GENERAL SERVICES ADMINISTRATION
Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule

FSC Group: Professional Services

Contract number: GS-00F-062CA

Contract period: 3/05/2015 – 03/04/2025

Danya International LLC
8737 Colesville Road, Suite 1100
Silver Spring, MD 20910
Telephone: (301) 565-2142
Fax: (301) 565-3710
www.danya.com

Contract Administration Point of Contact:
David Wagner
301-628-3036
dwagner@s-3.com

Business size: Other than Small Business

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

Price list current as of Modification #PS-0032, effective February 4, 2022
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
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<tbody>
<tr>
<td>512110</td>
<td>512110RC</td>
<td>Video/Film Production</td>
</tr>
<tr>
<td>541613</td>
<td>541613RC</td>
<td>Marketing Consulting Services</td>
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<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>54151S</td>
<td>54151SRC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>54151HEALRC</td>
<td>Health Information Technology Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMSTLOC OLMRC</td>
<td>Order-Level Materials (OLM’s)</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See below.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See below.

2. Maximum order:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
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<tr>
<td>512110</td>
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<td>$1,000,000</td>
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<td>541611</td>
<td>$1,000,000</td>
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<tr>
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<tr>
<td>54151HEAL</td>
<td>$500,000</td>
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<tr>
<td>OLM</td>
<td>$250,000</td>
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3. Minimum order: $100

4. Geographic coverage (delivery area).

Domestic and Overseas --- SINs 512110, 541613, 54151S, 54151HEAL
Domestic only --- SIN 541611
5. Point(s) of production (city, county, and State or foreign country).
   8737 Colesville Road, Suite 1100
   Silver Spring, MD 20910

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts.

<table>
<thead>
<tr>
<th>SINs</th>
<th>Discount</th>
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<td>512110</td>
<td>1.25% on orders over $500,000 (labor costs only)</td>
</tr>
<tr>
<td>541613</td>
<td>1.25% on orders over $500,000 (labor costs only)</td>
</tr>
<tr>
<td>541611</td>
<td>Danya offers an additional dollar volume discount for services task orders which annually exceeds the following thresholds:</td>
</tr>
<tr>
<td></td>
<td>$3M – 1.5% discount</td>
</tr>
<tr>
<td></td>
<td>$5M – 2.5% discount</td>
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<tr>
<td></td>
<td>$10M – 3.0% discount</td>
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<td></td>
<td>$20 M – 3.5% discount</td>
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<td>54151S</td>
<td>None</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>None</td>
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8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) To Be Determined at the Task Order level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. To Be Determined at the Task Order level

10c. Overnight and 2-day delivery. To Be Determined at the Task Order level

10d. Urgent Requirements. To Be Determined at the Task Order level

11. F.O.B. point. Destination

12a. Ordering address. Same as Contractor

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

13. Payment address. Same as Contractor

14. Warranty provision. Same as Contractor
15. Export packing charges, if applicable. *Not Applicable*

16. Terms and conditions of rental, maintenance, and repair. *Not Applicable*

17. Terms and conditions of installation. *Not Applicable*

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices. *Not Applicable*

18b. Terms and conditions for any other services. *Not Applicable*

19. List of service and distribution points. *Not Applicable*

20. List of participating dealers. *Not Applicable*

21. Preventive maintenance. *Not Applicable*

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). *Not Applicable*

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. *Not Applicable*

23. Unique Entity Identifier (UEI) number. 009741190

24. Notification regarding registration in System for Award Management (SAM) database. *Contractor registered and active in SAM*

### Service Contract Labor Standards Matrix:

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category/Fixed Price Service</th>
<th>SCLS Equivalent Code Title</th>
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<td>2015-4281</td>
</tr>
<tr>
<td>Administrative 1</td>
<td>01111 – General Clerk I</td>
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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**)) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
## GSA Pricing

<table>
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Labor Category Descriptions

**Job Title**: Administrative 5  
**Functional Responsibilities**: Provides executive level administrative and secretarial support. Oversees administrative functional area activities. May supervise daily operations and perform complex administrative functions, including production of presentations, data entry, and attending and documenting meetings. Prepares spreadsheets to track costs.  
**Minimum Education**: Associates  
**Minimum/General Experience**: 9 years

**Job Title**: Administrative 4  
**Functional Responsibilities**: Provides executive level administrative and secretarial support. Oversees administrative functional area activities. May supervise daily operations and perform complex administrative functions, including production of presentations, data entry, and attending and documenting meetings. Prepares spreadsheets to track costs.  
**Minimum Education**: Associates  
**Minimum/General Experience**: 7 years

**Job Title**: Administrative 3  
**Functional Responsibilities**: Performs secretarial/project administrative functions including production of presentations, data entry and general office clerical activities.  
**Minimum Education**: Associates  
**Minimum/General Experience**: 5 years

**Job Title**: Administrative 2  
**Functional Responsibilities**: Performs secretarial/project administrative functions including production of presentations, data entry, and general office clerical activities. Responsible for performing daily office tasks like filing, recording, maintaining records, copying, posting, and other similar duties using a computer terminal, typewriter, and other word processors.  
**Minimum Education**: High School  
**Minimum/General Experience**: 3 years

**Job Title**: Administrative 1  
**Functional Responsibilities**: Performs secretarial/project administrative functions including production of presentations, data entry, and general office clerical activities. Responsible for performing daily office tasks like filing, recording, maintaining records, copying, posting, and other similar duties using a computer terminal, typewriter, and other word processors.  
**Minimum Education**: High School  
**Minimum/General Experience**: 1 year

**Job Title**: Analyst 5  
**Functional Responsibilities**: Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment.  
**Minimum Education**: Bachelors  
**Minimum/General Experience**: 7 years
**Job Title:** Analyst 4  
**Functional Responsibilities:** Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 5 years

**Job Title:** Analyst 3  
**Functional Responsibilities:** Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 3 years

**Job Title:** Analyst 2  
**Functional Responsibilities:** Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 1 year

**Job Title:** Analyst 1  
**Functional Responsibilities:** Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment.  
**Minimum Education:** Associates  
**Minimum/General Experience:** 3 years

**Job Title:** Consultant 3  
**Functional Responsibilities:** Responsible for the design, development, and technical execution of MOBIS projects in coordination with the Project Lead or Senior Project Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, survey, and training problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for the MOBIS project execution. Conducts or directs the most technical aspects of the MOBIS project, monitors the execution of all project activities. Provides technical direction to members of the project team.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 9 years
Job Title: Expert Consultant 5
Functional Responsibilities: Provides expert-level domain and functional consulting, analysis, and methodological and design support to complex MOBIS projects. Has extensive knowledge in an area of specialization that is necessary for effective implementation of the MOBIS.
Minimum Education: Masters
Minimum/General Experience: 13 years

Job Title: Expert Consultant 3
Functional Responsibilities: Provides expert-level domain and functional consulting, analysis, and methodological and design support to complex MOBIS projects. Has extensive knowledge in an area of specialization that is necessary for effective implementation of the MOBIS.
Minimum Education: Masters
Minimum/General Experience: 9 years

Job Title: Expert Consultant 2
Functional Responsibilities: Provides expert-level domain and functional consulting, analysis, and methodological and design support to complex MOBIS projects. Has extensive knowledge in an area of specialization that is necessary for effective implementation of the MOBIS.
Minimum Education: Masters
Minimum/General Experience: 7 years

Job Title: Expert Consultant 1
Functional Responsibilities: Provides expert-level domain and functional consulting, analysis, and methodological and design support to complex MOBIS projects. Has extensive knowledge in an area of specialization that is necessary for effective implementation of the MOBIS.
Minimum Education: Masters
Minimum/General Experience: 5 years

Job Title: Planning Coordinator 3
Functional Responsibilities: Facilitates public and private sector policy makers and focus groups, conducts surveys, prepares reports, and advises on cost-effectiveness and conformance of proposals. Facilitates field investigations and economic or public opinion surveys. Plans, coordinates, and implements special events, conferences, other meetings, and special projects. May be expected to perform initial contract negotiations and vendor service agreements.
Minimum Education: Associates
Minimum/General Experience: 4 years

Job Title: Planning Coordinator 2
Functional Responsibilities: Assists in facilitating public and private sector policy makers and focus groups, conducts surveys, prepares reports, and advises on cost-effectiveness and conformance of proposals. Assists in conducting and facilitating field investigations and economic or public opinion surveys. Assists in planning, coordinating, and implementing special events, conferences, other meetings, and special projects.
Minimum Education: Associates
Minimum/General Experience: 2 years
**Job Title:** Project Lead 5  
**Functional Responsibilities:** "Functional Responsibility: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activities with activities of government regulatory or other governmental agencies.  
**Minimum Education:** Masters  
**Minimum/General Experience:** 7 years

**Job Title:** Project Lead 3  
**Functional Responsibilities:** Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activities with activities of government regulatory or other governmental agencies.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 3 years

**Job Title:** Senior Analyst 3  
**Functional Responsibilities:** Provides advanced level research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 13 years

**Job Title:** Senior Analyst 2  
**Functional Responsibilities:** Provides advanced level research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 11 years
Job Title: Senior Analyst 1
Functional Responsibilities: Provides advanced level research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment.
Minimum Education: Bachelors
Minimum/General Experience: 9 years

Job Title: Senior Project Manager 5
Functional Responsibilities: Develops and executes complex technical tasks, applies analytical problem solving methodologies, provides technical direction to support staff, interfaces with Government and prime contractor personnel, and effectively allocates resources. Has specialized experience in or related to the specific technical area. Experienced in planning, evaluating, directing, and coordinating broad basic applied research and advanced development projects. Experienced in the integration of programs across multiple federal organizations. Experienced in coordination of acquisition sponsor and operationaluser involvement and endorsement. Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks.
Minimum Education: Masters
Minimum/General Experience: 11 years

Job Title: Senior Project Manager 4
Functional Responsibilities: Develops and executes complex technical tasks, applies analytical problem solving methodologies, provides technical direction to support staff, interfaces with Government and prime contractor personnel, and effectively allocates resources. Has specialized experience in or related to the specific technical area. Experienced in planning, evaluating, directing, and coordinating broad basic applied research and advanced development projects. Experienced in the integration of programs across multiple federal organizations. Experienced in coordination of acquisition sponsor and operational user involvement and endorsement. Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks.
Minimum Education: Masters
Minimum/General Experience: 9 years
**Job Title:** Senior Project Manager 3  
**Functional Responsibilities:** Develops and executes complex technical tasks, applies analytical problem solving methodologies, provides technical direction to support staff, interfaces with Government and prime contractor personnel, and effectively allocates resources. Has specialized experience in or related to the specific technical area. Experienced in planning, evaluating, directing, and coordinating broad basic applied research and advanced development projects. Experienced in the integration of programs across multiple federal organizations. Experienced in coordination of acquisition sponsor and operational user involvement and endorsement. Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks.  
**Minimum Education:** Masters  
**Minimum/General Experience:** 7 years

**Job Title:** Senior Project Manager 2  
**Functional Responsibilities:** Develops and executes complex technical tasks, applies analytical problem solving methodologies, provides technical direction to support staff, interfaces with Government and prime contractor personnel, and effectively allocates resources. Has specialized experience in or related to the specific technical area. Experienced in planning, evaluating, directing, and coordinating broad basic applied research and advanced development projects. Experienced in the integration of programs across multiple federal organizations. Experienced in coordination of acquisition sponsor and operational user involvement and endorsement. Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks.  
**Minimum Education:** Masters  
**Minimum/General Experience:** 5 years

**Job Title:** Senior Project Manager 1  
**Functional Responsibilities:** Develops and executes complex technical tasks, applies analytical problem solving methodologies, provides technical direction to support staff, interfaces with Government and prime contractor personnel, and effectively allocates resources. Has specialized experience in or related to the specific technical area experienced in planning, evaluating, directing, and coordinating broad basic applied research and advanced development projects. Experienced in the integration of programs across multiple federal organizations. Experienced in coordination of acquisition sponsor and operational user involvement and endorsement. Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks.  
**Minimum Education:** Masters  
**Minimum/General Experience:** 3 years
Job Title: Technical Consultant 4
Functional Responsibilities: Supports the execution of MOBIS project tasks under the direction of a higher -level Consultant, Project Lead, or Senior Project Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, survey, and training problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for the MOBIS project execution. Conducts or directs the most technical aspects of the MOBIS project and monitors the execution of all project activities. Provides technical direction to members of the project team.
Minimum Education: Masters
Minimum/General Experience: 7 years

Job Title: Technical Consultant 3
Functional Responsibilities: Supports the execution of MOBIS project tasks under the direction of a higher -level Consultant, Project Lead, or Senior Project Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, survey, and training problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for the MOBIS project execution. Conducts or directs the most technical aspects of the MOBIS project and monitors the execution of all project activities. Provides technical direction to members of the project team.
Minimum Education: Masters
Minimum/General Experience: 5 years

Job Title: Technical Writer/Editor 4
Functional Responsibilities: Develops, writes, and edits materials for manuals, reports, studies, customization of training materials, and other types of documentation for varied audiences. Develops high -visibility, multifaceted documents. Supports various committees and working groups to prepare for meetings, works with chair during meetings and develops after meeting documents as required. Assists meeting chair with preparation and time management of agenda, control of administrative aspects, preparation of executive meeting summaries and task lists, maintaining historical files, document posting, etc. Using guidelines such as program objectives and identified audience needs, researches, writes, edits, and designs a variety of technical and promotional/project specific materials using key-to-disk technology. Researches appropriate subject-matter literature and proof ready copy of regulation/guideline manuals for accuracy of interpretation and grammar.
Minimum Education: Masters
Minimum/General Experience: 2 years
Job Title: Technical Writer/Editor 2
Functional Responsibilities: Writes and edits materials for manuals, reports, studies, customization of training materials, and other types of documentation for varied audiences. Edits high-visibility, multifaceted documents. Supports various committees and working groups to prepare for meetings, works with chair during meetings and develops after meeting documents as required. Assists meeting chair with preparation and time management of agenda, control of administrative aspects, preparation of executive meeting summaries and task lists, maintaining historical files, document posting, etc. Using guidelines such as program objectives and identified audience needs, researches, writes, and edits a variety of technical and promotional/project specific materials using key-to-disk technology. Researches appropriate subject-matter literature and proof ready copy of regulation/guideline manuals for accuracy of interpretation and grammar.
Minimum Education: Bachelors
Minimum/General Experience: 2 years

Job Title: Trainer 5
Functional Responsibilities: Conducts formal classroom training in commercial off-the-shelf applications. Prepares materials for instructors and students. Coordinates classes with other organizational elements such as the help desk. Maintains classroom computers and projectors as well as training records. Identifies courses that should be developed. Conducts research necessary to develop and revise training courses. Assists in deploying new initiatives and upgrades. Provides support. Identifies candidate training and educational topics, develops and manages timely responses to identified training needs, ensures a high standard of training and facilitation, and maintains accurate records of training and certification.
Minimum Education: Bachelors
Minimum/General Experience: 10 years

Job Title: Trainer 3
Functional Responsibilities: Conducts formal classroom training in commercial off-the-shelf applications. Prepares materials for instructors and students. Coordinates classes with other organizational elements such as the help desk. Maintains classroom computers and projectors as well as training records. Identifies courses that should be developed. Conducts research necessary to develop and revise training courses. Assists in deploying new initiatives and upgrades. Provides support. Identifies candidate training and educational topics, develops and manages timely responses to identified training needs, ensures a high standard of training and facilitation, and maintains accurate records of training and certification.
Minimum Education: Bachelors
Minimum/General Experience: 6 years
Job Title: Trainer 2  
**Functional Responsibilities:** Conducts formal classroom training in commercial off-the-shelf applications. Prepares materials for instructors and students. Coordinates classes with other organizational elements such as the help desk. Maintains classroom computers and projectors as well as training records. Identifies courses that should be developed. Conducts research necessary to develop and revise training courses. Assists in deploying new initiatives and upgrades. Provides support. Identifies candidate training and educational topics, develops and manages timely responses to identified training needs, ensures a high standard of training and facilitation, and maintains accurate records of training and certification.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years

Job Title: Trainer 1  
**Functional Responsibilities:** Conducts formal classroom training in commercial off-the-shelf applications. Prepares materials for instructors and students. Coordinates classes with other organizational elements such as the help desk. Maintains classroom computers and projectors as well as training records. Identifies courses that should be developed. Conducts research necessary to develop and revise training courses. Assists in deploying new initiatives and upgrades. Provides support. Identifies candidate training and educational topics, develops and manages timely responses to identified training needs, ensures a high standard of training and facilitation, and maintains accurate records of training and certification.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 1 year

Job Title: Project Director  
**Functional Responsibilities:** Manages key project tasks. Works directly with client representatives in developing programs, campaigns and materials. Tasks include a full range of activities. Has key responsibility for ensuring timely completion of project activities and monitoring of project budget.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 7 years

Job Title: Senior Conference Planner  
**Functional Responsibilities:** Responsible for all aspects of planning a meeting or special event for an organization. Responsible for all amenities and accommodations at the event as well as any associated contract negotiations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

**Minimum Education:** Bachelors  
**Minimum/General Experience:** 8 years
**Job Title:** Senior Programmer  
**Functional Responsibilities:** Reviews, analyzes, and modifies programming systems used in support of web activities including encoding, testing, debugging and documenting programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 5 years

**Job Title:** Health IT Chief Information Security Officer  
**Functional Responsibilities:** Responsible for determining Health IT enterprise information security standards. Develop and implements information security standards and procedures. Provide tactical information security advice and examining the ramifications of new technologies. Ensure that all information systems are functional and secure. Develop and maintain Incident Response Plans and procedures.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 10 years

**Job Title:** Health IT Database Manager  
**Functional Responsibilities:** Manages the development of Health IT database projects. Plans and budget staff and data base resources. Prepares and delivers presentations on Health IT database management concepts. Provides supervision and direction to support staff.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years

**Job Title:** Health IT Database Specialist  
**Functional Responsibilities:** Evaluate and recommend available Health IT DBMS products to meet user requirements. Determine file organization, indexing methods, and security procedures for specific user application. Commensurate experience and education.  
**Minimum Education:** Associates  
**Minimum/General Experience:** 2 years

**Job Title:** Health IT Graphic User Interface Designer  
**Functional Responsibilities:** Provide specialized expertise in the design and layout of Health IT graphical user interfaces, particularly, screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens) and web applications. Conduct studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 2 years
**Job Title:** Health IT Informatics Consultant  
**Functional Responsibilities:** Provide expertise in the application of technology to areas of interest to government health organizations including Medical Informatics or Public Health Informatics; statistics, bio-statistics, mathematics; specific tools and data resources relevant to the federal health mission including SAS, Epi Info, etc.; applying sound quantitative data and methods to support deployment of resources for massive public health surveillance, prevention and intervention campaigns and related health activities. Provide expertise across a wide variety of IT areas as applied to public health, including information retrieval technology, decision science, web technology, data mining, expert systems, networking, public health science, and education. Provide expertise in the integration of a variety of heterogeneous public health information systems and databases the sharing and dissemination of public health information; in the interaction of information security technology and the requirements for privacy and confidentiality of public health data; in the application of the HIPAA regulations to the use of information technology in public health; in new areas of interest to public health including the information available from managed care organizations; with national and/or international standards development activities such as HL7, X12, W3C; and in the application of advanced scientific visualization technology to public health science and practice.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 2 years

**Job Title:** Health IT Technical Expert  
**Functional Responsibilities:** Apply an enterprise-wide set of disciplines for the planning, analysis, design and construction of Health information systems on an enterprise-wide basis or across a major sector of the enterprise. Develop analytical and computational techniques and methodology for problem solutions. Perform enterprise-wide strategic systems planning, business information planning, business and analysis. Perform process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering tools. Apply reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provide technical guidance in software engineering techniques and automated support tools.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 8 years

**Job Title:** Health IT Information Specialist  
**Functional Responsibilities:** Analyze and study complex medical information system requirements. Design healthcare specific workflows, rules and data objects to support operational and analytical requirements. Develop, interpret and maintain formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools.  
**Minimum Education:** Associates  
**Minimum/General Experience:** 2 years
Job Title: Health IT Instructional Learning Designer

Functional Responsibilities: Create health care and patient wellness specific educations systems using technology and training-related products. Analyzes and evaluates various types of training-related product documents for adherence to patient and provider centric current health care instructional systems design (ISD) principles and practices. Reviews, approves, and develops training products that comply with all Federal statutes, regulations, policies, and standards. Supports the planning of ISD process, including needs analysis, course/program/curriculum design and development, selection of instructional media and methods, and evaluations.

Minimum Education: Bachelors
Minimum/General Experience: 6 years

Job Title: Health IT Program Administration Specialist

Functional Responsibilities: Assist in the preparation of Health IT management plans and reports. Coordinate schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and in-process review preparation. Perform analysis, development, and review of medical systems program administrative operating procedures.

Minimum Education: Associates
Minimum/General Experience: 1 year

Job Title: Health IT Project Lead I

Functional Responsibilities: Consult in a specific functional area of Health IT project. Supports the development of work plans to fulfill government requirements. Support formulation of milestone schedules or other documented plans. Reviews work of lower-level staff, resolves discrepancies, prioritizes work, and accommodates changes. Delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Develops strategies to ensure compliance with customer objectives.

Minimum Education: Bachelors
Minimum/General Experience: 1 year

Job Title: Health IT Project Lead II

Functional Responsibilities: Consult in a specific functional area of Health IT project. Support the development of work plans to fulfill government requirements. Support formulation of milestone schedules or other documented plans.

Minimum Education: Bachelors
Minimum/General Experience: 0 years
**Job Title:** Health IT Project Manager I  
**Functional Responsibilities:** Oversee all aspects of the Health IT project, leading a team on large projects or a significant segment of large and complex projects. Analyzes new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provides applications systems analysis, long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources. Manages the project schedule, risk management, and delivery of the project. May oversee lower-level project managers.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 6 years

**Job Title:** Health IT Project Manager II  
**Functional Responsibilities:** Leads a team on large projects or a significant segment of large and complex Health IT projects. Analyzes new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provides applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 4 years

**Job Title:** Health IT Project Director  
**Functional Responsibilities:** Responsible for organizing, directing, and managing all aspects of Health IT contract operational support functions involving multiple complex and inter-related project tasks that often require managing teams of contractor personnel at multiple locations. Provide overall direction of program activities. Manage and maintain contractor interface with the senior levels of the customer’s organization. Consult with customer and contractor personnel to formulate and review task plans and deliverables, ensuring conformance with program and project task schedules and costs and contractual obligations. Establish and maintain technical and financial reports to show progress of projects to management and customers, organize and assign responsibilities to subordinates, oversee the successful completion of all assigned tasks, and assume the initiative and provide support to marketing personnel in identifying and acquiring potential business.  
**Minimum Education:** Bachelors  
**Minimum/General Experience:** 10 years

**Job Title:** Health IT Analyst  
**Functional Responsibilities:** Develop Health IT data management systems, including computer programs to monitor data quality, such as SAS, MS ACCESS, MS Excel, etc. Analyze data for reports, presentations and publications; assist in the review of study data for data quality; organize study files, including data and correspondence files using common word processing software; perform scientific, medical and research literature searches and prepare slides for scientific presentations.  
**Minimum Education:** Associates  
**Minimum/General Experience:** 2 years
**Job Title**: Health IT Quality Assurance Specialist  
**Functional Responsibilities**: Develop and implement quality control methodologies to ensure compliance with clinical quality assurance standards, guidelines, and procedures in a large healthcare delivery organization. Develop and define major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual task order. Establish and maintain a process for evaluating hardware, software, and associated documentation and/or assist in the evaluation. Conduct and/or participate as a Health IT expert in formal and informal reviews at pre-determined points throughout the development life cycle.  
**Minimum Education**: Bachelors  
**Minimum/General Experience**: 4 years

**Job Title**: Health IT Usability Experience Specialist  
**Functional Responsibilities**: Provide services and technical assistance for Health IT usability and user-centered design activities, based upon user experience methodologies. Make recommendations for designs for websites and applications that are measurably easier to learn, remember, and use, and research-based usability methodologies and best practices shall guide these efforts.  
**Minimum Education**: Bachelors  
**Minimum/General Experience**: 2 years

**Job Title**: Health IT Documentation Specialist/Technical Writer  
**Functional Responsibilities**: Write and/or edit Health IT specific technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Research and gather health care specific technical and background information for inclusion in project documentation and deliverables. Consult relevant information sources, including medical journals, Health IT periodicals, library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables.  
**Minimum Education**: Bachelors  
**Minimum/General Experience**: 2 years

**Job Title**: Health IT Senior Documentation Specialist/Technical Writer  
**Functional Responsibilities**: Write and/or edit Health IT specific technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Research and gather health care specific technical and background information for inclusion in project documentation and deliverables. Consult relevant information sources, including medical journals, Health IT periodicals, library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Translates technical information into a format that is appropriate for technical and nontechnical audiences. Analyzes application usability and reports the results of the analysis to project team throughout the course of the project.  
**Minimum Education**: Bachelors  
**Minimum/General Experience**: 4 years
**Job Title**: IT Project Manager  
**Functional Responsibilities**: The IT Project Manager has a strong understanding of the information technology industry in general, and advance knowledge to support project areas. IT Project Managers have responsibility for multiple projects running concurrently. The IT Project Manager is a key leader with prime responsibility for client interaction and relationship management.  
**Minimum Education**: Bachelors  
**Minimum/General Experience**: 9 years

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**Job Title**: Database Programmer I  
**Functional Responsibilities**: The Database Programmer I is a skilled practitioner with several years relevant information technology experience, to perform advanced system development. The Database Programmer is primarily responsible for the delivery of specific expertise with deep technically focused knowledge. These staff members are expected to perform a variety of complex project tasks independently to complete project deliverables.  
**Minimum Education**: Bachelors  
**Minimum/General Experience**: 7 years

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**Job Title**: Database Programmer II  
**Functional Responsibilities**: The Database Programmer II is a skilled practitioner with several years relevant information technology experience, to perform advanced system development. The Database Programmer is primarily responsible for the delivery of specific expertise with deep technically-focused knowledge. These staff members are expected to perform a variety of complex project tasks independently to complete project deliverables.  
**Minimum Education**: Bachelors  
**Minimum/General Experience**: 5 years

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**Job Title**: Web Specialist  
**Functional Responsibilities**: The Web Specialist is a skilled practitioner with several years relevant experience possessing advanced web development skills. The Web Specialist is primarily responsible for the delivery of specific expertise with deep technically focused knowledge. The Web Specialist provides the advanced skills required to complete project deliverables.  
**Minimum Education**: Bachelors  
**Minimum/General Experience**: 5 years

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**Job Title**: Senior Programmer  
**Functional Responsibilities**: The Senior Programmer is a skilled practitioner with several years relevant experience possessing advanced information technology skills. The Senior Programmer is primarily responsible for the delivery of specific expertise with deep technically-focused knowledge. These staff members are expected to perform a variety of complex project tasks independently to complete project deliverables.  
**Minimum Education**: Bachelors  
**Minimum/General Experience**: 5 years
Job Title: Web Design Master
Functional Responsibilities: The Web Design Master is a skilled practitioner with relevant experience in web development and design. These staff members are expected to perform a variety of complex project tasks independently, or in teams as assigned by the IT Project Manager.
Minimum Education: Bachelors
Minimum/General Experience: 4 years

Job Title: Web Content Specialist I
Functional Responsibilities: The Web Content Specialist I is a skilled practitioner with relevant experience in web content development. These staff members are expected to perform a variety of complex project tasks independently, or in teams as assigned by the IT Project Manager.
Minimum Education: Bachelors
Minimum/General Experience: 3 years

Job Title: Web Content Specialist II
Functional Responsibilities: The Web Content Specialist II performs web content development. These staff members perform project tasks independently, or in teams as assigned by the IT Project Manager.
Minimum Education: Bachelors
Minimum/General Experience: 1 year

Job Title: Web Programmer
Functional Responsibilities: The Web Programmer performs basic web programming skills. These staff members perform project tasks independently, or in teams as assigned by the IT Project Manager.
Minimum Education: Bachelors
Minimum/General Experience: 1 year

Job Title: Subject Matter Expert I
Functional Responsibilities: Serves as a subject matter technical expert in areas relevant to the project. Provides training and strategic guidance on the implementation of systems. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not be limited to systems design, system architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COTR.
Minimum Education: Bachelors
Minimum/General Experience: 12 years
THE BELOW SUBSTITUTION IS APPLICABLE TO ALL AWARDED LABOR CATEGORIES:

Experience Substitutions:

| H.S. Diploma + 4 years additional experience | Equals | Bachelors Degree |
| Bachelors Degree + 2 years additional experience | Equals | Masters Degree |
| Masters Degree + 3 years additional experience | Equals | Ph.D. |

Education Substitutions:

| A Ph.D. may be substituted for three years of required experience with a Masters Degree or four years with a Bachelors Degree. |
| A Masters Degree may be substituted for two years of required experience with a Bachelors Degree. |
| A Bachelors Degree may be substituted for four years of required experience with a H.S. Diploma. |
| A Bachelors Degree may be substituted for Microsoft Certified Systems Engineer (MCSE) or similarly complex certifications and two years of required experience with a H.S. Diploma. |