



**THINKING FORWARD**



GSA Corporate Contract: GS-00F-0086M



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 Cherry Hill, NJ 08034

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**Business Size: Small Business**

**Contract Period: 08 August 2002 through 7 August 2017**

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

**Customer Information**

**1-2. AWARDED SPECIAL ITEM NUMBERS AND MAXIMUM ORDER LIMITATIONS:**

SIN	Recovery	SIN Description	MOL
871-1	C871-1RC	Strategic Planning for Technology Programs/Activities	1,000,000
871-2	C871-2RC	Concept Development and Requirements Analysis	1,000,000
871-3	C871-3RC	System Design, Engineering and Integration	1,000,000
871-4	C871-4RC	Test and Evaluation	1,000,000
871-5	C871-5RC	Integrated Logistics Support	1,000,000
871-6	C871-6RC	Acquisition and Life Cycle Management	1,000,000
C132-51	C132-51RC	Information Technology Professional Services	1,000,000
899-3	C899-3RC	Environmental Training Services	1,000,000

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

SCA Eligible Contract Labor Category	SCA Equivalent Code-Title	WD Number
Administrative Assistant, Senior	01313 - Secretary III	05-2450
Administrative Assistant, Junior	01312 - Secretary II	05-2450
Word Processor, Senior	01613 - Word Processor III	05-2450
Word Processor	01612 - Word Processor II	05-2450
Word Processor, Junior	01611 - Word Processor I	05-2450

- 3. **Minimum Order:** \$100
- 4. **Geographic Coverage:** Domestic and worldwide



5. **Points of Production:** MD, NJ and PA
6. **\*Prices shown herein are Net**
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Net 30
- 9a. **Government credit cards will be accepted at or below the micro-purchase threshold.**
- 9b. **Government credit cards will be accepted above the micro-purchase threshold.**
10. **Foreign Items:** N/A
11. **Time of Delivery:** TBD upon order
12. **F.O.B Point:** Destination
- 13a. **Ordering Address:**  
Lowell Seward  
Universal Technical Resource Services, Inc.  
Director, Business Development  
950 N. Kings Highway, Suite 208  
Cherry Hill, NJ 08034
- 13b. **Ordering Procedures:** The ordering procedures, information on BPAs, and a sample BPA can be found at the GSA/FSS Schedule home page ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
14. **Payment Address:**  
Craig Potter  
Universal Technical Resource Services, Inc.  
Controller, Accounting  
950 N. Kings Highway, Suite 306  
Cherry Hill, NJ 08034
15. **Warranty Provision:** N/A
16. **Export Packaging Charges:** N/A
17. **Terms and Conditions of Government Commercial Credit Card Acceptance:** In accordance with Government Commercial Credit Guidelines.
18. **Terms and Conditions of Rental, Maintenance, and Repair:** N/A
19. **Terms and Conditions of Installation:** N/A
20. **Terms and Conditions of Repair:** N/A
21. **List of Service and Distribution Points:** N/A
22. **List of Participating Dealers:** N/A
23. **Preventive Maintenance:** N/A
24. **Special Attributes:** N/A
25. **Data Universal Number System (DUNS) #:** 15-091-7342
26. **Universal Technical Resource Services, Inc. is registered in the System for Award Management (SAM).**



PROFESSIONAL  
ENGINEERING SERVICES





**SINs 871-1, 2, 3, 4, 5, 6 Professional Engineering Services Pricing**

Labor Category	Year 16	Year 17	Year 18	Year 19	Year 20
Acquisition Management Analyst	\$95.96	\$99.80	\$103.79	\$107.95	\$112.26
Administrative Assistant, Senior	\$76.88	\$79.96	\$83.16	\$86.48	\$89.94
Administrative Assistant, Junior	\$43.21	\$44.94	\$46.74	\$48.61	\$50.55
Chemist/Biologist/Physicist, Senior	\$137.84	\$143.36	\$149.09	\$155.06	\$161.26
Chemist/Biologist/Physicist	\$110.31	\$114.72	\$119.31	\$124.08	\$129.04
Engineer, Senior	\$138.49	\$144.03	\$149.79	\$155.78	\$162.01
Engineer	\$115.48	\$120.10	\$124.90	\$129.90	\$135.09
Engineer, Junior	\$88.53	\$92.08	\$95.76	\$99.59	\$103.57
Engineering Technician, Senior	\$110.31	\$114.72	\$119.31	\$124.08	\$129.04
Engineering Technician	\$91.90	\$95.58	\$99.40	\$103.38	\$107.51
Engineering Technician, Junior	\$50.94	\$52.97	\$55.09	\$57.30	\$59.59
Project Control/Cost Analyst	\$77.80	\$80.91	\$84.14	\$87.51	\$91.01
Graphics Specialist, Senior	\$123.76	\$128.71	\$133.86	\$139.21	\$144.78
Graphics Specialist	\$91.37	\$95.02	\$98.82	\$102.77	\$106.89
Information/Data Analyst, Senior	\$82.78	\$86.09	\$89.53	\$93.12	\$96.84
Information/ Data Analyst	\$72.84	\$75.75	\$78.78	\$81.93	\$85.21
ILS Engineer, Senior	\$108.90	\$113.26	\$117.79	\$122.50	\$127.40
Operations Research Analyst, Senior	\$265.65	\$276.28	\$287.33	\$298.82	\$310.77
Program Analyst, Senior	\$96.10	\$99.95	\$103.95	\$108.10	\$112.43
Program Analyst	\$85.55	\$88.97	\$92.53	\$96.23	\$100.08
Program Manager, Principal	\$284.95	\$296.35	\$308.21	\$320.53	\$333.36
Program Manager, Senior	\$202.20	\$210.29	\$218.70	\$227.45	\$236.54
Program Manager	\$143.42	\$149.16	\$155.13	\$161.33	\$167.79
Project Leader, Senior	\$118.20	\$122.93	\$127.85	\$132.96	\$138.28
Project Leader	\$101.65	\$105.71	\$109.94	\$114.34	\$118.91
Systems Engineer, Senior	\$138.49	\$144.03	\$149.79	\$155.78	\$162.01
Systems Engineer	\$115.48	\$120.10	\$124.90	\$129.90	\$135.09
Test Engineer, Senior	\$125.60	\$130.62	\$135.84	\$141.28	\$146.93
Test Engineer	\$107.52	\$111.82	\$116.30	\$120.95	\$125.79
Technical Writer/Editor, Senior	\$143.37	\$149.10	\$155.06	\$161.27	\$167.72
Technical Writer/Editor	\$110.31	\$114.72	\$119.31	\$124.08	\$129.04
Technical Writer/Editor, Junior	\$81.43	\$84.69	\$88.08	\$91.60	\$95.27
Training Specialist, Senior	\$123.76	\$128.71	\$133.86	\$139.21	\$144.78
Word Processor, Senior	\$80.91	\$84.14	\$87.51	\$91.01	\$94.65
Word Processor	\$51.05	\$53.09	\$55.22	\$57.43	\$59.72
Word Processor, Junior	\$33.12	\$34.44	\$35.82	\$37.25	\$38.74

## SINs 871-1, 2, 3, 4, 5, 6 Professional Engineering Services Labor Category Descriptions

### ACQUISITION MANAGEMENT ANALYST

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Possesses a strong working knowledge of federal acquisition management practices and principles. Interfaces with government acquisition personnel to assist in the determination of system requirements, both technical and schedule, across the spectrum of acquisition disciplines. Generates reports based on senior-level Acquisition Management Analyst findings in studies and analyses, and conducts research to address issues facing the program management and technical system engineering team. Assists in the generation of technical and planning data to support any system-level modeling and simulation efforts. Possesses a strong working knowledge of federal agency acquisition policies and procedures.

**Minimum Education:** Bachelor's degree

### ADMINISTRATIVE ASSISTANT—SENIOR

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Responsible for the effective administration of the business operations for an office or department. Prepares and maintains word processing, spreadsheets, databases, and other software files and information. Prepares technical reports, including gathering information and data, and analyzing, organizing and presenting in a logical manner the conclusions of the information. Reads and brings to management's attention items that require attention from the variety of data and reports sent to the office for action. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison with customers. Organizes and maintains department files in accordance with applicable procedures. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings, and records and reports on proceedings.

**Minimum Education:** Bachelor's degree

### ADMINISTRATIVE ASSISTANT—JUNIOR

**Minimum/General Experience:** No experience required.

**Functional Responsibility:** Word-processes correspondence and reports and proofreads material. Maintains engineering files and recurring reports. Coordinates meetings, schedules and travel arrangements. Distributes, tabulates, and enters timesheets and staff expenses. Prepares technical reports, charts, tables, databases and a wide variety of material in specific formats. Prepares and submits reports, invoices, vouchers, and other documents. Schedules daily workflow and ensures coordination of completed projects.

**Minimum Education:** High school diploma

### CHEMIST/BIOLOGIST/PHYSICIST—SENIOR

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Directs the activities of other technical professionals in performing analytical and scientific investigative studies. Provides critical reviews of scientific and engineering literature, and makes decisions on the adequacy and merit of ongoing investigations. Designs or selects methodology to be used in the analysis of unique or complex data collected from technical investigations and gathered from literature; and performs or directs analyses as required. Provides leadership for the development of complex programs or processes. Provides guidance on technical issues for mission-critical activities. Certifies compliance with applicable protocols.

**Minimum Education:** Bachelor's degree

### CHEMIST/BIOLOGIST/PHYSICIST

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Coordinates and performs analytical and scientific investigative studies. Reviews literature in technical and engineering fields, and critiques content and conclusions. Collects samples or data using established procedures or protocols. Analyzes data gathered from literature or collected from investigations. Develops programs, systems or processes, and directs the activities required to maintain equipment and systems. Participates in informal reviews, inspections, and audits using established procedures.

**Minimum Education:** Bachelor's degree

#### **ENGINEER—SENIOR**

**Minimum/General Experience:** 10 years

**Functional Responsibility:** Performs a range of design development, analysis, or review tasks independently. Responsible for complete designs, analyses, or design reviews. Generates complete design specifications for the most complex projects. May train other engineers on technical issues related to the research, design, development, testing and analysis of engineering assignments. Interfaces with customers at all levels, including design reviews, technical working groups, and final design and test activities. Conducts site visits and experimental investigations; analyzes engineering problems; proposes solutions and alternatives; and provides recommendations. Prepares, delivers, and submits technical papers and performs engineering studies. May organize and supervise a group of employees for a given project, contract or job with overall responsibility for cost, schedule, technical, and employee performance.

**Minimum Education:** Bachelor's degree

#### **ENGINEER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Performs a range of design development, analysis or review tasks under minimal supervision. Acts as a lead on complex tasks, and is responsible for design or section of an analysis or design review. Generates complete design specifications for more complex projects. Coordinates and works closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements. Develops, maintains and produces technical documentation and system/subsystem specifications. Interfaces with customers at all levels, including design reviews, technical working groups, and final design and test activities. Conducts site visits and experimental investigations, analyzes engineering problems, proposes solutions and alternatives, and provides recommendations.

**Minimum Education:** Bachelor's degree

#### **ENGINEER—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Performs design development, analysis and review tasks under some supervision. Generates sections of design specifications for more complex projects or complete specifications for less complex projects. Prepares, delivers and submits technical presentations for in-process design and review meetings. Establishes and maintains filing systems/databases to track project status. Develops technical documentation and system/subsystem specifications. Interfaces with customers at all levels, including design reviews, technical working groups, and final design and test activities. Conducts site visits, investigates engineering problems, proposes solutions and alternatives, and provides recommendations. Verifies and complies with engineering documentation standards and test procedures.

**Minimum Education:** Bachelor's degree

#### **ENGINEERING TECHNICIAN—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Performs engineering, analytical, or programming tasks related to technical and operational aspects of equipment and systems, such as setting up and conducting experiments; setting up, operating, and modifying equipment; and analyzing and evaluating circuitry, failure data, and equipment performance characteristics. Reviews specifications and develops implementation, maintenance, and parts

schedules. Performs mathematical and statistical compilation and analysis; compiles and analyzes economic/cost data; extracts, gathers, and organizes technical, operational, and economic data for reports, experiments, and recommendations; and processes data for presentations.

Prepares flowcharts and diagrams, identifies sequence of technical tasks, applies standard procedures to solve uncomplicated technical problems, and adapts and makes minor modifications to standard procedures. Works under general supervision, receiving specific and detailed instructions on equipment and/or data requirements and expected results. Receives advice from experienced engineering, analytical, or programming personnel. Performs recurring tasks independently.

**Minimum Education:** Bachelor's degree

### **ENGINEERING TECHNICIAN**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Prepares flowcharts and diagrams, identifies sequence of technical tasks, applies standard procedures to solve uncomplicated technical problems, and adapts and makes minor modifications to standard procedures. Works under general supervision, receiving specific and detailed instructions on equipment and data requirements and expected results. Receives advice from experienced engineering, analytical, or programming personnel.

**Minimum Education:** Bachelor's degree

### **ENGINEERING TECHNICIAN—JUNIOR**

**Minimum/General Experience:** Zero (0) years

**Functional Responsibility:** Helps to prepare flowcharts and diagrams and to identify sequence of technical tasks; applies standard procedures to help solve uncomplicated technical problems. Works under immediate supervision, receiving specific and detailed instructions on equipment and data requirements and expected results. Receives advice from experienced engineering, analytical, or programming personnel.

**Minimum Education:** Bachelor's degree

### **GRAPHICS SPECIALIST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Uses advanced desktop publishing, page layout and/or typesetting software to design and develop high-quality textual and graphic compositions that communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial off-the-shelf software applications to edit and create original artwork and other documents, such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides and posters, and other presentation aids and exhibits. Maintains basic skills and working knowledge of web development programming tools, including HTML. Designs, develops, and maintains websites. Develops a system for scheduling and tracking requests for graphics/artwork to ensure timely and efficient completion of all work products. Provides graphical user interface design and offers specialized expertise in the design and layout of graphical user interfaces.

**Minimum Education:** Bachelor's degree

### **GRAPHICS SPECIALIST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Works on computer graphics programs across multiple platforms, including formats such as, but not limited to CAD, CAD/CV, or GIS. Troubleshoots computer graphics problems. Assists with the design, development, and maintenance of websites. Prepares and edits computer graphics incorporating information provided by the user, specialist, analyst, programmer and operations personnel. Writes and presents graphics information to both technical and nontechnical personnel. Prepares formal technical drawings, graphics and illustrations, including graphics for facility security profiles, training aids and materials, presentation viewgraphs and slides, flowcharts, floor plans, and other related material.

**Minimum Education:** Bachelor's degree

**INFORMATION/DATA ANALYST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Performs technical, operational, and analytical assignments in the evaluation, planning, and analysis of complex information and projects to meet customer requirements. Applies diversified and in-depth knowledge to identify appropriate tasks for data collection, approaches to problems, and analysis requirements. Determines significant factors and selects techniques to be applied in the performance of assigned projects. Uses unique and innovative approaches in analyzing and performing complex assignments, including mathematical modeling, statistical analyses, cost and financial analyses, operations research, systems analyses, etc. Develops modifications, specifications, and installation and support plans. Participates in solving a variety of analytical/technical/operational problems. Plans, schedules, and distributes work assignments to less experienced engineering and analytical/technical and other support personnel. Works as a key member of a major project team or as a project leader on small to moderately sized projects.

**Minimum Education:** Bachelor's degree

**INFORMATION/DATA ANALYST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Performs analytical/technical assignments, involving evaluation of data, material, and systems; problem solving; preparation of recommendations; and implementation of solutions or modifications to meet customer requirements. Independently applies proven analytical, operational, and/or technical techniques to carry out moderately complex tasks. Develops mathematical models, statistical analyses, cost and financial analyses, operational systems analyses, technical specifications and modifications, program requirements, etc., for such tasks. Assists more experienced analytical/technical and engineering personnel with investigating problems, developing approaches, and proposing solutions. Analyzes technical, state-of-the-art economic parameters and consequences, and develops recommendations and reports. Directs activities of less experienced engineering and analytical/technical personnel and other support personnel.

**Minimum Education:** Bachelor's degree

**ILS ENGINEER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Collaborates daily with customers to determine specific needs and requirements and to counsel within the logistics area, including overseeing task execution. Develops and/or reviews program reports, technical papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates, and adjudicates comments from various organizations; and prepares reports. Performs expert-level review, analysis, and validation of engineering and logistics products; prepares executive-level reports and briefs. Consults as industry expert with logistics managers, program/project managers and customers, advising on logistics program policy development, planning and implementation. Interfaces daily with various technical and logistics team leaders to exchange information and coordinate related task performance. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

**Minimum Education:** Bachelor's degree

**OPERATIONS RESEARCH ANALYST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Conducts analytical and scientific studies in science or engineering. Performs conceptual, developmental, and planning functions for major programs. Generates specifications or plans for operational implementation. Writes investigative reports and memoranda. Serves as a liaison with senior-level customers. Coordinates mission operations. Acts in a staff capacity as a recognized expert in a specific discipline or operational capability.

**Minimum Education:** Bachelor's degree

**PROGRAM ANALYST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Collects and analyzes performance data. Assesses and quantifies cost/schedule/technical status and risk, evaluates trends, and projects cost completion estimates. Maintains database to produce monthly financial reports. Tracks, processes and distributes deliverables, and monitors comment status. Participates in program management reviews and financial administration meetings. Prepares and coordinates inputs for acquisition documentation, status reports, briefings, and information inquiries. Trains new staff (internal and external) on programming concepts, analysis techniques and related reports. Conducts technical evaluation of cost proposals, including fact-finding, cost/technical tradeoff analyses and evaluation report writing. Prepares independent cost estimates to support evaluation of alternatives, including development of cost and operational effectiveness analyses, and cost estimates. Serves as liaison with finance/accounting personnel. Conducts special studies and evaluations.

**Minimum Education:** Bachelor's degree

**PROGRAM ANALYST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Conducts research and prepares financial analyses and forecasts. Generates management tools to effectively control programs. Generates reports documenting findings. Conducts research into procurement practices and assesses/implements improvements to, or compliance with, acquisition procedures. Prepares computerized programs utilizing commercial software to manage tasks. Participates in cost proposal development. Maintains database to produce monthly financial reports. Tracks, processes, and distributes deliverables and monitors comment status.

**Minimum Education:** Bachelor's degree

**PROGRAM MANAGER—PRINCIPAL**

**Minimum/General Experience:** Fifteen (15) years

**Functional Responsibility:** Manages the activities of a specific unit within the company. Establishes plans, priorities, and schedules for work assigned to the unit. Evaluates personnel requirements for specific tasks and schedules, and assigns personnel accordingly. Reviews progress of work to ensure that completion dates are met, and reviews technical aspects of work to ensure government and company quality standards are met. Participates in marketing and proposal efforts for assigned activities. Manages unit's budget, manpower, and other resources to ensure efficient and economic operation. Interprets and administers established company policies and procedures within the cognizant unit. Works under the direction of a high-level manager, receiving instructions as to overall objectives, critical issues, and policies. Receives broad supervisory review and guidance on unit activities, and unusual developments and issues only. Orients and trains newly assigned personnel. Reviews and evaluates performance of assigned personnel. Recommends salary changes, hiring, firing, and disciplinary action as required.

**Minimum Education:** Bachelor's degree

**PROGRAM MANAGER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Provides administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance. Plans and procures necessary staffing to achieve work completion milestones and deliverables. Monitors fulfillment of contract requirements to ensure quality and timeliness of services/deliverables to various customers. Supervises, coordinates, provides leadership to, and reviews the work of assigned staff and/or contracts. Interfaces with customers on a regular basis in support of engineering and program management activities. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered. Performs multidisciplinary analysis of system designs to determine compliance with specifications and standards. Directs the investigation and resolution of

operational problems in conjunction with other engineering and technical personnel. Participates in business development and proposal efforts.

**Minimum Education:** Bachelor's degree

#### **PROGRAM MANAGER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Plans and coordinates tasks and personnel assignments to achieve designated goals efficiently and economically. Makes decisions on problems and methods in support of program goals. Provides leadership for professional personnel. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Interacts and provides technical assessment to customers, through the application of specific program knowledge and subject-matter expertise, in the execution of program management tasks. Participates in business development and proposal efforts.

**Minimum Education:** Bachelor's degree

#### **PROJECT CONTROL/COST ANALYST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Assists in the development of investment strategy for the organization's short-term investments. Records changes in investment status on portfolios of holdings. Researches financial and economic trends, and develops short-term forecasts on interest movements. Evaluates the company's financial portfolio, and suggests possible strategies for future investment. Helps develop mathematical models and assists in statistical analyses and cost and financial analyses. Assists more experienced analysts in investigating investment opportunities.

**Minimum Education:** Bachelor's degree

#### **PROJECT LEADER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Leads and mentors personnel assigned to program support functions. Interfaces with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support and achievement of customer goals. Interacts and advises customers, through the application of specific program knowledge and subject-matter expertise, in the execution of program management tasks. Analyzes requirements; and reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract/contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables; conducts research into specific areas; and prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Interfaces with internal and external principal program participants for planning, prioritization and resolution of overall activities to support customer goals.

**Minimum Education:** Bachelor's degree

#### **PROJECT LEADER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Interfaces with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support and achievement of customer goals. Interacts with and advises customers by applying specific program knowledge and/or subject-matter expertise in the execution of routine and non-routine tasks. Interfaces with other professionals to generate program documentation such as plans, schedules, briefings, reports, correspondence, contracts/contract modifications, technical instructions/procedures and/or related material. Analyzes and tracks project budgets, schedules and deliverables; conducts research into specific areas; and prepares and reports findings to the customer. Reviews, analyzes, provides comments, and provides assessments of technical and nontechnical program reports. Interfaces

with internal and external principal program participants for planning, prioritization and resolution of overall activities to support customer goals.

**Minimum Education:** Bachelor's degree

**SYSTEMS ENGINEER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Performs all systems engineering functions in support of new systems development and modification/upgrades of existing systems, equipment and software. Conducts feasibility studies, requirements analysis, integration analysis, risk assessments, evaluations of design and test requirements, supportability and suitability tradeoff studies; develops plans and milestone schedules throughout system design and evolution; and generates technical reports/recommendations to the system engineering project lead. Supervises system engineering team personnel and assists the program manager in transitioning the system through the acquisition life-cycle phases.

**Minimum Education:** Bachelor's degree

**SYSTEMS ENGINEER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Performs all systems engineering functions in support of new systems development and modification/upgrades of existing systems, equipment and software. Conducts feasibility studies, requirements analysis, integration analysis, risk assessments, evaluations of design and test requirements, supportability and suitability tradeoff studies; develops plans and milestone schedules throughout system design and evolution; and generates technical reports/recommendations to the system engineering project lead.

**Minimum Education:** Bachelor's degree

**TEST ENGINEER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Prepares and reviews test plans to ensure that all facets of units under test are thoroughly evaluated. Participates in testing to ensure that designated standards are adequately tested. Prepares and reviews test reports to ensure that the results are properly documented and that any recommended actions are addressed for any failures. Reviews plans and validates requirements for any test equipment or fixtures required to successfully complete tests. Participates in design and manufacturing phases as a consultant to ensure that proper standards are used and that requirements are testable and achievable throughout the development test and operational test phases of the system life cycle. Prepares technical evaluation (TECHEVAL) and operational evaluation (OPEVAL) test reports.

**Minimum Education:** Bachelor's degree

**TEST ENGINEER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Prepares and reviews test plans to ensure that all facets of units under test are thoroughly evaluated. Participates in testing to ensure that designated standards are adequately tested. Reviews plans and assists in validating requirements for any system, equipment, test equipment or fixtures required to successfully complete tests. Participates as a consultant in design and manufacturing phases to ensure that proper standards are used, and that requirements are testable and achievable throughout the development test and operational test phases of the system life cycle.

**Minimum Education:** Bachelor's degree

**TECHNICAL WRITER/EDITOR—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Develops, writes, formats and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs and related environmental and administrative publications in print or electronic media. Reviews technical materials and recommends format, content, methods of reproduction and binding. Engages in

frequent interdepartmental contact and acts as liaison between customers and technical staff. Develops and implements publication style, procedures, and schedules. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software. Edits or standardizes material prepared by other writers or by technical personnel. Manages publication process, including word processing, design, editing, proofreading, duplication, and distribution of materials.

**Minimum Education:** Bachelor's degree

**TECHNICAL WRITER/EDITOR**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Assists in collecting and organizing information for preparation of client products. Writes and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related administrative publications. Supports documentation activities such as writing, formatting, editing, proofreading, production of technical documents, on-line help and other interactive documentation. Arranges preparation of indexes. Interfaces with technical personnel to obtain background information on appropriate technologies, methods and standards. Organizes material and completes writing assignments according to established style, procedures, and schedules. Edits or standardizes material prepared by other writers or technical personnel.

**Minimum Education:** Bachelor's degree

**TECHNICAL WRITER/EDITOR—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Writes, edits, and proofreads materials for reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation provided by technical personnel. Arranges for word processing, duplication, and distribution of material.

**Minimum Education:** Bachelor's degree

**TRAINING SPECIALIST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Organizes, prepares, and conducts complex training and educational programs for information systems and user personnel. Designs and develops in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Works at highest level of all phases of information systems training, including traditional classroom instructions, computer-assisted instruction, and interactive video. Develops, maintains, and enhances training curriculum.

**Minimum Education:** Bachelor's degree

**WORD PROCESSOR—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Performs word processing functions utilizing advanced software platforms to input a variety of complex materials, including original correspondence, complex engineering documents and reports, government and company reports, etc., to produce a finished, high-quality document. Material may consist of technical terms, tables, footnotes, graphics, etc. Arranges and produces complex statistical tables. Electronically imports, exports, edits and manipulates graphics, clip art, and company logo into formatted documents. Provides guidance to word processors on technical issues.

**Minimum Education:** High school diploma

**WORD PROCESSOR**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Performs word processing functions utilizing advanced software platforms to design tables, import graphics and type technical documents. Keys, formats, revises, prints and stores documents. Performs data translations and protocol conversions.



**Minimum Education:** High school diploma

**WORD PROCESSOR—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Performs word processing functions utilizing advanced software platforms to produce routine correspondence and engineering documents, simple reports, etc., from drafts or edited copy. Corrects spelling and punctuation, and adjusts spacing and alignment. Proofreads material for accuracy. Revises composed technical manuals, brochures, proposals, slide presentations and reports.

**Minimum Education:** High school diploma

**METHODOLOGY FOR SUBSTITUTION OF EDUCATION AND EXPERIENCE**

The equivalencies in the table below will be considered in determining the minimum education and experience. Additional educational achievements in excess of requirements can be substituted for experience requirements:

REQUIRED EDUCATION	ACTUAL EDUCATION OBTAINED	ADDITIONAL YEARS OF EXPERIENCE CREDITED THE EMPLOYEE
M.A./M.S.	Ph.D.	2
B.A./B.S.	Ph.D.	4
B.A./B.S.	M.A./M.S.	2
H.S./G.E.D.	B.A./B.S.	4

Additional experience in excess of requirements can be substituted for educational requirements:

ACTUAL EDUCATION	REQUIRED EDUCATION	ADDITIONAL YEARS OF EXPERIENCE NEEDED FOR EDUCATIONAL REQUIREMENTS EQUIVALENCY
H.S./G.E.D.	B.A./B.S.	4
H.S./G.E.D.	M.A./M.S.	6
H.S./G.E.D.	Ph.D.	No Equivalency
B.A./B.S.	M.A./M.S.	2
B.A./B.S.	Ph.D.	10
M.A./M.S.	Ph.D.	4



INFORMATION TECHNOLOGY  
PROFESSIONAL SERVICES



### SIN 132-51 Information Technology Professional Services Pricing

Labor Category	Year 16	Year 17	Year 18	Year 19	Year 20
Administrative Assistant, Senior	\$70.28	\$72.39	\$74.56	\$76.79	\$79.10
Administrative Assistant, Junior	\$40.81	\$42.04	\$43.30	\$44.60	\$45.93
Computer Scientist, Sr. Principal	\$243.45	\$250.75	\$258.27	\$266.02	\$274.00
Computer Scientist, Principal	\$211.44	\$217.78	\$224.31	\$231.04	\$237.98
Computer Scientist, Senior	\$181.70	\$187.15	\$192.77	\$198.55	\$204.51
Computer Scientist	\$133.42	\$137.42	\$141.54	\$145.79	\$150.16
Computer Scientist, Junior	\$111.22	\$114.56	\$118.00	\$121.54	\$125.18
Computer Systems Engineer, Principal	\$241.01	\$248.24	\$255.68	\$263.35	\$271.25
Computer Systems Engineer, Senior	\$200.49	\$206.50	\$212.70	\$219.08	\$225.65
Computer Systems Engineer	\$122.40	\$126.07	\$129.85	\$133.75	\$137.76
Computer Systems Engineer, Junior	\$87.90	\$90.54	\$93.26	\$96.05	\$98.93
Computer Technician, Senior	\$90.54	\$93.25	\$96.05	\$98.93	\$101.90
Computer Technician, Junior	\$65.59	\$67.56	\$69.59	\$71.68	\$73.83
Configuration Management Specialist, Senior	\$86.39	\$88.99	\$91.66	\$94.41	\$97.24
Configuration Management Specialist	\$54.92	\$56.57	\$58.27	\$60.02	\$61.82
Data Entry Clerk	\$29.57	\$30.45	\$31.37	\$32.31	\$33.28
Database Administrator	\$118.76	\$122.33	\$126.00	\$129.78	\$133.67
Database Analyst, Senior	\$133.42	\$137.42	\$141.54	\$145.79	\$150.16
Database Analyst	\$99.28	\$102.26	\$105.33	\$108.49	\$111.74
Database Analyst, Junior	\$69.89	\$71.99	\$74.15	\$76.38	\$78.67
Computer Graphics Specialist, Senior	\$107.08	\$110.29	\$113.60	\$117.01	\$120.52
Computer Graphics Specialist	\$82.09	\$84.56	\$87.09	\$89.71	\$92.40
Hardware Installation Technician	\$65.59	\$67.56	\$69.59	\$71.68	\$73.83
Hardware Specialist, Senior	\$123.90	\$127.61	\$131.44	\$135.38	\$139.45
Hardware Specialist, Junior	\$67.20	\$69.22	\$71.30	\$73.44	\$75.64
Network Administrator, Senior	\$123.88	\$127.60	\$131.43	\$135.37	\$139.43
Network Engineer	\$79.44	\$81.82	\$84.28	\$86.80	\$89.41
Network Engineer, Junior	\$66.78	\$68.78	\$70.84	\$72.97	\$75.16
Principal Investigator	\$241.01	\$248.24	\$255.68	\$263.35	\$271.25
Programmer, Senior	\$133.42	\$137.42	\$141.54	\$145.79	\$150.16
Programmer, Junior	\$73.68	\$75.89	\$78.16	\$80.51	\$82.92
Program Manager, Principal	\$241.01	\$248.24	\$255.68	\$263.35	\$271.25
Program Manager, Senior	\$170.19	\$175.29	\$180.55	\$185.97	\$191.55
Program Manager	\$139.48	\$143.67	\$147.98	\$152.42	\$156.99
Project Leader, Senior	\$99.21	\$102.19	\$105.26	\$108.41	\$111.67
Project Leader	\$88.08	\$90.72	\$93.45	\$96.25	\$99.14
Quality Assurance Engineer	\$69.89	\$71.99	\$74.15	\$76.38	\$78.67
Systems/Software Development Architect, Senior	\$225.25	\$232.01	\$238.97	\$246.13	\$253.52



Labor Category	Year 16	Year 17	Year 18	Year 19	Year 20
Software Engineer, Senior	\$133.42	\$137.42	\$141.54	\$145.79	\$150.16
Software Engineer	\$102.26	\$105.33	\$108.49	\$111.75	\$115.10
System Administrator	\$93.74	\$96.56	\$99.45	\$102.44	\$105.51
Technical Writer/Editor, Senior	\$128.85	\$132.71	\$136.70	\$140.80	\$145.02
Technical Writer/Editor, Junior	\$70.43	\$72.55	\$74.72	\$76.97	\$79.27
Training Specialist, Senior	\$127.23	\$131.04	\$134.98	\$139.02	\$143.20
Web Designer, Senior	\$104.29	\$107.42	\$110.64	\$113.96	\$117.38
Web Designer	\$81.68	\$84.13	\$86.65	\$89.25	\$91.93
Web Designer, Junior	\$62.30	\$64.17	\$66.09	\$68.07	\$70.12
Word Processor, Senior	\$70.28	\$72.39	\$74.56	\$76.79	\$79.10
Word Processor	\$45.88	\$47.25	\$48.67	\$50.13	\$51.63
Word Processor, Junior	\$29.57	\$30.45	\$31.37	\$32.31	\$33.28

## SIN 132-51 IT Professional Services Labor Category Descriptions

### **ADMINISTRATIVE ASSISTANT—SENIOR**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Responsible for the effective administration of the business operations for an office or department. Prepares and maintains word processing, spreadsheet, database, and other software files and information. Prepares technical reports, including gathering information and data, analyzing, organizing, and presenting the conclusions of the information in a logical manner. Reads, understands and brings to management's attention items from the variety of data and reports sent to the office for action. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries, exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison with customers. Organizes and maintains department files in accordance with applicable procedures. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings, and records and reports on proceedings.

**Minimum Education:** Bachelor's degree

### **ADMINISTRATIVE ASSISTANT—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Word-processes correspondence and reports and proofreads material. Maintains engineering files and recurring reports. Coordinates meetings, schedules and travel arrangements. Distributes, tabulates and enters timesheets and staff expenses. Prepares technical reports, charts, tables, databases and a wide variety of material in specific formats. Prepares and submits reports, invoices, vouchers, and other documents. Schedules daily workflow and ensures the coordination of completed projects.

**Minimum Education:** High school diploma

### **COMPUTER SCIENTIST—SENIOR PRINCIPAL**

**Minimum/General Experience:** Fifteen (15) years

**Functional Responsibility:** As an expert in computer technology, provides technical guidance for systems acquisitions, software enhancements, and new development. Possesses extensive expertise in all of the following technical areas: object-oriented analysis and design, client/server technology, UNIX and C/C++, organization intranets, web application development, JAVA, security architectures and policies, graphical application development environments, computer-aided software engineering (CASE) tools, networking to support distributed applications, distributed DBMSs, MVS and MVS utilities, other major OS environments, and fourth-generation languages and environments. Serves as technical lead for complex projects.

**Minimum Education:** Master's degree

### **COMPUTER SCIENTIST—PRINCIPAL**

**Minimum/General Experience:** Fifteen (15) years

**Functional Responsibility:** As an expert in one or more computer technology areas, provides technical guidance for systems acquisitions, software enhancements, and new development. Possesses extensive expertise in one or more of the following technology areas: object-oriented analysis and design, client/server technology, UNIX and C/C++, organization intranets, web application development, JAVA, security architectures and policies, graphical application development environments, CASE tools, networking to support distributed applications, distributed DBMSs, MVS and MVS utilities, other major OS environments, and fourth-generation languages and environments. Serves as technical lead for complex projects.

**Minimum Education:** Bachelor's degree

**COMPUTER SCIENTIST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Translates user requirements into hardware, software, and communication requirements. Analyzes computer system, protocols, and operations. Plans, designs, develops, and implements client/server and intranet software and systems. Has extensive expertise in one or more of the following technology areas: object-oriented analysis and design, client/server technology, UNIX and C/C++, organization intranets, web application development, JAVA, security architectures and policies, graphical application development environments, CASE tools, networking to support distributed applications, distributed DBMSs, MVS and MVS utilities, other major OS environments, and fourth-generation languages and environments. Serves as technical lead for moderately complex projects.

**Minimum Education:** Bachelor's degree

**COMPUTER SCIENTIST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Assists in the development, implementation, integration, and maintenance of client/server and intranet software and systems. Has expertise in one or more of the following technology areas: object-oriented analysis and design, client/server technology, UNIX and C/C++, organization intranets, web application development, JAVA, security architectures and policies, graphical application development environments, CASE tools, networking to support distributed applications, distributed DBMSs, MVS and MVS utilities, other major OS environments, and fourth-generation languages and environments. Serves as technical lead on small projects.

**Minimum Education:** Bachelor's degree

**COMPUTER SCIENTIST—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Assists in the development, implementation, integration, and maintenance of client/server and intranet software and systems. Has expertise in one or more of the following technology areas: object-oriented analysis and design, client/server technology, UNIX and C/C++, organization intranets, web application development, JAVA, security architectures and policies, graphical application development environments, CASE tools, networking to support distributed applications, distributed DBMSs, MVS and MVS utilities, other major OS environments, and fourth-generation languages and environments.

**Minimum Education:** Bachelor's degree

**COMPUTER SYSTEMS ENGINEER—PRINCIPAL**

**Minimum/General Experience:** Fifteen (15) years

**Functional Responsibility:** Analyzes systems requirements and develops complex design alternatives to satisfy those requirements. Provides technical leadership by developing solutions for engineering studies and systems applications. Provides engineering direction and executes program efforts of substantial significance and importance to meet customer requirements. Applies in-depth, diversified engineering knowledge and skills at the highest level in making independent decisions on engineering problems and methods. Develops and applies advanced technologies, and modifies and extends engineering theories, precepts, and practices. Carries out or leads major projects by defining critical issues, evaluating plans, monitoring progress, and developing modifications to ensure successful and timely project completion. Plans, schedules, and distributes work assignments to personnel assigned to the project.

**Minimum Education:** Bachelor's degree

**COMPUTER SYSTEMS ENGINEER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Analyzes systems requirements and develops design alternatives to satisfy those requirements. Provides technical leadership by developing solutions for engineering studies and systems applications. Responsible for engineering aspects of programs by performing and directing assignments in the design, analysis,

evaluation, modification, and integration of systems to meet customer requirements. Applies diversified knowledge of engineering problems and methods. Uses advanced techniques to modify and extend engineering theories, precepts, and practices to plan and develop engineering projects.

**Minimum Education:** Bachelor's degree

#### **COMPUTER SYSTEMS ENGINEER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Analyzes systems requirements and develops design alternatives to satisfy those requirements. Provides technical solutions for engineering studies and systems applications. Performs engineering assignments of moderate technical complexity involving planning, analyzing, and evaluating equipment and systems to meet customer requirements. Applies standard engineering techniques, procedures, and criteria to carry out a series of related computer systems engineering tasks.

**Minimum Education:** Bachelor's degree

#### **COMPUTER SYSTEMS ENGINEER—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Analyzes and evaluates systems requirements to meet customer needs. Applies standard engineering techniques, procedures, and criteria to carry out a series of related engineering tasks. Assists more experienced engineering and analytical/technical personnel in design, development, evaluation, test, and/or analysis of systems and equipment by performing assigned engineering tasks.

**Minimum Education:** Bachelor's degree

#### **COMPUTER TECHNICIAN—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Directs field and service support team that provides day-to-day computer support. Capable of determining and resolving complex computer problems. Reviews problem resolution documentation for pervasive quality problems. Works with systems development staff to develop solutions. Recommends procedures for correcting computer problems. Ensures that staff maintains currency and highest level of technical skill and proficiency.

**Minimum Education:** Bachelor's degree

#### **COMPUTER TECHNICIAN—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Under direct supervision, assists in providing day-to-day computer support and seeks resolutions to computer problems. Interfaces with technical and in-house personnel to determine the nature of problems and implements remedial procedures to resolve them. Documents problems and corrective procedures.

**Minimum Education:** High school diploma

#### **CONFIGURATION MANAGEMENT SPECIALIST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Responsible for configuration management (CM) planning, configuration change control, configuration status accounting, configuration audits, and documentation management. Performs CM at both program management and project levels, including documentation and some software. Through the use of CM tools, analyzes and tracks the configuration status of IT services. Establishes and administers the documentation library. Prepares engineering change proposal forms and related documentation. Prepares and distributes official change notice forms and document change pages based on control board approvals. Maintains official CM records, documents, distribution lists, and correspondence. Tracks all problems and changes in products and reports configuration status to include reports and comparison metrics. Performs and supports audits to verify baselines and enforce CM processes.

**Minimum Education:** Bachelor's degree

### **CONFIGURATION MANAGEMENT SPECIALIST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Possesses a strong working knowledge of processes and policies involved in the modification or reconfiguration of hardware and software system/equipment configuration end items. Works with the Senior CM specialist to ascertain the scope of required and proposed changes and their attendant impact on system supportability. Assists in the gathering and evaluation of the analytical, technical program management and budgetary data/information necessary to prepare validating documentation for proposed changes. Maintains records of all changes and assists in the cataloging of change proposal status matrices and action item status accounting.

**Minimum Education:** Bachelor's degree

### **DATA ENTRY CLERK**

**Minimum/General Experience:** Zero (0) years

**Functional Responsibility:** Performs data entry and verification of data. Inputs data requiring various formats from multiple types of source documents. Assignments require applying experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be input from a variety of source documents. Performs routine data preparation and distribution when incidental to data entry tasks.

**Minimum Education:** High school diploma

### **DATABASE ADMINISTRATOR**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Designs, develops, and supports databases. Analyzes database requirements and develops design alternatives to satisfy those requirements. Provides technical leadership developing solutions for database applications. Resolves complex problems in database services. Provides training and assistance to application support teams in the use of database and related software products. Provides database support in various platforms, including installing and upgrading database software, database creation, application database setup, database monitoring and tuning, backup and recovery. Manages the physical development, test and production environments; and provides technical support and guidance to project teams.

**Minimum Education:** Bachelor's degree

### **DATABASE ANALYST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Responsible for performing highly complex technical, operational, and analytical assignments in the evaluation, planning, and analysis of database systems and projects to meet customer requirements. Applies diversified and in-depth knowledge to identify appropriate tasks for data collection, approaches to problems, and analysis requirements. Determines significant factors and selects techniques to be applied in performance of assigned projects. Uses unique and innovative approaches to analyzing and performing complex assignments, including mathematical modeling, statistical analyses, cost and financial analyses, operations research, systems analyses, etc. Develops modifications, specifications, and installation and support plans. Participates in the solution of a variety of analytical/technical/operational problems. Plans, schedules, and distributes work assignments to less experienced engineering and analytical/technical personnel as well as other support personnel. Works as key member of major project team or as a project leader on small to moderately sized projects.

**Minimum Education:** Bachelor's degree

### **DATABASE ANALYST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Responsible for performing complex analytical/technical assignments involving evaluation of databases, material, and systems; problem solving; preparation of recommendations; and implementation of solutions or modifications to meet customer requirements. Within one or more specialized analytical/technical fields, independently applies proven analytical, operational, and/or technical techniques to carry out moderately

complex tasks. Develops mathematical models, statistical analyses, cost and financial analyses, operational systems analyses, technical specifications and modifications, program requirements, etc., for such tasks. Assists more experienced analytical/technical and engineering personnel in investigating problems, developing approaches, and proposing solutions. Analyzes technical parameters and consequences, and develops recommendations and reports. Directs activities of less experienced engineering and analytical/technical personnel and other support personnel on small to moderately sized projects.

**Minimum Education:** Bachelor's degree

#### **DATABASE ANALYST—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Assists in performing analytical/technical assignments of moderate complexity, involving evaluation of databases and material, problem solving, preparation of recommendations, implementation of solutions, and modifications to meet customer requirements. Within one or more analytical/technical fields, applies operational, analytical, mathematical, or technical skills and techniques in analyzing data, systems, methods, and procedures. Develops mathematical models, simulations, technical specifications and modifications, flow diagrams, cost analyses, etc., in performance of assigned work. Assists more experienced analytical/technical and engineering personnel in investigating problems, developing approaches, and proposing solutions. Documents methods and prepares technical and program analyses and reports.

**Minimum Education:** Bachelor's degree

#### **COMPUTER GRAPHICS SPECIALIST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Works on complex computer graphics programs across multiple platforms. Interprets technical documentation standards or production processes, and prepares documentation according to the standards of customer requirements. Evaluates existing computer graphics and recommends changes. Creates highly complex computer graphics. Prepares and edits computer graphics utilizing existing graphic and other software systems as a foundation, and incorporates information provided by the user, specialist, analyst, programmer, and operations personnel. Writes and presents graphics information for both technical and nontechnical personnel.

**Minimum Education:** Bachelor's degree

#### **COMPUTER GRAPHICS SPECIALIST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Works on computer graphics programs across multiple platforms. Works with minimum amount of supervision and demonstrates ability to develop computer graphics. Prepares and edits computer graphics incorporating information provided by the user, specialist, analyst, programmer, and operations personnel. Helps write and present graphics information for both technical and nontechnical personnel.

**Minimum Education:** Bachelor's degree

#### **HARDWARE INSTALLATION TECHNICIAN**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Conducts site surveys, and assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes existing computer equipment requirements and prepares specifications. Prepares engineering plans and site installation plans. Develops hardware installation schedules. Prepares site installation and test reports. Configures computers, communication devices, and peripheral equipment. Installs network hardware.

**Minimum Education:** High school diploma

#### **HARDWARE SPECIALIST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Reviews complex information processing and communications systems in terms of machine capabilities and man-machine interface. Conducts studies and prepares reports concerning hardware. Prepares functional requirements and specifications. Identifies problems, and formulates and recommends solutions to satisfy user requirements.

**Minimum Education:** Bachelor's degree

**HARDWARE SPECIALIST—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Reviews information processing and communications systems in terms of machine capabilities and man-machine interface. Assists in the preparation of studies and draft reports concerning hardware. Prepares functional requirements and specifications. Identifies problems and suggests possible solutions to satisfy user requirements.

**Minimum Education:** Bachelor's degree

**NETWORK ADMINISTRATOR—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Responsible for the most complex implementation, testing, and analysis of all elements of network facilities (including power, software, communications machinery, lines, modems, and terminals). Monitors and controls the performance and status of network resources. Utilizes software and hardware tools, and identifies and diagnoses complex problems and factors affecting network performance.

**Minimum Education:** Bachelor's degree

**NETWORK ENGINEER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Installs and maintains network hardware and software. Responds to complex information technology needs and problems. Maintains desktop software inventory and network licensing information, performing updates when necessary. Keeps current with all software patches and security alerts, applying solutions as necessary. Modifies network account profiles. Responsible for local network administration, including domain controllers, file servers, proxies, backups and local network connectivity.

**Minimum Education:** Bachelor's degree

**NETWORK ENGINEER—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Installs network hardware and software. Responds to moderate information technology needs and problems. Helps maintain desktop software inventory and network licensing information. Keeps current with all software patches and security alerts, applying solutions as necessary. Performs moderate network engineering tasks concerned with network engineering research, design development, and implementation of integrated networks, including personnel, hardware, software, and support facilities and equipment.

**Minimum Education:** Bachelor's degree

**PRINCIPAL INVESTIGATOR**

**Minimum/General Experience:** Fifteen (15) years

**Functional Responsibility:** Responsible for research and/or development for projects in collaboration with others. Makes detailed observations, analyzes data, and interprets results. Exercises technical discretion in the design, execution and interpretation of experiments that contribute to project strategies. Prepares technical reports, summaries, protocols, and quantitative analyses. Maintains familiarity with current scientific literature. Contributes to the project process within his/her scientific discipline. Investigates, creates and develops new methods and technologies for project advancement. Participates in scientific conferences and contributes to scientific journals. Identifies patentable

inventions. Uses professional concepts in accordance with company objectives to solve complex problems in creative and effective ways.

**Minimum Education:** Bachelor's degree

### **PROGRAMMER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Develops functional specifications and performs software design, development, testing, and integration. Converts data from project specifications and statements of problems and procedures to create or modify computer programs. Prepares detailed workflow charts and diagrams to illustrate the sequence of steps that the program must follow and to describe input, output, and logical operations involved. Analyzes workflow chart and diagram, applying knowledge of computer capabilities, subject matter, and symbolic logic. Counsels high-level personnel about program to resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls. Converts detailed logical flowchart to the necessary programming language. Enters program codes into computer system. Inputs test data into computer. Corrects program errors, using methods such as modifying program or altering the sequence of program steps. Writes instructions to guide operating personnel during production runs. Analyzes, reviews, and rewrites complex programs to increase operating efficiency or to adapt the program to new requirements. Compiles and writes documentation of program development and subsequent revisions.

**Minimum Education:** Bachelor's degree

### **PROGRAMMER—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Performs coding and unit testing of software design provided by more senior members of the project team. Modifies computer programs under immediate supervision. Analyzes workflow chart and diagram, applying knowledge of computer capabilities, subject matter, and symbolic logic. Enters program codes into computer system. Inputs test data into computer. Formulates recommendations for improved system performance and service to the application user.

**Minimum Education:** Bachelor's degree

### **PROGRAM MANAGER—PRINCIPAL**

**Minimum/General Experience:** Fifteen (15) years

**Functional Responsibility:** Manages the activities of a specific unit within the company. Establishes plans, priorities, and schedules for work assigned to the unit. Evaluates personnel requirements for specific tasks and schedules, and assigns personnel accordingly. Reviews progress of work to ensure completion dates are met, and reviews technical aspects of work to ensure government and company quality standards are met. Participates in marketing and proposal efforts for assigned activities. Manages the unit's budget, manpower, and other resources to ensure efficient and economic operation. Interprets and administers established company policies and procedures within the cognizant unit. Works under the direction of a high-level manager, receiving instructions as to overall objectives, critical issues, and policies. Receives broad supervisory review and guidance on unit activities and unusual developments and issues only. Orients and trains newly assigned personnel. Reviews and evaluates the performance of assigned personnel. Recommends salary changes, hiring, firing, and disciplinary action as required.

**Minimum Education:** Bachelor's degree

### **PROGRAM MANAGER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Provides administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance. Plans and procures necessary staffing to achieve work completion milestones and deliverables. Monitors fulfillment of contract requirements to ensure quality and timeliness of services/deliverables to various customers. Supervises, coordinates, provides leadership to, and reviews the work of assigned staff and/or contracts. Interfaces with customers on a regular basis in support of engineering and program management activities. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered. Performs multidisciplinary analysis of system designs to determine compliance

with specifications and standards. Directs the investigation and resolution of operational problems in conjunction with other engineering and technical personnel. Participates in business development and proposal efforts.

**Minimum Education:** Bachelor's degree

### **PROGRAM MANAGER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Plans and coordinates tasks and personnel assignments to achieve designated goals efficiently and economically. Makes decisions on problems and methods in support of program goals. Provides leadership for large groups of professional personnel. Creates and maintains master files/schedules related to program history, execution, and status for the life of the program (inception to disposal). Interacts and provides technical assessment to customers, through the application of specific program knowledge and subject-matter expertise, in the execution of program management tasks. Participates in business development and proposal efforts.

**Minimum Education:** Bachelor's degree

### **PROJECT LEADER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Oversees various systems of projects of a highly complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project and meeting deadlines of the project. Leads and mentors personnel assigned to program support functions. Interfaces with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support and achievement of customer goals. Interacts and advises customers, through the application of specific program knowledge and subject-matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contracts/contract modifications, technical instructions, technical procedures, or related material. Analyzes and tracks project budgets, schedules and deliverables; conducts research into specific areas; and prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution, and status for the life of the program (inception to disposal). Interfaces with internal and external principal program participants to plan, prioritize, and resolve overall activities to support customer goals.

**Minimum Education:** Bachelor's degree

### **PROJECT LEADER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Interfaces with internal functional teams and external customers for planning, prioritization, and issue resolution of overall activities in the support and achievement of customer goals. Interacts with and advises customers by applying specific program knowledge and/or subject-matter expertise in the execution of routine and non-routine tasks. Interfaces with other professionals to generate program documentation, including plans, schedules, briefings, reports, correspondence, contracts/contract modifications, technical instructions/procedures, and/or related material. Analyzes and tracks project budgets, schedules and deliverables; conducts research into specific areas; prepares and reports findings to the customer. Reviews, analyzes, and provides comments and assessments of technical and nontechnical program reports. Interfaces with internal and external principal program participants for the planning, prioritization and resolution of overall activities to support customer goals.

**Minimum Education:** Bachelor's degree

### **QUALITY ASSURANCE ENGINEER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Participates in formal reviews to determine quality and in the development of QA plans.

Researches the QA process and recommends enhancements and modifications. Aids in the development of quality standards. Familiar with performance standards and quality assurance methodologies, and maintains the reports and records to support the level of performance on those standards.

**Minimum Education:** Bachelor's degree

#### **SYSTEMS/SOFTWARE DEVELOPMENT ARCHITECT—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Leads development team in the design of highly complex software systems for large client applications. Works independently designing and developing new software products or major enhancements to existing software. Acts as a highest level technical expert, addressing problems of system integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects for management.

**Minimum Education:** Bachelor's degree

#### **SOFTWARE ENGINEER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Engineers software solutions based on client requirements. Generally has one or more software engineers on staff and heads up projects that make use of commercially available or custom software tools as required. Responsible for engineering aspects of programs by performing and directing assignments in the design, analysis, evaluation, modification, and integration of systems to meet customer requirements. Applies diversified knowledge of engineering problems and methods. Uses advanced techniques to modify and extend engineering theories, precepts, and practices to plan and develop software engineering projects.

**Minimum Education:** Bachelor's degree

#### **SOFTWARE ENGINEER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Engineers software solutions based on client requirements. Makes use of commercially available or custom tools as required. Responsible for performing engineering assignments of moderate technical complexity that involve planning, analyzing, and evaluating equipment and systems to meet customer requirements. Within one or more engineering fields, applies standard engineering techniques, procedures, and criteria to carry out a series of related engineering tasks.

**Minimum Education:** Bachelor's degree

#### **SYSTEM ADMINISTRATOR**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Supports hardware requirements and monitors systems to determine required performance and capacity. Directs the installation and tailoring of new systems and IT services to match the performance and operating requirements of the project. Performs analyses of initial hardware and software to determine whether systems upgrades are required. Advises high-level personnel on potential systems and cost requirements, and provides planning and budgetary input based on projected changes in the system infrastructure. Ensures secure and reliable backup of systems and services. Analyzes system requirements and develops design alternatives to satisfy those requirements. Provides technical leadership by developing solutions for engineering studies and systems applications.

**Minimum Education:** Bachelor's degree

#### **TECHNICAL WRITER/EDITOR—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Under general direction, prepares operation and maintenance manuals and technical publications. Gathers and researches technical information, prepares written text, and coordinates publication, layout

and organization. Researches available development/engineering information, including drawings, design reports, equipment, and test specifications. Reviews technical materials and recommends format, content, methods of reproduction and binding. Develops, writes, formats and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related publications in print or electronic media. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff. Develops and implements publication styles, procedures, and schedules. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software. Edits or standardizes material prepared by other writers or technical personnel. Manages publication process, including word processing, design, editing, proofreading, duplication, and distribution of materials.

**Minimum Education:** Bachelor's degree

#### **TECHNICAL WRITER/EDITOR—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Under immediate supervision, prepares operation and maintenance manuals and technical publications. Gathers technical information, prepares written text basic projects, and helps coordinate layout and manual organization. Researches available development/engineering information such as drawings, design reports, equipment, and test specifications. Writes, edits, and proofreads materials for reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation provided by technical personnel. Arranges for word processing, duplication, and distribution of material.

**Minimum Education:** Bachelor's degree

#### **TRAINING SPECIALIST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Organizes, prepares, and conducts complex training and educational programs for information systems and user personnel. Designs and develops in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Works at the highest level of all phases of information systems training, including traditional classroom instruction, computer-assisted instruction, and interactive video. Develops, maintains, and enhances training curriculum.

**Minimum Education:** Bachelor's degree

#### **WEB DESIGNER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Creates, designs, develops, and maintains websites and web-based applications to support multiple browser environments. Utilizes HTML interfaces as well as relational databases. Strong knowledge of HTML code as well as the following programming languages: Python, Java, Perl, and C. Knowledgeable in XML and XSLT, and comfortable working in a Linux environment.

**Minimum Education:** Bachelor's degree

#### **WEB DESIGNER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Helps design, develop, and maintain websites and web-based applications to support multiple browser environments. Utilizes HTML interfaces as well as relational databases. Strong knowledge of HTML code as well as several of the following programming languages: Python, Java, Perl, and C. Knowledgeable in XML and XSLT, and comfortable working in a Linux environment.

**Minimum Education:** Bachelor's degree

#### **WEB DESIGNER—JUNIOR**

**Minimum/General Experience:** Two (2) years



**Functional Responsibility:** Maintains websites and web-based applications to support multiple browser environments. Utilizes HTML interfaces as well as relational databases. Knowledge of HTML code as well as one of the following programming languages: Python, Java, Perl, and C. Knowledgeable in XML and XSLT, and comfortable working in a Linux environment.

**Minimum Education:** Bachelor's degree

**WORD PROCESSOR—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Performs word processing functions utilizing advanced software platforms to input a variety of complex materials, including original correspondence, complex engineering documents and reports, government and company reports, etc., to produce a finished, high-quality document. Material may consist of technical terms, tables, footnotes, graphics, etc. Arranges and produces complex statistical tables. Electronically imports, exports, edits and manipulates graphics, clip art, and company logo into formatted documents. Provides guidance to other word processors on technical issues.

**Minimum Education:** High school diploma

**WORD PROCESSOR**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Performs word processing functions utilizing advanced software platforms to design tables, import graphics, and type technical documents. Keys, formats, revises, prints and stores documents. Performs data translations and protocol conversions.

**Minimum Education:** High school diploma

**WORD PROCESSOR—JUNIOR**

**Minimum/General Experience:** Zero (0) years

**Functional Responsibility:** Performs word processing functions utilizing advanced software platforms to produce routine correspondence and engineering documents, simple reports, etc., from drafts or edited copy. Corrects spelling and punctuation, and adjusts spacing and alignment. Proofreads material for accuracy. Revises composed technical manuals, brochures, proposals, slide presentations and reports.

**Minimum Education:** High school diploma

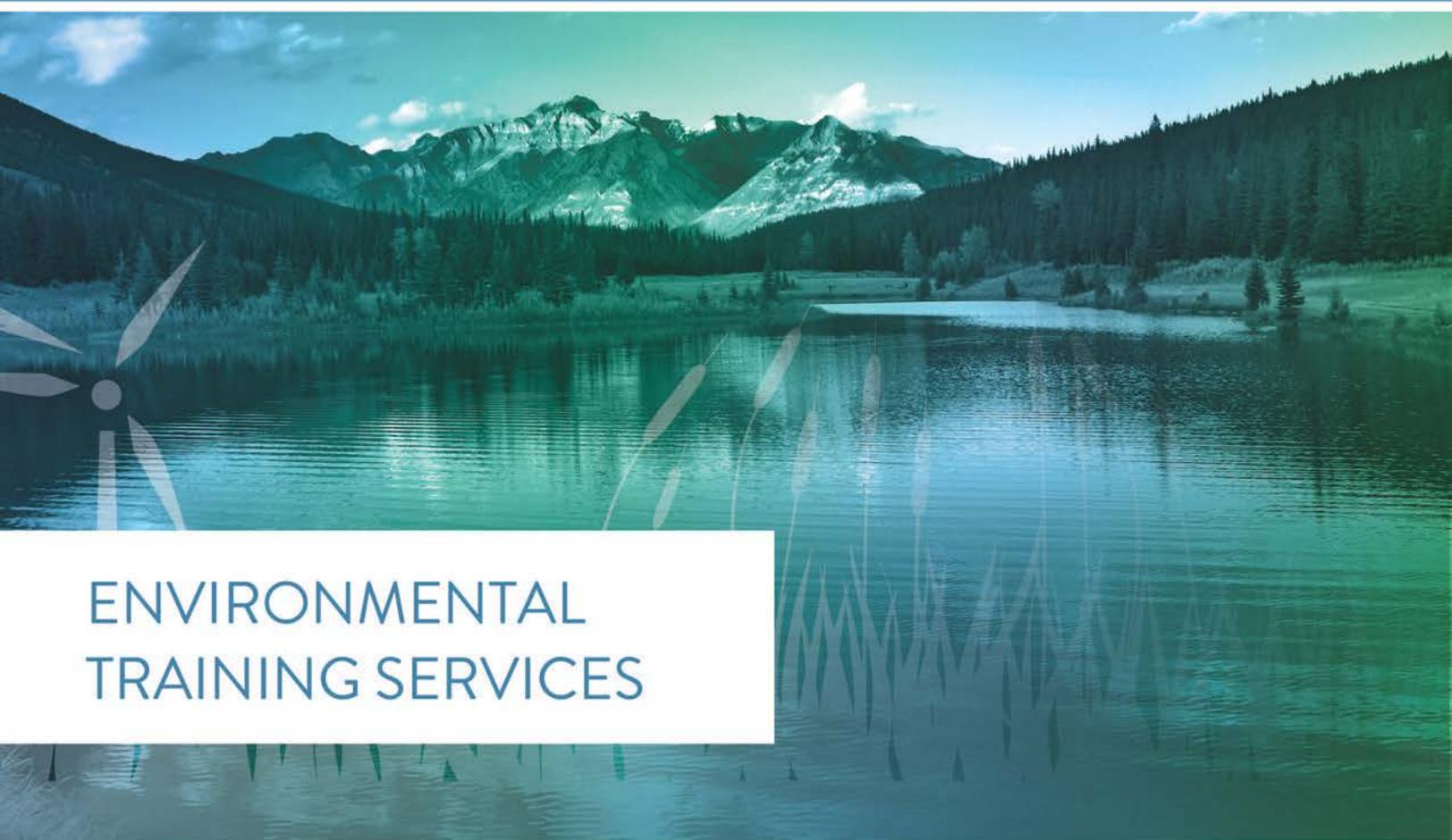
**METHODOLOGY FOR SUBSTITUTION OF EDUCATION AND EXPERIENCE**

The equivalencies in the table below will be considered in determining the minimum education and experience. Additional educational achievements in excess of requirements can be substituted for experience requirements:

REQUIRED EDUCATION	ACTUAL EDUCATION OBTAINED	ADDITIONAL YEARS OF EXPERIENCE CREDITED THE EMPLOYEE
M.A./M.S.	Ph.D.	2
B.A./B.S.	Ph.D.	4
B.A./B.S.	M.A./M.S.	2
H.S./G.E.D.	B.A./B.S.	4

Additional experience in excess of requirements can be substituted for educational requirements:

ACTUAL EDUCATION	REQUIRED EDUCATION	ADDITIONAL YEARS OF EXPERIENCE NEEDED FOR EDUCATIONAL REQUIREMENTS EQUIVALENCY
H.S./G.E.D.	B.A./B.S.	4
H.S./G.E.D.	M.A./M.S.	6
H.S./G.E.D.	Ph.D.	No Equivalency
B.A./B.S.	M.A./M.S.	2
B.A./B.S.	Ph.D.	10
M.A./M.S.	Ph.D.	4



ENVIRONMENTAL  
TRAINING SERVICES





**SIN C-899-3 Environmental Training Services Pricing**

Labor Category	Year 16	Year 17	Year 18	Year 19	Year 20
Environmental Program Manager, Senior	\$210.04	\$218.44	\$227.18	\$236.26	\$245.71
Environmental Program Manager	\$146.92	\$152.80	\$158.91	\$165.27	\$171.88
Environmental Project Leader, Senior	\$123.07	\$127.99	\$133.11	\$138.44	\$143.97
Environmental Project Leader	\$110.17	\$114.57	\$119.16	\$123.92	\$128.88
Environmental Scientist, Senior	\$146.92	\$152.80	\$158.91	\$165.27	\$171.88
Environmental Scientist	\$110.17	\$114.57	\$119.16	\$123.92	\$128.88
Environmental Scientist, Junior	\$91.82	\$95.50	\$99.31	\$103.29	\$107.42
Environmental Engineer, Senior	\$210.04	\$218.44	\$227.18	\$236.26	\$245.71
Environmental Engineer	\$146.92	\$152.80	\$158.91	\$165.27	\$171.88
Environmental Engineer, Junior	\$91.82	\$95.50	\$99.31	\$103.29	\$107.42
Environmental Quality Assurance Specialist	\$110.17	\$114.57	\$119.16	\$123.92	\$128.88
Environmental Technician, Senior	\$91.99	\$95.67	\$99.49	\$103.47	\$107.61
Environmental Technician	\$53.47	\$55.61	\$57.84	\$60.15	\$62.56
Graphics Specialist, Senior	\$128.56	\$133.70	\$139.05	\$144.61	\$150.39
Graphics Specialist	\$94.91	\$98.71	\$102.66	\$106.76	\$111.03
Technical Writer/Editor, Senior	\$148.96	\$154.92	\$161.11	\$167.56	\$174.26
Technical Writer/Editor	\$114.56	\$119.15	\$123.91	\$128.87	\$134.02
Technical Writer/Editor, Junior	\$84.59	\$87.98	\$91.50	\$95.16	\$98.96
Administrative Assistant, Junior	\$50.62	\$52.64	\$54.75	\$56.94	\$59.22
Word Processor, Senior	\$84.02	\$87.38	\$90.88	\$94.51	\$98.29
Word Processor	\$55.39	\$57.61	\$59.91	\$62.31	\$64.80
Word Processor, Junior	\$34.41	\$35.78	\$37.21	\$38.70	\$40.25

## SIN C-899 Environmental Training Services Labor Category Descriptions

### **ENVIRONMENTAL PROGRAM MANAGER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Provides management and technical direction to environmental program managers and other program or project personnel. Regularly exercises independent judgment, as well as high level of analytical skill, in solving complex, unusual, technical and administrative managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution and performance. Demonstrates extensive subject-matter expertise and communication skills with all levels of management.

**Minimum Education:** Bachelor's degree

### **ENVIRONMENTAL PROGRAM MANAGER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Responsible for all aspects of project performance. Provides direction to project activities and personnel. Solves administrative problems and is responsible for interfacing with customer, management and technical personnel. Prepares reports, delivers presentations, and participates in meetings. Confers with project staff to outline work plan, and assigns duties, responsibilities and scope of authority. Directs the completion of tasks within the estimated time frames and budget constraints.

**Minimum Education:** Bachelor's degree

### **ENVIRONMENTAL PROJECT LEADER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Plans, directs, coordinates and performs technical and administrative activities of designated environmental projects to ensure that the goals or objectives of the project are accomplished within the prescribed time frame and funding parameters. Supervises mid-level project leaders in accomplishing their assigned tasks. Reviews and maintains the quality of work performed on projects. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other agencies.

**Minimum Education:** Bachelor's degree

### **ENVIRONMENTAL PROJECT LEADER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Plans, directs, coordinates and controls administrative and technical activities for an entire environmental project. Supervises staff in accomplishing assigned duties. Reviews and maintains the quality of work performed on the program. Makes technical judgments and provides advice on resolving technical problems. Prepares project reports for management, clients, or others.

**Minimum Education:** Bachelor's degree

### **ENVIRONMENTAL SCIENTIST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Directs and performs scientific investigative studies. Provides critical reviews of scientific and environmental literature, and makes decisions on the adequacy and merit of ongoing investigations. Designs or selects methodology to be used in the analysis of unique or complex data collected from scientific investigations and gathered from environmental literature, and performs or directs analyses, as required. Participates in peer reviews of programs in workshops and conferences. Responsible for design and oversight of field investigations, data interpretation, evaluation and design of remedial actions, and report preparation. Serves as a liaison between clients and regulatory agencies. Possesses a fully functional knowledge of environmental laws,

regulations, programs, policies and procedures. Writes and reviews technical reports and papers written for publication.

**Minimum Education:** Bachelor's degree

**ENVIRONMENTAL SCIENTIST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Performs research or other professional and scientific work in any of the fields of science concerned with matter, energy, physical space, time, nature of physical measurement, fundamental structural particles, and the nature of the physical environment. Possesses knowledge of environmental laws, regulations, policies, and procedures. Participates in peer reviews of projects in workshops and conferences. Performs field investigations, interprets data, evaluates and designs remedial actions, and prepares reports. Develops and maintains quality assurance data to support analyses. Writes technical reports and papers for publication.

**Minimum Education:** Bachelor's degree

**ENVIRONMENTAL SCIENTIST—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Assists in research and other scientific work in any of the fields of science concerned with matter, energy, physical space, time, nature of physical measurement, fundamental structural particles, and the nature of the physical environment. Assists in performing investigations, interpretation of data, evaluation and design of remedial actions, and preparation of reports. Participates in workshop and conference programs. Assists in the preparation of technical reports and papers written for publication.

**Minimum Education:** Bachelor's degree

**ENVIRONMENTAL ENGINEER—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Serves as technical authority on matters pertaining to the preparation of environmental assessments/environmental impact statements (EA/EIS), as well as environmental engineering issues related to economic, social and other human physical factors. Coordinates EA/EIS and engineering issues with federal, state and local officials, as required, to ensure that regulations are complied with and concerned agencies are aware of current actions being taken. Participates in special studies, provides comprehensive instruction in the preparation of EA/EIS and engineering studies, and maintains data on all of the above activities. Designs, coordinates and implements a variety of environmental comprehensive studies. Oversees and coordinates activities of environmental engineers and other support personnel. Provides environmental planning, coordinates environmental compliance and hazardous waste management issues, analyzes and develops solutions to a wide variety of complex technical problems, and prepares and reviews environmental planning documentation. Provides technical support in a variety of areas, including hazardous materials/waste management, response requirements, and clean air and water acts requirements.

**Minimum Education:** Bachelor's degree

**ENVIRONMENTAL ENGINEER**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Coordinates and prepares short-, mid-, and long-range environmental engineering plans in compliance with all federal, state, and local laws. Initiates and performs environmental compliance evaluations and hazardous waste management audits. Coordinates and prepares various comprehensive environmental studies. Presents technical issues at workshops, conferences and symposiums and in publications and journals. Assists with the development of environmental plans and implements solutions to a wide variety of complex technical problems, including hazardous waste management. Prepares environmental planning documentation and provides technical support in a variety of technical areas, including hazardous materials/waste management, response requirements, and clean air and water acts requirements.

**Minimum Education:** Bachelor's degree

**ENVIRONMENTAL ENGINEER—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Provides support to ensure design criteria. Performs environmental compliance evaluations and hazardous waste management audits. Provides support to environmental planning and analyses of complex environmental compliance and hazardous waste management issues. Analyzes and helps to develop solutions to a wide variety of complex technical problems. Prepares environmental planning documentation and provides technical support in a variety of technical areas, including hazardous materials/waste management, response requirements, and clean air and water acts issues.

**Minimum Education:** Bachelor's degree

**ENVIRONMENTAL QUALITY ASSURANCE SPECIALIST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Participates in formal and informal reviews to determine the development of quality assurance (QA) plans. Examines and evaluates the QA process and recommends enhancements and modifications. Aids in the development of quality standards. Uses quality control methods and tools to ensure the quality and integrity of work performed, verifying that effective procedures and controls are consistent with task requirements and testing procedures controls through random reviews of services and system transactions records. Monitors performance and compliance of projects, and provides customer service QA. Functions as a liaison with outside auditors. Responsible for ensuring the quality and integrity of work performance on projects by ascertaining that effective procedures and controls in all areas are consistent with the Statement of Work. Is familiar with performance standards and quality assurance methodologies, and maintains reports and records to support the level of performance on those standards.

**Minimum Education:** Bachelor's degree

**ENVIRONMENTAL TECHNICIAN—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Designs testing methods and coordinates tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining sources and methods of controlling pollutants in air, water and soil. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine the characteristics or composition of solid, liquid or gaseous materials and substances. Collects samples from various environmental sources to assess pollution problems and prepares them for testing. Records data and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information, and directs operation and/or operates fixed or mobile monitoring or data collection stations.

**Minimum Education:** Bachelor's degree

**ENVIRONMENTAL TECHNICIAN**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water and soil. Assists in chemical and physical laboratory and field tests according to prescribed standards to determine the characteristics or composition of solid, liquid or gaseous materials and substances. Collects samples from various environmental sources to assess pollution problems and prepares them for testing. Records data and prepares summaries and charts for review. Assists in setting monitoring equipment to provide information and operates mobile monitoring or data collection stations.

**Minimum Education:** Bachelor's degree

**GRAPHICS SPECIALIST—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Uses advanced desktop publishing, page layout and/or typesetting software to design and develop high-quality textual and graphic compositions that communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial off-the-shelf software applications to edit and create original artwork and other documents, including certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides and posters, and other presentation aids and exhibits. Maintains basic skills and working knowledge of web development programming tools, including HTML. Designs, develops, and maintains websites. Develops and maintains a system for scheduling and tracking requests for graphics/artwork to ensure timely and efficient completion of all work products. Provides graphical user interface design and offers specialized expertise in the design and layout of graphical user interfaces.

**Minimum Education:** Bachelor's degree

### **GRAPHICS SPECIALIST**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Works on computer graphics programs across multiple platforms. Uses formats such as, but not limited to CAD, CAD/CV, or GIS. Assists in the design, development, and maintenance of websites. Prepares and edits computer graphics incorporating information provided by the user, specialist, analyst, programmer and operations personnel. Writes and presents graphics information to both technical and nontechnical personnel. Prepares formal technical drawings, graphics and illustrations, including training aids and materials, presentation viewgraphs and slides, flowcharts, floor plans, and other related material.

**Minimum Education:** Bachelor's degree

### **TECHNICAL WRITER/EDITOR—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Develops, writes, formats and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related environmental and administrative publications in print or electronic media. Understands and uses current production technologies and methods. Develops and implements publication style, procedures, and schedules. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software. Edits or standardizes material prepared by other writers or by technical personnel. Manages the publication process, including word processing, design, editing, proofreading, duplication, and distribution of materials.

**Minimum Education:** Bachelor's degree

### **TECHNICAL WRITER/EDITOR**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Assists in collecting and organizing information for preparation of client products. Writes and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related environmental and administrative publications. Supports documentation activities such as writing, formatting, editing, proofreading, production of technical documents, online help, and other interactive documentation. Arranges the preparation of indexes. Interfaces with technical personnel to obtain background information on technologies, methods and standards. Organizes material and completes writing assignments according to established style, procedures, and schedules. Edits or standardizes material prepared by other writers or technical personnel.

**Minimum Education:** Bachelor's degree

### **TECHNICAL WRITER/EDITOR—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Writes, edits, and proofreads materials for reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation provided by technical personnel. Arranges for word processing, duplication, and distribution of material.

**Minimum Education:** Bachelor's degree

**ADMINISTRATIVE ASSISTANT—JUNIOR**

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Performs administrative assignments requiring the ability to follow directions and procedures. Reviews materials to be typed, answers telephones, takes messages, and makes photocopies. Provides aspects of meeting planning support (i.e., the production of confirmation letters, charts and tables, name badges, table tents, etc.).

**Minimum Education:** High school diploma

**WORD PROCESSOR—SENIOR**

**Minimum/General Experience:** Ten (10) years

**Functional Responsibility:** Performs word processing functions utilizing advanced software platforms to input a variety of complex materials, including original correspondence, complex engineering documents and reports, government and company reports, etc., to produce a finished, high-quality document. Material may consist of technical terms, tables, footnotes, graphics, etc. Arranges and produces complex statistical tables. Electronically imports, exports, edits and manipulates graphics, clip art, and company logo into formatted documents. Develops solutions to difficult problems and provides guidance to other word processors on technical issues.

**Minimum Education:** High school diploma

**WORD PROCESSOR**

**Minimum/General Experience:** Five (5) years

**Functional Responsibility:** Performs word processing functions utilizing advanced software platforms to design tables, import graphics, and type technical documents. Keys, formats, revises, prints and stores documents. Performs data translations and protocol conversions.

**Minimum Education:** High school diploma

**WORD PROCESSOR—JUNIOR**

**Minimum/General Experience:** Zero (0) years

**Functional Responsibility:** Performs word processing functions utilizing advanced software platforms to produce routine correspondence and engineering documents, simple reports, etc., from drafts or edited copy. Corrects spelling and punctuation, and adjusts spacing and alignment. Revises composed technical manuals, brochures, proposals, slide presentations and reports.

**Minimum Education:** High school diploma

**METHODOLOGY FOR SUBSTITUTION OF EDUCATION AND EXPERIENCE**

The equivalencies in the table below will be considered in determining the minimum education and experience. Additional educational achievements in excess of requirements can be substituted for experience requirements:

REQUIRED EDUCATION	ACTUAL EDUCATION OBTAINED	ADDITIONAL YEARS OF EXPERIENCE CREDITED THE EMPLOYEE
M.A./M.S.	Ph.D.	2
B.A./B.S.	Ph.D.	4
B.A./B.S.	M.A./M.S.	2
H.S./G.E.D.	B.A./B.S.	4

Additional experience in excess of requirements can be substituted for educational requirements:

ACTUAL EDUCATION	REQUIRED EDUCATION	ADDITIONAL YEARS OF EXPERIENCE NEEDED FOR EDUCATIONAL REQUIREMENTS EQUIVALENCY
H.S./G.E.D.	B.A./B.S.	4
H.S./G.E.D.	M.A./M.S.	6
H.S./G.E.D.	Ph.D.	No Equivalency
B.A./B.S.	M.A./M.S.	2
B.A./B.S.	Ph.D.	10
M.A./M.S.	Ph.D.	4