performing moderately complex tasks assigned.

**Education:** Bachelors Degree in Business Administration, Finance, Human/Resource/relations or related discipline.

**Experience:** Minimum of 3 years in subject matter area. Masters Degree may substitute for two years of experience. High school diploma plus 7 years of experience may substitute for Bachelor degree and 3 years of experience.

**Management Analyst IV**

**Functional Responsibilities:** Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Provides analyses and advice on the evaluation of the effectiveness of business operations including programs, productivity and efficiency of the management. Requires knowledge of: the substantive nature of business activities; business missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency and an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. Applies knowledge of management functions, process and analytical methods or techniques to gather, analyze and evaluate information required by program, project or functional managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, efficiency of work methods and procedures and resource requirements, utilization or control. Develops and drafts program or project milestones, progress monitoring, financial, quality control, maintenance or training documentation. Performs work measurement studies, program or project operations efficiency reviews, cost studies and workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions.

**Education:** Bachelors Degree in Business Administration, Finance, Human/Resource/relations or related discipline.

**Experience:** Minimum of 5 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least three years supervisory experience.

**Management Analyst V**

**Functional Responsibilities:** Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Provides analyses and advice on the evaluation of the effectiveness of business operations including programs, productivity and efficiency of the management. Requires knowledge of: the substantive nature of business activities; business missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency and an understanding of basic budgetary and financial management principles and techniques as
they relate to long range planning of programs and objectives. Applies knowledge of management functions, process and analytical methods or techniques to gather, analyze and evaluate information required by program, project or functional managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, efficiency of work methods and procedures and resource requirements, utilization or control. Develops and drafts program or project milestones, progress monitoring, financial, quality control, maintenance or training documentation. Performs work measurement studies, program or project operations efficiency reviews, cost studies and workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions.

**Education:** Bachelors Degree in Business Administration, Finance, Human/Resource/relations or related discipline.

**Experience:** Minimum of 8 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least four years supervisory experience.

**Management Analyst VI**

**Functional Responsibilities:** Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Provides analyses and advice on the evaluation of the effectiveness of business operations including programs, productivity and efficiency of the management. Requires knowledge of: the substantive nature of business activities; business missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency and an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. Applies knowledge of management functions, process and analytical methods or techniques to gather, analyze and evaluate information required by program, project or functional managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, efficiency of work methods and procedures and resource requirements, utilization or control. Develops and drafts program or project milestones, progress monitoring, financial, quality control, maintenance or training documentation. Performs work measurement studies, program or project operations efficiency reviews, cost studies and workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions.

**Education:** Bachelors Degree in Business Administration, Finance, Human/Resource/relations or related discipline.

**Experience:** Minimum of 11 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least five years supervisory experience.

**Management Analyst VII**

**Functional Responsibilities:** Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations.
Provides analyses and advice on the evaluation of the effectiveness of business operations including programs, productivity and efficiency of the management. Requires knowledge of: the substantive nature of business activities; business missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency and an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. Applies knowledge of management functions, process and analytical methods or techniques to gather, analyze and evaluate information required by program, project or functional managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, efficiency of work methods and procedures and resource requirements, utilization or control. Develops and drafts program or project milestones, progress monitoring, financial, quality control, maintenance or training documentation. Performs work measurement studies, program or project operations efficiency reviews, cost studies and workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions.

**Education:** Bachelors Degree in Business Administration, Finance, Human/Resource/relations or related discipline.

**Experience:** Minimum of 15 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least six years supervisory experience.

**Management Analyst VIII**

**Functional Responsibilities:** Experience to include management level responsibility for items such as planning, staffing, budgeting, workflow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Provides analyses and advise on the evaluation of the effectiveness of business operations including programs, productivity, and efficiency of the management. Requires knowledge of: the substantive nature of business activities; business missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency and an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. Applies knowledge of management functions, process and analytical methods or techniques to gather, analyze and evaluate information required by program, project or functional managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, efficiency of work methods and procedures and resource requirements, utilization or control. Develops and drafts program or project milestones, progress monitoring, financial, quality control, maintenance or training documentation. Performs work measurement studies, program or project operations efficiency reviews, cost studies and workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions.

**Education:** Bachelors Degree in Business Administration, Finance, Human/Resource/relations or related discipline.

**Experience:** Minimum of 18 years in subject matter area. Masters Degree may substitute for two years of experience.
Program Manager I

Functional Responsibilities: This series includes all classes of positions the duties of which are to manage or direct, or to assist in managing or directing, one or more programs or projects. Subject matter knowledge is essential to lead a team in order to perform at a high competency level, as well as completing a project in a timely matter. Positions in this series also require knowledge of the overall company mission, policies, and objectives; management principles; subject specific knowledge of programs and activities within the project; and techniques for assessing project development and performance. Personnel within this series are found at the upper levels of organizational structure and must rely on knowledge and experience to lead one or more projects at one time, as well manage team members working directly under their supervision. This also includes all positions the duties of which are to perform, administer, or advise on work concerned with assuring the quality of products acquired and used by RMC, Inc. The work of this series involves: (1) the development of plans and programs for achieving and maintaining product quality throughout the item's life cycle; (2) monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and (3) analysis and investigation of adverse quality trends or conditions and initiation of corrective action.

Education: Bachelor’s Degree in Business Administration or a related discipline.

Experience: Minimum of 7 years in subject matter area, Master’s Degree may substitute for two years of experience, must have at least two years supervisory experience.

Program Manager II

Functional Responsibilities: This series includes all classes of positions the duties of which are to manage or direct, or to assist in managing or directing, one or more programs or projects. Subject matter knowledge is essential to lead a team in order to perform at a high competency level, as well as completing a project in a timely matter. Positions in this series also require knowledge of the overall company mission, policies, and objectives; management principles; subject specific knowledge of programs and activities within the project; and techniques for assessing project development and performance. Personnel within this series are found at the upper levels of organizational structure and must rely on knowledge and experience to lead one or more projects at one time, as well manage team members working directly under their supervision. This also includes all positions the duties of which are to perform, administer, or advise on work concerned with assuring the quality of products acquired and used by RMC, Inc. The work of this series involves: (1) the development of plans and programs for achieving and maintaining product quality throughout the item's life cycle; (2) monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and (3) analysis and investigation of adverse quality trends or conditions and initiation of corrective action.

Education: Bachelors Degree in Business Administration or a related discipline.

Experience: Minimum of 10 years in subject matter area, Masters Degree may substitute for two years of experience, must have at least four years supervisory experience.

Program Manager III

Functional Responsibilities: This series includes all classes of positions the duties of which are to manage or direct, or to assist in managing or directing, one or more programs or projects. Subject
matter knowledge is essential to lead a team in order to perform at a high competency level, as well as completing a project in a timely matter. Positions in this series also require knowledge of: the overall company mission, policies, and objectives; management principles; subject specific knowledge of programs and activities within the project; and techniques for assessing project development and performance. Personnel within this series are found at the upper levels of organizational structure and must rely on knowledge and experience to lead one or more projects at one time, as well manage team members working directly under their supervision. This also includes all positions the duties of which are to perform, administer, or advise on work concerned with assuring the quality of products acquired and used by RMC, Inc. The work of this series involves: (1) the development of plans and programs for achieving and maintaining product quality throughout the item's life cycle; (2) monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and (3) analysis and investigation of adverse quality trends or conditions and initiation of corrective action.

**Education:** Bachelor’s Degree in Business Administration or a related discipline.

**Experience:** Minimum of 14 years in subject matter area, Masters Degree may substitute for two years of experience, must have at least five years supervisory experience.

**Programmer I**

**Functional Responsibilities:** Tests and documents work and maintain operator instructions for assigned programs. Confers with other personnel to obtain or provide factual data. Carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Must be capable of translating detailed program flowcharts into program-coded instructions using third- or fourth-generation or current state-of-the-art computers. Performs tasks under close supervision from higher-level personnel.

**Education:** High School

**Experience:** Minimum of 4 years of experience. Bachelors Degree may substitute for four years of experience and Associates degree may substitute for 2 years of experience.

**Programmer II**

**Functional Responsibilities:** Assists in the development, modification, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding. Tests and documents work and maintain operator instructions for assigned programs. Confers with other personnel to obtain or provide factual data. Carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Must be capable of translating detailed program flowcharts into program-coded instructions using third- or fourth-generation or current state-of-the-art computers. Works independently under specific objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not
available. Instructs lower level programmers; may supervise technicians and other who assist in specific assignments. Assists higher-level staff by independently performing moderately complex tasks. Performs tasks under moderate supervision from higher-level personnel.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 1 year in subject matter area. High school diploma plus 5 years of experience or Associates plus 3 years of experience may substitute for Bachelor degree and 1 year of experience.

**Programmer III**

**Functional Responsibilities:** Converts specifications (precise descriptions) about business or scientific problems into a sequence of detailed instructions to solve problems by electronic data processing (EDP) equipment, i.e., digital computers. Develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other ADP personnel to obtain or provide factual data. Carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Modifies programs to increase operating efficiency or to respond to changes in work processes; maintains records to document program development and revisions. Programmers may also perform programming analysis such as: gathering facts from users to define their business or scientific problems and to investigate the feasibility of solving problems through new or modified computer programs; developing specifications for data inputs, flow, actions, decisions, and outputs; and participating on a continuing basis in the overall program planning along with other EDP personnel and users. Assist higher-level staff by independently performing moderately complex tasks assigned.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 2 years in subject matter area. Masters Degree may substitute for two years of experience. High school diploma plus 6 years of experience or Associates degree plus 4 years of experience may substitute for Bachelor degree and 2 years of experience.

**Project Director I**

**Functional Responsibilities:** Acts as the overall lead manager and administrator for the contract effort and is responsible for overall direction, control, and reporting of multiple projects. Serves as the primary interface and point of contact with Government program authorities and representatives on program/project and contract administration issues. Supervises program/project operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. Assigns project leads, and controls, plans and directs project executions. Monitors and updates schedule of tasks and milestone charts, identifies potential scheduling problems, recommends solutions and reports.
progress to the Principle. Conducts studies, analyses and investigations of procedures and makes recommendations to promote efficiency. Prepares and issues monthly status reports for all tasking, as well as special and regular reports on analyses performed, conclusions and recommendations. Performs quality control reviews of completed projects prior to delivering to the customers. Provides management guidance to ensure all schedule and cost objectives are achieved successfully. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

**Education:** Bachelors Degree.

**Experience:** Minimum of 15 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least six years supervisory experience.

**Project Director II**

**Functional Responsibilities:** Acts as the overall lead manager and administrator for the contract effort and is responsible for overall direction, control, and reporting of multiple projects. Serves as the primary interface and point of contact with Government program authorities and representatives on program/project and contract administration issues. Supervises program/project operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. Assigns project leads, and controls, plans and directs project executions. Monitors and updates schedule of tasks and milestone charts, identifies potential scheduling problems, recommends solutions and reports progress to the Principle. Conducts studies, analyses and investigations of procedures and makes recommendations to promote efficiency. Prepares and issues monthly status reports for all tasking, as well as special and regular reports on analyses performed, conclusions and recommendations. Performs quality control reviews of completed projects prior to delivering to the customers. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

**Education:** Bachelors Degree.

**Experience:** Minimum of 18 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least eight years supervisory experience.

**Regulation Specialist**

**Functional Responsibilities:** Performing duties or tasks which demonstrably and directly support the operation of programs or of an organization when the work requires a practical knowledge of the terminology, procedures, laws, regulations, methods and practices of one of the specific position areas and, at higher levels, a familiarity with the concepts and principles of the area(s) and an understanding of the mission and operational requirements of an organization. Involves administering, supervising, or performing work involved in promoting or enforcing compliance with Federal laws, standards, and regulations. The work requires knowledge of hazardous waste identification techniques and safe processing and packaging procedures and an understanding and practical application of environmental rules and practices regarding the full range of hazardous waste material treatment and disposal procedures. Applies technical and analytical principles and practices to the solution of environmental problems as they relate to
compliance issues. Performs research and analysis on unusual, complex or difficult assignments, requiring considerable initiative and resourcefulness with minimal guidance. Must be familiar with directives, regulations, instructions, and Federal, State and local laws.

**Education:** Bachelor’s Degree in Biology, Chemistry, or a related scientific field.

**Experience:** Minimum of 3 years in subject matter area. Master’s Degree may substitute for two years of experience.

**Senior Technical Writer**

**Functional Responsibilities:** Writing or editing technical materials, such as reports of research findings; scientific or technical articles, news releases, and periodicals; regulations in technical areas; technical manuals, specifications, brochures, and pamphlets; or speeches or scripts on scientific or technical subjects. Prepares, edits, disseminates, and provides for the orderly safeguard of, technical documents. Interpret technical documentation standards and conduct research in the proper use of terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. May apply writing and editing skills and an understanding of the appropriate equipment and systems to the development of specifications showing the characteristics and capabilities or the design and test requirements of equipment and systems; or to the development of training, operating, or maintenance manuals associated with equipment and systems. Must be familiar with standard software terms, or relevant technical terminology, and standard government documentation requirements and formats. Must be experienced with hardware and software configuration documentation. Proficiency in desktop computer applications is required.

**Education:** Bachelors degree

**Experience:** Minimum of 6 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least two years supervisory experience. High school diploma plus 10 years of experience or Associates degree with 12 years of experience may substitute for Bachelors degree and 6 years of experience.

**Subject Matter Expert Federal Executive Advisor**

**Functional Responsibilities:** Requires a specific practical knowledge in a specific area of business, science, engineering, or other positions. This work requires performing duties or tasks which demonstrably and directly support the operation of programs or of an organization when the work requires a practical knowledge of the terminology, procedures, methods and practices of one of the specific position areas and, at higher levels, a familiarity with the concepts and principles of the area(s) and an understanding of the mission and operational requirements of an organization. Use technical skills, knowledge of workforce development issues and programs, and experience to provide consultative services which enhance organization’s abilities to problem-solve, develop a vision, and be successful. Technical Experts may perform such functions as employs professional techniques and technologies for helping organizations fulfill its broadly-defined mission; formulates or analyzes functional capability, test resource requirements, or budgeting requirements; researches, analyzes and prepares documentation related to T&E program planning or execution, including resource requirements identification as well as develops and prepares engineering management documentation such as facility descriptions and justifications, personnel requirements studies or fiscal management.
documentation. Technical Experts are used when a person has expertise in a field but does not have a degree requirement to work on a project, even though their expertise more than qualifies them to not only work on, but also have a positive impact on the resulting project completion. The title Subject Matter Specialist may be used when a person has the highest technical expertise qualifications and possesses a Bachelor’s degree in the related field.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 20 years of experience related to subject matter area and must have at least three years supervisory experience

**Systems Analyst I**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Performs tasks under close supervision from higher-level personnel.

**Education:** Associates Degree in IT-related field.

**Experience:** Minimum of 0 years in subject matter area. High School diploma plus 1 year experience may substitute for Associates Degree and no experience.

**Systems Analyst II**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Performs tasks under moderate supervision.
from higher-level personnel.

**Education:** Associates Degree in IT-related field.

**Experience:** Minimum of 1 year in subject matter area. High School diploma plus 3 years of experience may substitute for Associates degree and 1 year experience.

### Systems Analyst III

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Performs tasks under moderate supervision from higher-level personnel.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 1 year in subject matter area. High school diploma plus 5 years of experience may substitute for Bachelor degree and 1 year of experience.

### Systems Analyst IV

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Assist higher-level staff by independently performing moderately complex tasks assigned.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 3 years in subject matter area. Masters Degree may substitute for two years of experience. High school diploma plus 7 years of experience may substitute for Bachelor
degree and 3 years of experience.

**Systems Analyst V**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Assists and advises junior engineering and technical personnel in the resolution of systems integration issues.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 7 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least four years supervisory experience. High school diploma plus 11 years of experience may substitute for Bachelor degree and 7 years of experience.

**Systems Analyst VI**

**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Assists and advises junior engineering and technical personnel in the resolution of systems integration issues.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 10 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least five years supervisory experience. High school diploma plus 14 years of experience may substitute for Bachelor degree and 10 years of experience.
Systems Analyst VII
**Functional Responsibilities:** Analyzes business or scientific problems for resolution through electronic databases. Gathers information from users, defines work problems, develops Entity Relationship Diagrams (ERD) and, if feasible, designs a system of computer programs and procedures to resolve the problems. Analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. Produces innovative solutions for a variety of complex problems. Furnishes highly developed analytical skills and expertise relating to information system design, development and systems management, as well as technical management skills for team leadership for undertaking complex systems applications or major systems installations. Provides expertise in data analysis, information systems, high-level languages, data management tools and systems management and supports implementing, modifying and developing information systems. Assists and advises junior engineering and technical personnel in the resolution of systems integration issues.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 15 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least six years supervisory experience. High school diploma plus 19 years of experience may substitute for Bachelor degree and 15 years of experience.

Systems Engineer III
**Functional Responsibilities:** Performs systems integration and provides systems engineering support across the entire software development life cycle which includes technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Performs analyses at all levels of total system product to include: concept, design, fabrication, test, installation, operation, maintenance and disposal. Ensures logical and systematic conversion of customer or product requirements into total system solutions that acknowledge technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications. Performs design and analysis of closed loop control systems comprised of mechanical, electrical and software elements for satisfying static and dynamic system performance requirements. Analyzes and troubleshoots issues across multiple integrated applications. Troubleshoots network hardware problems, utilizes network analyzers and test equipment, and understands the relationship between the network and production applications.

**Education:** Bachelors Degree in related field.

**Experience:** Minimum of 5 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least three years supervisory experience. High school diploma plus 9 years of experience may substitute for Bachelor degree and 5 years of experience.

Technical Expert III
**Functional Responsibilities:** Requires a specific practical knowledge in a specific area of business, science, engineering, or other positions. This work requires performing duties or tasks
which demonstrably and directly support the operation of programs or of an organization when the work requires a practical knowledge of the terminology, procedures, methods and practices of one of the specific position areas and, at higher levels, a familiarity with the concepts and principles of the area(s) and an understanding of the mission and operational requirements of an organization. Use technical skills, knowledge of workforce development issues and programs, and experience to provide consultative services which enhance organization’s abilities to problem-solve, develop a vision, and be successful. Technical Experts may perform such functions as employs professional techniques and technologies for helping organizations fulfill its broadly-defined mission; formulates or analyzes functional capability, test resource requirements, or budgeting requirements; researches, analyzes and prepares documentation related to T&E program planning or execution, including resource requirements identification as well as develops and prepares engineering management documentation such as facility descriptions and justifications, personnel requirements studies or fiscal management documentation. Technical Experts are used when a person has expertise in a field but does not have a degree requirement to work on a project, even though their expertise more than qualifies them to not only work on, but also have a positive impact on the resulting project completion.

**Education:** High school diploma  
**Experience:** Minimum of 5 years of experience related to subject matter area.

**Technical Expert IV**  
**Functional Responsibilities:** Requires a specific practical knowledge in a specific area of business, science, engineering, or other positions. This work requires performing duties or tasks which demonstrably and directly support the operation of programs or of an organization when the work requires a practical knowledge of the terminology, procedures, methods and practices of one of the specific position areas and, at higher levels, a familiarity with the concepts and principles of the area(s) and an understanding of the mission and operational requirements of an organization. Use technical skills, knowledge of workforce development issues and programs, and experience to provide consultative services which enhance organization’s abilities to problem-solve, develop a vision, and be successful. Technical Experts may perform such functions as employs professional techniques and technologies for helping organizations fulfill its broadly-defined mission; formulates or analyzes functional capability, test resource requirements, or budgeting requirements; researches, analyzes and prepares documentation related to T&E program planning or execution, including resource requirements identification as well as develops and prepares engineering management documentation such as facility descriptions and justifications, personnel requirements studies or fiscal management documentation. Technical Experts are used when a person has expertise in a field but does not have a degree requirement to work on a project, even though their expertise more than qualifies them to not only work on, but also have a positive impact on the resulting project completion.

**Education:** High school diploma  
**Experience:** Minimum of 7 years of experience related to subject matter area.

**Technical Expert V**  
**Functional Responsibilities:** Requires a specific practical knowledge in a specific area of business, science, engineering, or other positions. This work requires performing duties or tasks...
which demonstrably and directly support the operation of programs or of an organization when the work requires a practical knowledge of the terminology, procedures, methods and practices of one of the specific position areas and, at higher levels, a familiarity with the concepts and principles of the area(s) and an understanding of the mission and operational requirements of an organization. Use technical skills, knowledge of workforce development issues and programs, and experience to provide consultative services which enhance organization’s abilities to problem-solve, develop a vision, and be successful. Technical Experts may perform such functions as employs professional techniques and technologies for helping organizations fulfill its broadly-defined mission; formulates or analyzes functional capability, test resource requirements, or budgeting requirements; researches, analyzes and prepares documentation related to T&E program planning or execution, including resource requirements identification as well as develops and prepares engineering management documentation such as facility descriptions and justifications, personnel requirements studies or fiscal management documentation. Technical Experts are used when a person has expertise in a field but does not have a degree requirement to work on a project, even though their expertise more than qualifies them to not only work on, but also have a positive impact on the resulting project completion.

**Education:** High school diploma  
**Experience:** Minimum of 12 years of experience related to subject matter area and must have at least three years supervisory experience.

### Technical Writer

**Functional Responsibilities:** Writing or editing technical materials, such as reports of research findings; scientific or technical articles, news releases, and periodicals; regulations in technical areas; technical manuals, specifications, brochures, and pamphlets; or speeches or scripts on scientific or technical subjects. Prepares, edits, disseminates, and provides for the orderly safeguard of, technical documents. Interpret technical documentation standards and conduct research in the proper use of terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. May apply writing and editing skills and an understanding of the appropriate equipment and systems to the development of specifications showing the characteristics and capabilities or the design and test requirements of equipment and systems; or to the development of training, operating, or maintenance manuals associated with equipment and systems. Must be familiar with standard software terms, or relevant technical terminology, and standard government documentation requirements and formats. Must be experienced with hardware and software configuration documentation. Proficiency in desktop computer applications is required.

**Education:** Bachelors degree  
**Experience:** Minimum of 3 years in subject matter area. Masters Degree may substitute for two years of experience. High school diploma plus 7 years of experience or Associates degree with 5 years of experience may substitute for Bachelors degree and 3 years of experience.

### Training Specialist I

**Functional Responsibilities:** Duties involve administration, training program development, evaluation, or instruction in a program of training when the paramount requirement of the work is a combination of practical knowledge of the methods and techniques of instruction and
practical knowledge of the subject matter being taught which includes direct delivery of instruction or training services. Also covers nonprofessional training program staff specialists engaged in course development, test development, or similar staff work.

**Education:** Bachelors Degree.

**Experience:** Minimum of 1 year in subject matter area. High school diploma plus 5 years of experience may substitute for Bachelor degree and 1 year of experience.

**Training Specialist II**

**Functional Responsibilities:** Duties involve administration, supervision, training program development, evaluation, or instruction in a program of training when the paramount requirement of the work is a combination of practical knowledge of the methods and techniques of instruction and practical knowledge of the subject matter being taught which includes direct delivery of instruction or training services. Also covers nonprofessional training program staff specialists engaged in course development, test development, or similar staff work.

**Education:** Bachelors Degree.

**Experience:** Minimum of 3 years in subject matter area. Masters Degree may substitute for two years of experience. High school diploma plus 7 years of experience may substitute for Bachelor degree and 3 years of experience.

**Training Specialist III**

**Functional Responsibilities:** Duties involve administration, supervision, training program development, evaluation, or instruction in a program of training when the paramount requirement of the work is a combination of practical knowledge of the methods and techniques of instruction and practical knowledge of the subject matter being taught which includes direct delivery of instruction or training services. Also covers nonprofessional training program staff specialists engaged in course development, test development, or similar staff work.

**Education:** Bachelors Degree.

**Experience:** Minimum of 5 years in subject matter area. Masters Degree may substitute for two years of experience. Must have at least three years supervisory experience. High school diploma plus 9 years of experience may substitute for Bachelor degree and 5 years of experience.

**Training Support Assistant**

**Functional Responsibilities:** Provides assistance to training specialists in administration and training program development. Engages in supporting course development, test development, or similar staff work. Prepares, maintains and preserves on file, technical or administrative training documentation, data, correspondence and records. Performs training documentation response tracking functions. Provides word processing and reproduction documentation support and office equipment operation.

**Education:** High School

**Experience:** Minimum knowledge in subject matter area.
### RMC GSA Pricelist

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<td>$109.64</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>01020 - Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>30461 - Technical Writer I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Senior Technical Writer</td>
<td>30463 - Technical Writer III</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Data Entry Clerk IV</td>
<td>01613-Word Processor III</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Data Entry Clerk III</td>
<td>01612-Word Processor II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Environmental Technician IV</td>
<td>30090 - Environmental Technician</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Database Analyst III</td>
<td>14101 - Computer System Analyst I</td>
<td>2015-4281</td>
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<tr>
<td>Database Analyst IV</td>
<td>14102 - Computer Systems Analyst II</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>