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

Contract Number: GS-00F-148GA
Contract Period: March 25, 2017 through March 24, 2027

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

Contractor: MPF Federal LLC
1500 Market Street, Fl. 12
Philadelphia, PA 19102

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology, Office Management, Professional Services

Business Size: Small, Woman Owned Small Business, SBA Certified Small Disadvantaged Business, SBA Certified 8(a) Firm, SBA Certified HUBZone Firm

Telephone: 202-776-0655
Web Site: www.mpffederal.com
E-mail: mwelkie@mpffederal.com
Contract Administration: Marcy Welkie

Price Current through Mod #PS-0031 dated 08/31/2022.
CUSTOMER INFORMATION:

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

<table>
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<tr>
<th>SIN</th>
<th>SIN Description</th>
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<td>493110RM &amp; 493110RMRC</td>
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<td>518210C &amp; 518210CRC</td>
<td>Cloud Computing and Cloud Related IT Professional Services</td>
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<td>518210ERM &amp; 518210ERMRC</td>
<td>Electronics Records Management Solutions</td>
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<td>54151HEAL &amp; 54151HEALRC</td>
<td>Health Information Technology Services</td>
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<td>54151S &amp; 54151SRC</td>
<td>Information Technology Professional Services</td>
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<td>541611 &amp; 541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
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<td>561439 &amp; 561439RC</td>
<td>Document Production On-site and Off-site Services</td>
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<td>611430 &amp; 611430RC</td>
<td>Professional and Management Development Training</td>
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<td>OLM &amp; OLMRC</td>
<td>Order Level Materials</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. See Pricing Page 5.

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 Labor Category Descriptions Page 13.

2. Maximum Order:
   - For SINs 518210C, 54151HEAL, and 54151S - $500,000.00
   - For SINs 493110RM, 518210DC, 518210ERM, 541611, 561439, and 611430 - $1,000,000.00
   - For SIN OLM - $250,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic

5. Point(s) of production (city, county, and state or foreign country): N/A

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

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days
   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
9. Foreign items (list items by country of origin): N/A

10a. Time of Delivery (Contractor insert number of days): Contact Contractor

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

11. F.O.B Points(s): Destination

12a. Ordering Address(es): MPF Federal LLC
1500 Market Street, Fl. 12
Philadelphia, PA 19102

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

13. Payment address(es): MPF Federal LLC
1500 Market Street, Fl. 12
Philadelphia, PA 19102

14. Warranty provision: Standard Commercial Warranty Terms & Conditions

15. Export Packing Charges (if applicable): N/A

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

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

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

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

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

21. Preventive maintenance (if applicable): N/A
22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

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. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. www.mpffederal.com

23. Unique Entity Identifier (UEI) Number: LLA5KJMFQPU8

24. Notification regarding registration in System for Award Management (SAM) database: MPF Federal LLC is registered in the System for Award Management.
GSA Awarded Pricing of Services for SINs 493110RM, 518210DC, 518210C, 518210ERM, 54151HEAL, 54151S, 541611, 561439, and 611430

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

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<th>Year 8 03/29/2024 – 03/28/2025</th>
<th>Year 9 03/29/2025 – 03/28/2026</th>
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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), is applicable to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.
LABOR CATEGORY DESCRIPTIONS

SINs 493110RM, 518210DC, 518210ERM, 561439 Labor Category Descriptions

**Copy Clerk I**

**Functional Responsibilities:** Performs routine reprographics production operations in a setting requiring minimal equipment adjustments and troubleshooting. Verifies output quality and equipment status. Re-supplies equipment as required. Interacts with service users regarding the requirements of specific jobs.

Minimum Education: High School
Minimum Experience: 0 years

**Copy Clerk II**

**Functional Responsibilities:** Operates reprographics production equipment in production settings. Assesses original document quality and job requirements and ensures equipment is set properly to achieve objectives. Verifies output product quality and repeats copying activity if needed. Monitors equipment status and reports problems. Performs basic equipment maintenance functions and cleaning activities. Tests and verifies equipment performance. May assist in training less experienced staff. Re-supplies equipment as required and maintains supply inventories. Interacts with service users regarding the requirements of specific jobs. May establish work priorities and job schedules for operations involving lower volume and/or less complex work.

Minimum Education: High School
Minimum Experience: 1 year

**Copy Clerk III**

**Functional Responsibilities:** Coordinates document production activities involving multiple machines and their staff and/or performs highly complex reprographics production activities involving challenging documents or media, strict timeframes, and/or sensitive information. Troubleshoots and resolves equipment problems and issues involving equipment settings. Applies client copying standards to end product and ensures that task mandated quality standards are met. May assist in developing standard operating procedures. Coordinates equipment maintenance operations with vendors, monitors supply status and coordinates re-supply operations. Coordinates production activities with service users, establishes job priorities and schedules, and verifies copy quality.

Minimum Education: High School
Minimum Experience: 3 years

**Document Conversion Specialist I**

**Functional Responsibilities:** Performs routine conversion operations in a production setting requiring minimal equipment adjustments and troubleshooting. May perform more complex conversion functions under the direction of more senior staff.

Minimum Education: High School
Minimum Experience: 1 year
**Document Preparation Clerk I**

**Functional Responsibilities:** Performs routine document preparation activities in a production environment where standard operating procedures and preparation requirements are clearly known.

**Minimum Education:** High School  
**Minimum Experience:** 1 year

**Document Preparation Clerk II**

**Functional Responsibilities:** Coordinates teams of clerical personnel preparing documents for reprographics or conversion processing. Verifies the completeness and quality of work performed by less senior staff. May participate on teams of staff developing conversion/production standard operating procedures, interact with client personnel regarding preparation requirements, or monitor and verify the work quality of less senior staff. Performs more complex document preparation tasks involving problem or fragile documents or sensitive items.

**Minimum Education:** High School  
**Minimum Experience:** 3 years

**Document Support Specialist III**

**Functional Responsibilities:** Provides clerical and administrative support to project staff. Is familiar with the terminology for the unit being supported. Performs general office, administrative, or computer support duties such as: word processing following general guidelines; operating standard computer and office equipment and peripherals; preparing standard reports; collecting information for inclusion in databases; and performing routine data entry. Works independently.

**Minimum Education:** High School  
**Minimum Experience:** 5 years

**Mail Clerk I**

**Functional Responsibilities:** Performs routine mail receiving, sorting, delivery, pickup, metering, and outgoing mail makeup activities. Maintains flats, envelopes, trays, and other equipment and supply items. Resolves simple mail routing, addressing, and delivery problems at point of service.

**Minimum Education:** High School  
**Minimum Experience:** 0 years

**Mail Clerk II**

**Functional Responsibilities:** Operates fluoroscope, slitting, metering, tracking, and other mail management equipment. Receives, sorts, processes, and delivers mail. Troubleshoots and resolves addressing and delivery problems. May monitor the status of expedited delivery packages and reports on them to service users. May use tracking systems and metering equipment to prepare inputs for reports.

**Minimum Education:** High School  
**Minimum Experience:** 1 year
**Mail Clerk III**

**Functional Responsibilities:** Serves as a lead clerk for satellite mailrooms or for discrete functions within larger mailroom operations (such as incoming or outgoing mail operations). Applies United States Postal Service (USPS) and delivery service vendors to specific processing situations, analyzes cost/delivery parameters to attain the best cost to benefit ratio, applies USPS regulations to mail make up activities, monitors metering activities and ensures the integrity of operations and determines requirements for additional metering funds. Works with more senior personnel to implement changes when USPS or an agency’s mail regulations change. Uses USPS and vendor tracking systems to monitor delivery status of priority materials and answers user questions about deliveries. Recommends delivery alternatives to service users based on needs and priorities. May use tracking systems and metering equipment to prepare reports.

**Minimum Education:** High School  
**Minimum Experience:** 3 years

**Messenger/Courier**

**Functional Responsibilities:** Picks up and delivers mail from USPS and client facilities. May make special courier runs to either pick up or deliver individual pieces of mail to service users, distribution points, or mail/package handling facilities. Operates delivery vehicles and completes vehicle and delivery logs.

**Minimum Education:** High School  
**Minimum Experience:** 3 years

**Program Support Specialist I**

**Functional Responsibilities:** Provides clerical support to project staff. Performs general office or computer support duties such as: answering phones; performing simple data entry or word processing functions; setting up standard office and/or computer equipment; operating peripheral office and computer equipment; running scheduled computer reports; and general office filing. Duties are simple and repetitive and performed under close, immediate supervision.

**Minimum Education:** High School  
**Minimum Experience:** 0 years

**Program Support Specialist II**

**Functional Responsibilities:** Provides clerical support to project staff. Performs general office or computer support duties such as: performing standard word processing following detailed guidelines; operating basic computer equipment or peripheral office equipment; running scheduled computer reports; and general office filing. Duties are simple and repetitive and performed under close supervision or with detailed verbal or written instructions.

**Minimum Education:** High School  
**Minimum Experience:** 2 years

**Records Analyst I**

**Functional Responsibilities:** Participates as a team member in records management data gathering activities or performs records management functions under the direction of more senior staff requiring the implementation of standard records operating procedures, schedules, or other client standards and guidelines such as filing, database updating, and retrieval.
Minimum Education: High School
Minimum Experience: 1 year

Business Process Analysis Manager I
Functional Responsibilities: Under the general direction of more senior staff, initiates plans and analysis of business and technical problems to formulate and development and modification of information processing systems. Utilizes available resources and personnel to carryout analysis to support management’s pursuit for performance improvement.

Minimum Education: Bachelors
Minimum Experience: 3 years

Business Process Analysis Manager II
Functional Responsibilities: Performs as a project lead planning and performing analysis of a variety of business and technical problems to formulate and develop new and modified information processing systems. Works closely with appropriate staff members to determine system requirements in order to provide an analysis for performance improvement.

Minimum Education: Bachelors
Minimum Experience: 7 years

Business Process Analysis Manager III
Functional Responsibilities: Performs as a project or program lead planning and performing analysis of a variety of business and technical problems to formulate and develop new and modified information processing systems. Works closely with appropriate staff members to determine system requirements in order to provide an analysis for performance improvement.

Minimum Education: Bachelors
Minimum Experience: 7 years

Document Conversion Specialist II
Functional Responsibilities: Operates conversion equipment in production settings. Assesses original document quality and output requirements and ensures equipment is set properly to achieve objectives. Verifies output product quality and repeats conversion activity if needed. Monitors equipment status and reports problems. Performs basic equipment maintenance functions and cleaning activities. Tests and verifies equipment performance. May assist in training less experienced staff and in monitoring the quality of their performance.

Minimum Education: Associates
Minimum Experience: 3 years

Document Conversion Specialist III
Functional Responsibilities: Coordinates document conversion activities involving multiple workstations and their staff and/or performs highly complex conversion activities involving challenging documents or media, strict timeframes, and/or sensitive information. Troubleshoots and resolves equipment problems and issues involving equipment settings or performance. Applies client image standards to product and ensures that task mandated quality standards are met. Works with more senior staff and client
personnel to design conversion workflow and to define standard operating procedures. Coordinates conversion equipment operations and image management with technical staff and may serve on teams to assess conversion requirements and implement and test conversion solutions.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Network Analyst Technician I**  
**Functional Responsibilities:** Maintains network-operating systems, tunes system resources and network operating systems, troubleshoots/resolves problems, and maintains user/account information. Implements security procedures and uses software resources to safeguard systems and user information. Works with users to resolve network, account and connectivity problems.

**Minimum Education:** Associates  
**Minimum Experience:** 0 years

**Network Analyst Technician II**  
**Functional Responsibilities:** Diagnoses standard PC and network software, hardware, and operator problems and takes remedial action; loads and configures network operating systems, network resources, and standard PC operating systems and applications. Installs tests and troubleshoots computer hardware and peripherals; evaluates network security status and threat potential; and prepares reports. Responds to users’ requests for assistance, may staff a help desk or information center. May supervise lower level staff.

**Minimum Education:** Bachelors  
**Minimum Experience:** 2 years

**Network Analyst Technician III**  
**Functional Responsibilities:** Diagnoses PC and network software, hardware, and operator problems and takes remedial action; loads and configures network and PC operating systems and applications. Installs, tests, and troubleshoots computer hardware and peripherals. Performs security status, threat interdiction, and threat analysis activities; assesses threat interdiction resources, and recommends changes/enhancements to safeguard information and resources. Maintains databases/data files, compiles and verifies statistical data, and prepares standard and ad hoc reports. Analyzes and responds to users’ requests for assistance and researches and resolves non-standard requests for assistance. May staff a help desk or information center. May supervise lower level staff.

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

**Programmer/Analyst I**  
**Functional Responsibilities:** Designs and develops routine resources according to specifications developed by more senior staff. Performs testing and analysis activities. May implement straightforward document management COTS solutions. May work with users to resolve application and operational problems referred from a user support source as part of a problem triage system.

**Minimum Education:** Bachelors  
**Minimum Experience:** 2 years
**Programmer/Analyst II**

**Functional Responsibilities:** Designs and develops systems (such as tracking resources), document databases, and database access methodologies. Oversees testing activities and leads problem resolution efforts. Participates in design/development phases from requirement definition through implementation. May work with users to define processes and develop models for rapid implementation, evaluate and implement document management COTS solutions, or work with users to resolve complex application and operational problems referred from a user support source as part of a problem triage system.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

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**Programmer/Analyst III**

**Functional Responsibilities:** Designs, develops, implements, and maintains complex information systems. Manages more complex assignments requiring nonstandard programming techniques and/or extensive knowledge of specific development tools. Evaluates users request for new or modified programs to determine feasibility, cost, and time requirements and compatibility with existing systems and capabilities. Determines programming specifications. Provides technical guidance to lower level programmers/analysts. Requires comprehensive knowledge of programming techniques, networked and centralized operating systems, and the capabilities of enterprise database products and development suites.

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

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**Records Analyst II**

**Functional Responsibilities:** Serves as a lead for inventory and other data gathering teams in support of records systems analysis activities and plays a senior paraprofessional role for records management activities where independent decision making is required. May perform quality control functions that involve reviewing the work of others or may oversee the work of more junior paraprofessional staff or clerical personnel. May perform more complex records maintenance functions such as retirement or charging activities.

**Minimum Education:** Associates  
**Minimum Experience:** 3 years

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**Records Analyst III**

**Functional Responsibilities:** Implements information gathering activities in support or records management/systems analysis by collecting data from client departments via surveys, interviews, and inventories. Implements records management operations functions as part of active, inactive, and vital records programs under the direction of more senior staff. May lead teams of clerical staff in filing/maintaining files, inventoring, or retiring records or to implement file plans.

**Minimum Education:** Associates  
**Minimum Experience:** 5 years
**Records/Information Manager I**

**Functional Responsibilities:** Performs records management assignments under the direction of more senior staff. May oversee small teams of records management paraprofessional and/or clerical personnel performing short-term tasks or assignments within tasks. May serve as a team member collecting information to be used for scheduling and file planning activities.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years

**Records/Information Manager II**

**Functional Responsibilities:** Leads work teams composed of records management staff in paraprofessional and/or clerical labor categories or manages small and/or less complex tasks. May serves as a senior analyst for work process assessment efforts or as a subject area specialist for training assignments.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Records/Information Manager III**

**Functional Responsibilities:** Manages a task functional area or oversees performance on a less complex task with responsibility for work accuracy, timeliness, and customer satisfaction. May direct a team of less senior records managers in performing analysis activities associated with schedule development or updating, file plan development, or file station design. May serve as subject area specialist for training assignments.

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

**Records/Information Manager IV**

**Functional Responsibilities:** Oversees large, complex records management tasks (or several smaller tasks) staffed by professionals, paraprofessionals, and clerical personnel (both ZAI and subcontractor). Plans, staffs, and oversees efforts designed to develop or update records management systems at the enterprise level or for significant elements of the enterprise.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

**Systems/Process Analyst I**

**Functional Responsibilities:** Performs well-defined process requirements analyses under the direction of more senior staff. Collections capability, performance, and requirements data and other functional information. Aggregates business process, business case, and ROI data for review by more senior members of the project team.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years
**Records/Information Manager II**

**Functional Responsibilities:** Leads work teams composed of records management staff in paraprofessional and/or clerical labor categories or manages small and/or less complex tasks. May serves as a senior analyst for work process assessment efforts or as a subject area specialist for training assignments.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

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**Systems/Process Analyst II**

**Functional Responsibilities:** Analyzes process and system requirements to determine existing capabilities, functions, and business case and ROI alternatives. Interviews end-users and reviews business process documentation to identify and define requirements. Develops detailed requirements specifications. May serve as a team leader coordinating the completion of sub activities or the preparation of specific products/outputs. May assist in reviewing client requirements and developing study schedules and methodologies in response to them.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

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**Systems/Process Analyst III**

**Functional Responsibilities:** Analyzes document management/processing system requirements to determine current capabilities and functions. Analyzes high-level requirements, interviews end-users, and reviews business process documentation to determine requirements, business case elements, and return on investment (ROI) alternatives. Develops detailed system and/or process requirements. May provide direction to less senior analysts and to support staff. May review client requirements and develop study schedules and methodologies in response to them.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

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**Technical Information Specialist I**

**Functional Responsibilities:** Responds to basic records/document-related inquiries and provides general information to users. Abstracts and indexes records/documents. Provides input in the development of records/document retrieval tools such as taxonomies and thesauri

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

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**Technical Information Specialist II**

**Functional Responsibilities:** Responds to records user inquiries and requests for information, including inquiries that require significant or complex research using multiple sources. Provides input in the development of records retrieval tools such as taxonomies and thesauri. May perform quality control activities of the work of other staff involving records/document retrieval tools such as indexes or abstracts.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years
Technical Information Specialist III

**Functional Responsibilities:** Oversees records and database user services task functions that involve responding to user inquiries, researching user questions, and troubleshooting user problems. May develop records/document indexing and retrieval systems including taxonomies and key word indices. May oversee the activities of less senior staff providing records user support services.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

Technical Writer I

**Functional Responsibilities:** Writes, re-writes, and edits document management material under the general supervision of more senior staff. Analyzes operational and technical literature and/or input from technical staff to write descriptive copy.

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

**LABOR CATEGORY SUBSTITUTIONS**

*Note: Additional years of experience can be substituted for education as follows:*

- 2 years’ experience can be substituted for Associates Degree
- 4 years’ experience can be substituted for Bachelors Degree
- 6 years’ experience can be substituted for Masters Degree
- 9 years’ experience can be substituted for PhD/Doctorate Degree
Cloud Analyst

**Functional Responsibilities:** Responsible for planning and engineering of an organization's cloud computing infrastructure and applications. Works cross-functionally and leads teams through requirements definition, solution design, configuration and deployment of cloud solutions. Monitors the performance of the cloud-based system.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

Cloud Architect I

**Functional Responsibilities:** Responsible for providing knowledge and expertise as well as technical direction to support designing, developing, implementing, and utilizing enterprise cloud architecture application solutions, strategies, processes, and standards; focusing on expertise in cloud technologies. Collaborates with clients’, analysts, engineers, development teams and infrastructure services to define, establish, and communicate application and data architecture standards, policies, and directions.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

Cloud Architect II

**Functional Responsibilities:** Responsible for planning and engineering of an organization's cloud computing infrastructure and applications. Works cross-functionally and leads teams through requirements definition, solution design, configuration and deployment of cloud solutions. Monitors the performance of the cloud-based system.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

Cloud Architect III

**Functional Responsibilities:** Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements. Experience in systems analysis and engineering. Performs professional assignments in the general areas of computer hardware and software such as analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Translates user automation requirements into hardware, 10 software and communications requirements and solutions. Provides experience in the following: 4GL, object oriented, client server technology, data base technology, network operations systems, military systems, electronic publishing tools techniques and environments and Internet Web technology. Designs, develops, documents, tests, and debugs large complex application software for purchase or outside use by using high level programming languages (C++, SQL anywhere, Visual Basic, etc.). Ensures software standards are met.
**Cloud Data Architect**

**Functional Responsibilities:** Responsible for providing knowledge and expertise as well as technical direction and management to support designing, developing, implementing, and utilizing enterprise cloud architecture application solutions, strategies, processes, and standards; focusing on expertise in cloud technologies. Collaborates with clients’, analysts, engineers, development teams and infrastructure services to define, establish, and communicate application and data architecture standards, policies, and directions. Provides guidance and supervision to daily support staff.

**Minimum Education:** Bachelors

**Minimum Experience:** 7 years

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**Cloud Database Administrator III**

**Functional Responsibilities:** A Database Administrator III can create, implement, and manage expansive database administration programs. Has experience in reviewing database performance trends and identifying opportunities for improvement. Provides guidance and supervision to daily support staff.

**Minimum Education:** Bachelors

**Minimum Experience:** 8 years

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**Cloud Functional Analyst**

**Functional Responsibilities:** A Functional Analyst I has experience to analyze, validate, specify, and verify requirements defined by project leads to include customers and end users. Position will report to a Senior Functional Analyst.

**Minimum Education:** Bachelors

**Minimum Experience:** 5 years

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**Cloud Lead Business Analyst**

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

**Minimum Education:** Bachelors

**Minimum Experience:** 6 years
**Cloud Network Engineer I**

**Functional Responsibilities:** Plans, supports and evaluates complex existing cloud network systems and make recommendations for resources required to maintain and/or expand service levels. This resource will provide highly skilled technical assistance in cloud network planning, cloud network engineering and cloud-based architecture. Also provides and develops technical standards and interface applications; identifies and evaluates new products; provide solutions for network problems. Interfaces with internal/external customers and vendors to determine system needs. Plans and incorporates how new network resources and applications will exist on the network. Provide monthly metrics for network availability and bandwidth usage as well as other metrics as requested. Responsible for network capacity planning. Use network management tools to discover, map and maintain the network. Responsible for network equipment OS and version upgrades. Responsible for conducting research of new technologies and implementation strategies. Monitor and maintain network interfaces to ensure its highest level of performance and makes modifications and enhancements as needed. Responsible for documenting procedures and keeping network diagrams and related material up to date. Handle escalated user problems, questions, and request on network issues. Work with other groups within to resolve network related issues as needed.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Cloud Network Engineer II**

**Functional Responsibilities:** Plans, supports and evaluates complex existing cloud network systems and make recommendations for resources required to maintain and/or expand service levels. This resource will provide highly skilled technical assistance in cloud network planning, cloud network engineering and cloud-based architecture. Also provides and develops technical standards and interface applications; identifies and evaluates new products; provide solutions for network problems. Interfaces with internal/external customers and vendors to determine system needs. Plans and incorporates how new network resources and applications will exist on the network. Provide monthly metrics for network availability and bandwidth usage as well as other metrics as requested. Responsible for network capacity planning. Use network management tools to discover, map and maintain the network. Responsible for network equipment OS and version upgrades. Responsible for conducting research of new technologies and implementation strategies. Monitor and maintain network interfaces to ensure its highest level of performance and makes modifications and enhancements as needed. Responsible for documenting procedures and keeping network diagrams and related material up to date. Handle escalated user problems, questions, and request on network issues. Work with other groups within to resolve network related issues as needed.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8 years

**Cloud Program Manager I**

**Functional Responsibilities:** Program Manager has experience with diverse IT projects. Must be able to manage a portfolio of projects. Is well versed in full systems development life cycle, enterprise wide network engineering, strategic information planning, business process reengineering, structure and management practices. Is able to identify and mitigate risks to the program. Is able to manage to cost, schedule and performance.

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

Cloud Program Manager II
Functional Responsibilities: Duties include but are not limited to overall management of tasks, software development, installation, training, transition, maintenance, security, and acceptance. Provides supervisory technical and administrative direction for personnel performing tasks, including review of work products for correctness, adherence to the design concept and adherence to Government regulations and standards.

Minimum Education: Bachelors
Minimum Experience: 5 years

Cloud Project Manager III
Functional Responsibilities: Duties include but are not limited to overall management of tasks, software development, installation, training, transition, maintenance, security, and acceptance. Provides supervisory technical and administrative direction for personnel performing tasks, including review of work products for correctness, adherence to the design concept and adherence to Government regulations and standards.

Minimum Education: Bachelors
Minimum Experience: 7 years

Cloud Sr. Consultant
Functional Responsibilities: Performs as a consultant in highly specialized, leading edge information technologies and methodologies. Provides highly technical and specialized guidance concerning automated solutions to complex information processing problems. Performs elaborate analyses and studies; Prepares reports and gives presentations; The senior IT consultant manages the project work as defined by the government. Leads medium to large complex projects and major phases of very large projects. Provides highly technical and specialized guidance and solutions to complex IT problems; performs elaborate analyses and studies. The senior consultant also manages the fact-finding, analysis and development of hypothesis/conclusions, production of final reports and delivery of presentations. Responsible for ensuring that the project delivers to government expectations on time and to budget.

Minimum Education: Bachelors
Minimum Experience: 12 years

LABOR CATEGORY SUBSTITUTIONS
*Note: Additional years of experience can be substituted for education as follows:
• 2 years’ experience can be substituted for Associates Degree
• 4 years’ experience can be substituted for Bachelors Degree
• 6 years’ experience can be substituted for Masters Degree
• 9 years’ experience can be substituted for PhD/Doctorate Degree
SIN 54151HEAL Labor Category Descriptions

**Health IT Analyst/Manager**

**Functional Responsibilities:** Responsible for supporting research and assignments relating to the development, operation of systems, and procedures dealing with resource management, database planning and design, systems analysis and design, network and infrastructure services, programming and software development, conversion and implementation support, data analysis and management, computer security systems and analysis, connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT Solutions, health informatics, emerging health it research, public health, and other health it support services. Provides guidance and management to daily support staff.

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

**Health IT Engineer**

**Functional Responsibilities:** Responsible for performing a variety of engineering tasks which are broad in nature and are concerned with the design and implementation of integrated networks, personnel, hardware, software and support facilities and/or equipment for Health Information Technology services. Responsible for performing system engineering activities; including: design, research, development, documentation, and engineering integrated Health IT system solutions and tools.

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

**Health IT Jr Application Engineer**

**Functional Responsibilities:** Responsible for developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems. Translates detailed design into computer software. Conducts, tests, debugs and refines the computer software to produce the required product. Provides design, programming, documentation, and implementation of applications. Enhances software to reduce operating time or improve performance efficiency. Develops computer software possessing a wide range of capabilities.

*Minimum Education:* Bachelors  
*Minimum Experience:* 2 years

**Health IT Jr Web Support Engineer**

**Functional Responsibilities:** Responsible for supporting the development, coding, testing and debugging of new software and enhancements to existing web software in a variety of languages for Health IT programs and activities. Integrates front-end code with back-end database systems. Works with technical staff to understand problems with web software and resolve them.

*Minimum Education:* Bachelors  
*Minimum Experience:* 2 years

**Health IT Project Coordinator**

**Functional Responsibilities:** Responsible for assisting the project management team for the coordination of resources, equipment, meetings, and information to achieve the goal of getting a Health
IT project completed on time and within budget. Maintains and monitors project plans, project schedules, work hours, budgets and expenditures. Organizes, attends and participates in stakeholder meetings. Coordinates with project team members to accomplish Health IT related project tasks.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years

**Health IT Project Manager**  
**Functional Responsibilities:** Responsible for managing the Health IT activities of a project team. Directs multiple activities of a group of management and technical professionals. Executes the business plans and develops plans and projects. Prepares capital and operating requests. Organizes and directs work, coordinates efforts with other functions, and directs personnel to achieve objectives. Develops comprehensive project management plans to include: project scope, time, cost and quality management. Responsible for addressing complaints and resolving problems.

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

**Health IT Quality Assurance Manager**  
**Functional Responsibilities:** Responsible for overseeing the maintenance of quality standards for contract deliverables on projects related to Health IT programs and activities. Oversees and contributes to the development of plans and guidelines for quality assurance. Works with project leadership and other relevant stakeholders to implement quality assurance procedures and contributes to instructing project staff in the principles of quality management and the requirements of the Health IT project-specific quality management plan. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Health IT Social Scientist/Engineer**  
**Functional Responsibilities:** Responsible for analyzing data related to Healthcare professionals and scientists. Performs research and analyzes research data to make suggestions to development team that utilize the data in developing required software. Performs Health IT engineering tasks that include: development, design, integration and maintenance.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Health IT Software Engineer**  
**Functional Responsibilities:** Responsible for the design, implementation, and integration of software for Health IT programs and activities. Performs complex software development tasks. Ensures efficient delivery of contract capabilities using industry standards. Performs programming, testing, debugging and other related engineering tasks.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8 years
**Health IT Systems Engineer**

**Functional Responsibilities:** Responsible for designing and developing the integrated system(s) test requirement, strategies, devices and systems. Manages the Health IT systems engineering team, its analysis and proposed solutions. Provides consultative services related to Health IT analytics, engineering, Health IT data and Health IT solutions. Assesses and analyzes current processes, identifies best practices and implements improvements in alignment with contract objectives and requirements.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8 years

**Health IT Technical Writer/Editor**

**Functional Responsibilities:** Responsible for Preparing and editing Health Information Technology documentation incorporating information provided by specialist, analyst, architect, engineer, and management personnel. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverable and documents. Develop documentation based on existing documentation templates or develop new templates based on requirements and direction. Review materials and recommend revisions or changes in scope, format, and content. Work as a member of a Health Information Technology team to ensure production of quality written products. Coordinate, validate, and update existing documents, to include version control, document repository maintenance, and standards compliance.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years

**Health IT Training Specialist**

**Functional Responsibilities:** Responsible for managing the Health IT activities of a project team. Directs multiple activities of a group of management and technical professions. Executes the business plans and develops plans and projects. Prepares capital and operating requests. Organizes and directs work, coordinates efforts with other functions, and directs personnel to achieve objectives. Develops comprehensive project management plans to include: project scope, time, cost and quality management. Responsible for addressing complaints and resolving problems.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**LABOR CATEGORY SUBSTITUTIONS**

*Note: Additional years of experience can be substituted for education as follows:*

- 2 years’ experience can be substituted for Associates Degree
- 4 years’ experience can be substituted for Bachelors Degree
- 6 years’ experience can be substituted for Masters Degree
- 9 years’ experience can be substituted for PhD/Doctorate Degree
SIN 54151S Labor Category Descriptions

**IT Applications Programmer I**

**Functional Responsibilities:** Responsible for planning and engineering of an organization’s cloud computing infrastructure and applications. Works cross-functionally and leads teams through requirements definition, solution design, configuration and deployment of cloud solutions. Monitors the performance of the cloud-based system.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years

**IT Applications Programmer II**

**Functional Responsibilities:** Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements. Experience in systems analysis and engineering. Performs professional assignments in the general areas of computer hardware and software such as analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Translates user automation requirements into hardware, 10 software and communications requirements and solutions. Provides experience in the following: 4GL, object oriented, client server technology, data base technology, network operations systems, military systems, electronic publishing tools techniques and environments and Internet Web technology. Designs, develops, documents, tests, and debugs large complex application software for purchase or outside use by using high level programming languages (C++, SQL anywhere, Visual Basic, etc.). Ensures software standards are met.

**Minimum Education:** Bachelors  
**Minimum Experience:** 6 years

**IT Applications Programmer III**

**Functional Responsibilities:** Applies systems and software engineering tools and techniques to develop application architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management, peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements. Experience in systems analysis and engineering. Performs professional assignments in the general areas of computer hardware and software such as analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Translates user automation requirements into hardware, 10 software and communications requirements and solutions. Provides experience in the following: 4GL, object oriented, client server technology, data base technology, network operations systems, military systems, electronic publishing tools techniques and environments and Internet Web technology. Designs, develops, documents, tests, and debugs large complex application software for purchase or
outside use by using high level programming languages (C++, SQL anywhere, Visual Basic, etc.). Ensures software standards are met.

Minimum Education: Bachelors
Minimum Experience: 8 years

**IT Cloud Analyst**

**Functional Responsibilities:** Responsible for planning and engineering of an organization’s cloud computing infrastructure and applications. Works cross-functionally and leads teams through requirements definition, solution design, configuration and deployment of cloud solutions. Monitors the performance of the cloud-based system.

Minimum Education: Bachelors
Minimum Experience: 4 years

**IT Cloud Architect I**

**Functional Responsibilities:** Responsible for providing knowledge and expertise as well as technical direction to support designing, developing, implementing, and utilizing enterprise cloud architecture application solutions, strategies, processes, and standards; focusing on expertise in cloud technologies. Collaborates with clients’, analysts, engineers, development teams and infrastructure services to define, establish, and communicate application and data architecture standards, policies, and directions.

Minimum Education: Bachelors
Minimum Experience: 3 years

**IT Data Base Engineer IV**

**Functional Responsibilities:** Evaluates user’s requests for new or modified databases to determine feasibility, cost and time required, compatibility with current databases and systems, and computer capabilities. Depending on scope of requirements, formulates management plan outlining steps required to develop database, using structured analysis and design, and submits plans to user for approval develops and tests database structures, scripts, programs, and macros necessary to meet user requirement in a cost effective way. Documents databases, scripts, programs and macros to the appropriate extent. Installs new software on servers or user workstations.

Minimum Education: Bachelors
Minimum Experience: 7 years

**IT Data Base Engineer V**

**Functional Responsibilities:** Evaluates user’s requests for new or modified databases to determine feasibility, cost and time required, compatibility with current databases and systems, and computer capabilities. Depending on scope of requirements, formulates management plan outlining steps required to develop database, using structured analysis and design, and submits plans to user for approval develops and tests database structures, scripts, programs, and macros necessary to meet user requirement in a cost effective way. Documents databases, scripts, programs and macros to the appropriate extent. Installs new software on servers or user workstations.

Minimum Education: Bachelors
Minimum Experience: 10 years
**IT Database Administrator I**

**Functional Responsibilities:** A Database Administrator I has experience in managing the routine operations and maintenance of databases and ensuring their reliable and efficient performance.

**Minimum Education:** Bachelors  
**Minimum Experience:** 1 years

**IT Database Administrator II**

**Functional Responsibilities:** Supports the administration of all relational databases, database design, development, maintenance, security, and backup. Installs, configures, and maintains Oracle MS SQL Server, Oracle, DB2, Informix databases, database options, and database facilities. Facilitate the daily backup and recovery procedures. Ensures detailed user/group role security models and is primary point-of-contact for adding and dropping database objects, performance tuning, and performance analysis. Provides detailed performance reporting on a daily basis, schedule database jobs, perform disaster recovery planning and implementation, and stored procedure creation and tuning.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years

**IT Database Administrator III**

**Functional Responsibilities:** A Database Administrator III can create, implement, and manage expansive database administration programs. Has experience in reviewing database performance trends and identifying opportunities for improvement. Provides guidance and supervision to daily support staff.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**IT Functional Analyst**

**Functional Responsibilities:** A Functional Analyst I has experience to analyze, validate, specify, and verify requirements defined by project leads to include customers and end users. Position will report to a Senior Functional Analyst.

**Minimum Education:** Bachelors  
**Minimum Experience:** 6 years

**IT Program Manager I**

**Functional Responsibilities:** Program Manager has experience with diverse IT projects. Must be able to manage a portfolio of projects. Is well versed in full systems development life cycle, enterprise wide network engineering, strategic information planning, business process reengineering, structure and management practices. Is able to identify and mitigate risks to the program. Is able to manage to cost, schedule and performance.

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

**IT Program Manager II**

**Functional Responsibilities:** Program Manager has experience with diverse IT projects. Must be able to manage a portfolio of projects. Is well versed in full systems development life cycle, enterprise wide
network engineering, strategic information planning, business process reengineering, structure and management practices. Is able to identify and mitigate risks to the program. Is able to manage to cost, schedule and performance.

**Minimum Education:** Bachelors  
**Minimum Experience:** 6 years

**IT Program Manager III**  
**Functional Responsibilities:** Program Manager has experience with diverse IT projects. Must be able to manage a portfolio of projects. Is well versed in full systems development life cycle, enterprise wide network engineering, strategic information planning, business process reengineering, structure and management practices. Is able to identify and mitigate risks to the program. Is able to manage to cost, schedule and performance.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8 years

**IT Project Manager I**  
**Functional Responsibilities:** Duties include but are not limited to overall management of tasks, software development, installation, training, transition, maintenance, security, and acceptance. Provides supervisory technical and administrative direction for personnel performing tasks, including review of work products for correctness, adherence to the design concept and adherence to Government regulations and standards.

**Minimum Education:** Bachelors  
**Minimum Experience:** 2 years

**IT Project Manager II**  
**Functional Responsibilities:** Duties include but are not limited to overall management of tasks, software development, installation, training, transition, maintenance, security, and acceptance. Provides supervisory technical and administrative direction for personnel performing tasks, including review of work products for correctness, adherence to the design concept and adherence to Government regulations and standards.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**IT Project Manager III**  
**Functional Responsibilities:** Duties include but are not limited to overall management of tasks, software development, installation, training, transition, maintenance, security, and acceptance. Provides supervisory technical and administrative direction for personnel performing tasks, including review of work products for correctness, adherence to the design concept and adherence to Government regulations and standards.

**Minimum Education:** Bachelors  
**Minimum Experience:** 7 years
**IT Quality Analyst I**

**Functional Responsibilities:** Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality.

**Minimum Education:** Bachelors  
**Minimum Experience:** 2 years

**IT Quality Analyst II**

**Functional Responsibilities:** Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality.

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

**IT Quality Analyst III**

**Functional Responsibilities:** Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality.

**Minimum Education:** Bachelors  
**Minimum Experience:** 6 years

**IT Quality Lead**

**Functional Responsibilities:** Leads team in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8 years

**IT Requirements Analyst/Tester I**

**Functional Responsibilities:** Designs, develops, and implements testing methods and equipment. Plans and arranges the labor, schedules, and equipment required for testing and evaluating standard and special devices. Provides test area with parameters for sample testing and specifies tests to be performed. Compiles data and defines changes required in testing equipment, testing procedures, manufacturing processes, or new testing requirements. Responsible for testing all customer samples and for special tests that cannot be performed in the test area. Formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. May guide and advise less experienced Analysts.

**Minimum Education:** Bachelors  
**Minimum Experience:** 2 years

**IT Requirements Analyst/Tester II**

**Functional Responsibilities:** Designs, develops, and implements testing methods and equipment. Plans and arranges the labor, schedules, and equipment required for testing and evaluating standard and special devices. Provides test area with parameters for sample testing and specifies tests to be
performed. Compiles data and defines changes required in testing equipment, testing procedures, manufacturing processes, or new testing requirements. Responsible for testing all customer samples and for special tests that cannot be performed in the test area. Formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. May guide and advise less experienced Analysts.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

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**IT Sr. Consultant**

**Functional Responsibilities:** Performs as a consultant in highly specialized, leading edge information technologies and methodologies. Provides highly technical and specialized guidance concerning automated solutions to complex information processing problems. Performs elaborate analyses and studies; Prepares reports and gives presentations; The senior IT consultant manages the project work as defined by the government. Leads medium to large complex projects and major phases of very large projects. Provides highly technical and specialized guidance and solutions to complex IT problems; performs elaborate analyses and studies. The senior consultant also manages the fact-finding, analysis and development of hypothesis/conclusions, production of final reports and delivery of presentations. Responsible for ensuring that the project delivers to government expectations on time and to budget.

**Minimum Education:** Bachelors  
**Minimum Experience:** 12 years

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**IT Subject Matter Expert I**

**Functional Responsibilities:** Responsible for providing expert technical knowledge and analysis of highly specialized IT related applications, systems and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on complex to highly complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles, and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides guidance and supervision to daily support staff.

**Minimum Education:** Bachelors  
**Minimum Experience:** 6 years

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**IT Subject Matter Expert II**

**Functional Responsibilities:** Responsible for providing expert technical knowledge and analysis of highly specialized IT related applications, systems and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on complex to highly complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles, and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides guidance and supervision to daily support staff.
Minimum Education: Bachelors  
Minimum Experience: 8 years  

**IT Subject Matter Expert III**  
**Functional Responsibilities:** Responsible for providing expert technical knowledge and analysis of highly specialized IT related applications, systems and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on complex to highly complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles, and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides guidance and supervision to daily support staff.

Minimum Education: Bachelors  
Minimum Experience: 10 years  

**IT System Administrator I**  
**Functional Responsibilities:** Installs, maintains, and coordinates the customer’s area network. Evaluate hardware and software, including peripheral, output, and telecommunications equipment. Enforces security procedures, installs network software, and manages network performance. Troubleshoots and resolves problems. Implements and coordinates network policies, procedures, and standards.

Minimum Education: Bachelors  
Minimum Experience: 1 year  

**IT System Administrator II**  
**Functional Responsibilities:** Installs, maintains, and coordinates the customer’s area network. Evaluate hardware and software, including peripheral, output, and telecommunications equipment. Enforces security procedures, installs network software, and manages network performance. Troubleshoots and resolves problems. Implements and coordinates network policies, procedures, and standards.

Minimum Education: Bachelors  
Minimum Experience: 3 years  

**IT Systems Administrator III**  
**Functional Responsibilities:** Installs, maintains, and coordinates the customer’s area network. Evaluate hardware and software, including peripheral, output, and telecommunications equipment. Enforces security procedures, installs network software, and manages network performance. Troubleshoots and resolves problems. Implements and coordinates network policies, procedures, and standards.

Minimum Education: Bachelors  
Minimum Experience: 5 years  

**IT Systems Architect I**  
**Functional Responsibilities:** Assists in the design of architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future
cross-functional requirements and interfaces. Evaluates compatibility of information system development efforts with agency architectures and recommends appropriate adjustments. Works under the general supervision of more experienced Engineer/Architects.

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

**IT Systems Architect II**

**Functional Responsibilities:** Establishes information requirements for large-scale information systems, databases, and/or networks. Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Evaluates compatibility of information system development efforts with agency architectures and recommends appropriate adjustments.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years

**IT Systems Architect III**

**Functional Responsibilities:** Establishes information requirements for large-scale information systems, databases, and/or networks. Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Evaluates compatibility of information system development efforts with agency architectures and recommends appropriate adjustments. May provide direction to less experienced Engineer/Architects.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**IT Systems Architect IV**

**Functional Responsibilities:** Establishes information requirements for enterprise-wide or large-scale information systems, databases, and/or networks. Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Evaluates compatibility of information system development efforts with agency architectures and recommends appropriate adjustments. May provide team leadership or consulting support on complex tasks.

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

**IT Systems Architect V**

**Functional Responsibilities:** Experience in the design, development, integration and management of B2B, intranet, public facing/consumer Web-Based Applications and/or Portals. Hands on know-how in J2EE application, development and related technologies, Web Services, SOA, BPM, and UML. Applies systems and software engineering tools and techniques to develop application 11 architectural deliverables at a complete systems level encompassing multiple applications and processes. Perform individual assignments and work as a member of a project team composed of other analysts and architects. Analyze systems and technology integration requirements across multiple applications. Communicate and work closely with process and system owners, information technology management,
peers, and technical staff to ensure the relevance of architecture and system designs to business process requirements.

**Minimum Education:** Bachelors  
**Minimum Experience:** 9 years

**IT Systems Engineer I**

**Functional Responsibilities:** Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

**Minimum Education:** Bachelors  
**Minimum Experience:** 2 years

**IT Systems Engineer II**

**Functional Responsibilities:** Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

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

**IT Technical Writer**

**Functional Responsibilities:** Performs writing, editing, and/or rewriting of moderately complex technical documents and reports. Collects and organizes data, charts, diagrams etc. Applies consistent formatting and style throughout report. May use a variety of software programs to develop documentation. Works with more senior technical staff to ensure accuracy and completeness. Works under moderate supervision. Works with more senior technical staff to ensure accuracy and completion. Assist in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

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

**IT Web Designer**

**Functional Responsibilities:** Provide support in upgrading, maintaining and creating content for agency’s web-site under the guidance of Web Project Manager. Provide day-to-day site design and creation. Experience in web design and development using HTML and JAVA is required. Provide on-the-job training for the development, maintenance, and updating of Web pages. Must have good
communication skills and the ability to work with all levels of management and technical personnel. Working knowledge of browsers, WYSIWYG editors, graphic design software (ex. – Photoshop, Illustrator), animation software and image optimization is desirable.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**IT Web Developer I**

**Functional Responsibilities:** Responsible for programming web-based tools and applications as well as back-end solutions for clients. Designs systems for implementation by web developers and web programmers. Interacts with clients and project managers on technical aspects of the project. Maintains knowledge and proficiency in a wide range of programming codes and software tools.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years

**IT Web Developer II**

**Functional Responsibilities:** Responsible for programming web-based tools and applications as well as back-end solutions for clients. Maintains advanced level programming skills with a solid knowledge of site design, information architecture, client management, user interface design, and front and back-end development. Designs systems for implementation by web developers and web programmers. Interacts with clients and project managers on technical aspects of the project. Maintains knowledge and proficiency in a wide range of programming codes and software tools.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**IT Web Developer III**

**Functional Responsibilities:** Responsible for programming web-based tools and applications as well as back-end solutions for clients. Maintains advanced level programming skills with a solid knowledge of site design, information architecture, client management, user interface design, and front and back-end development. Designs systems for implementation by web developers and web programmers. Interacts with clients and project managers on technical aspects of the project. Maintains knowledge and proficiency in a wide range of programming codes and software tools.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8 years

**IT Web Software Developer**

**Functional Responsibilities:** Provide support to develop Web based applications including online customer service to transform government agencies to be able to deliver their services online. Provide support in developing the site concept, interface design, and architecture of the website. Provide support for the implementation of interfaces to applications. Working knowledge and experience coding in Java is required. Knowledge of several of the following areas is desirable: Active Server Pages (ASP), JavaScript, and SQL Server, Visual Basic, JavaScript, Access, HTML, DBMS’s (ex. – Oracle, Sybase, etc.).

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years
LABOR CATEGORY SUBSTITUTIONS

*Note: Additional years of experience can be substituted for education as follows:

- 2 years’ experience can be substituted for Associates Degree
- 4 years’ experience can be substituted for Bachelors Degree
- 6 years’ experience can be substituted for Masters Degree
- 9 years’ experience can be substituted for PhD/Doctorate Degree
**Administrative Assistant I**

**Functional Responsibilities:** Performs specific, non-technical administrative project support activities such as program administration support, clerical, document control, information reproduction, business logistics and training support, generally as a member of the project support team. Provides project administrative support for a wide variety of generalized project-related activities. Specific duties may include: tracking and conveying messages; generating internal and external project correspondence; maintaining electronic and hardcopy project files; coordinating project related calendars, schedules, meeting logistics, and travel arrangements; ordering project supplies; and serving as a resource for staff regarding project specific administrative policies and procedures.

**Minimum Education:** High School
**Minimum Experience:** 0 years

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**Administrative Assistant II**

**Functional Responsibilities:** Performs common administrative and project-related functions and activities, while requiring basic problem solving and occasional deviation from routine practice. Provides project administrative support for a wide variety of generalized project-related activities. Specific duties may include: tracking and conveying messages; generating internal and external project correspondence; maintaining electronic and hardcopy project files; coordinating project related calendars, schedules, meeting logistics, and travel arrangements; ordering project supplies; and serving as a resource for staff regarding project specific administrative policies and procedures.

**Minimum Education:** High School
**Minimum Experience:** 5 years

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**Administrative Assistant III**

**Functional Responsibilities:** Performs a wide range of administrative and project-related functions and activities requiring judgment in resolving issues or in making recommendations. Provides project administrative support for a wide variety of generalized project-related activities. Specific duties may include: tracking and conveying messages; generating internal and external project correspondence; maintaining electronic and hardcopy project files; coordinating project related calendars, schedules, meeting logistics, and travel arrangements; ordering project supplies; and serving as a resource for staff regarding project specific administrative policies and procedures.

**Minimum Education:** High School
**Minimum Experience:** 8 years

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**Administrative Assistant IV**

**Functional Responsibilities:** Performs complex administrative and office-related functions and activities requiring considerable judgment, high degree of initiative, and independent action. Provides project administrative support for a wide variety of generalized project-related activities. Specific duties may include: tracking and conveying messages; generating internal and external project correspondence; maintaining electronic and hardcopy project files; coordinating project related calendars, schedules, meeting logistics, and travel arrangements; ordering project supplies; and serving as a resource for staff regarding project specific administrative policies and procedures.
Minimum Education: High School
Minimum Experience: 12 years

**Administrator I**

**Functional Responsibilities:** Preparing, planning, organizing, controlling, administering activities associated with the day-to-day business goals of the organization, project or task. Involves aspects such as correspondence control; organization and maintenance of documents, records, and files; preparing reports, correspondence, and agendas; and assisting others to accomplish tasks.
1. Analyzes incoming correspondence, logs correspondence and composes correspondence.
2. Coordinates and maintains status of documents, records, and files. Monitors and reports follow-up actions needed for task completion.
3. Extracts data from reference material, compiles, analyzes and prepares or helps prepare information for studies or reports.
4. Organizes and prepares materials for meetings, presentations, and training sessions. Helps develop and monitor budget or financial information.

Minimum Education: High School
Minimum Experience: 0 years

**Administrator II**

**Functional Responsibilities:** Preparing, planning, organizing, controlling, administering activities associated with the day-to-day business goals of the organization, project or task while requiring basic problem solving and occasional deviation from routine practice. Involves aspects such as correspondence control; organization and maintenance of documents, records, and files; preparing reports, correspondence, and agendas; and assisting others to accomplish tasks.
1. Analyzes incoming correspondence, logs correspondence and composes correspondence.
2. Coordinates and maintains status of documents, records, and files. Monitors and reports follow-up actions needed for task completion.
3. Extracts data from reference material, compiles, analyzes and prepares or helps prepare information for studies or reports.
4. Organizes and prepares materials for meetings, presentations, and training sessions. Helps develop and monitor budget or financial information.

Minimum Education: High School
Minimum Experience: 5 years

**Administrator III**

**Functional Responsibilities:** Preparing, planning, organizing, controlling, administering activities associated with the day-to-day business goals of the organization, project or task requiring judgment in resolving issues or in making recommendations. Involves aspects such as correspondence control; organization and maintenance of documents, records, and files; preparing reports, correspondence, and agendas; and assisting others to accomplish tasks.
1. Analyzes incoming correspondence, logs correspondence and composes correspondence.
2. Coordinates and maintains status of documents, records, and files. Monitors and reports follow-up actions needed for task completion.
3. Extracts data from reference material, compiles, analyzes and prepares or helps prepare information for studies or reports.
4. Organizes and prepares materials for meetings, presentations, and training sessions. Helps develop and monitor budget or financial information.

Minimum Education: High School
Minimum Experience: 8 years

**Research Assistant**

Functional Responsibilities: Perform survey research and administrative tasks of limited technical complexity, applying standard and established techniques; examples include conducting literature searches and summarizing information, collecting data, preparing tables, graphs, and executing straightforward quantitative analyses using spreadsheet software or statistical software, and organizing and filing project materials; write chapters of project reports that are organized, clear, and in the proper format; complete work products on schedule. Project manager supervises all activities, providing detailed oral and/or written instruction and reviewing all work for accuracy, completeness, and soundness of judgment.

Minimum Education: High School
Minimum Experience: 3 years

**Technical Writer**

Functional Responsibilities: The following duties are assigned: responsible for development and/or editing of written material for reports, questionnaires, surveys, assessments, psychometric instruments and promotional and marketing material, develops charts, tables, illustrations and a variety of graphical elements to support, clarify and elucidate the written material, assists with the preparation of analysis and/or presentation, demonstrates exceptional oral and written communications skills.

Minimum Education: Bachelors
Minimum Experience: 2 years

**Technical Writer II**

Functional Responsibilities: Preparing, planning, organizing, controlling, administering activities associated with the day-to-day business goals of the organization, project or task requiring judgment in resolving issues or in making recommendations. Involves aspects such as correspondence control; organization and maintenance of documents, records, and files; preparing reports, correspondence, and agendas; and assisting others to accomplish tasks.
1. Analyzes incoming correspondence, logs correspondence and composes correspondence.
2. Coordinates and maintains status of documents, records, and files. Monitors and reports follow-up actions needed for task completion.
3. Extracts data from reference material, compiles, analyzes and prepares or helps prepare information for studies or reports.
4. Organizes and prepares materials for meetings, presentations, and training sessions. Helps develop and monitor budget or financial information.

Minimum Education: Bachelors
Minimum Experience: 5 years
**Technical Writer III**

**Functional Responsibilities:** Preparing, planning, organizing, controlling, administering activities associated with the day-to-day business goals of the organization, project or task. Typically involves aspects such as correspondence control; organization and maintenance of documents, records, and files; preparing reports, correspondence, and agendas; and assisting others to accomplish tasks.

1. Prepares, edits or modifies technical documents to provide a clear and concise text.
2. Understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product.
3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc.
4. Demonstrates effective oral, analytical, written, and communication skills.
5. Assists with the writing/revision of all types of documents, to include specifications, engineering work plans and other technical documents.

Minimum Education: Bachelors
Minimum Experience: 10 years

**Consultant**

**Functional Responsibilities:** The following duties are assigned: generally assists project lead in the evaluation of client processes, procedures, techniques or systems, as related to management or performance problems or assists with the design of new processes, models or systems as required by clients, assists with the preparation of analysis, reports and/or presentations, carries out day-to-day project tasks such as interviews, data collection, synthesis and analysis, contributes to successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports and customer/client satisfaction, demonstrates excellent oral and written communication skills.

Minimum Education: Masters
Minimum Experience: 8 years

**Functional Subject Matter Expert**

**Functional Responsibilities:** Provides functional process and business consulting support related to the environmental and energy fields, with the experience and knowledge applicable to diverse environmental issues.

1. Formulates and implements proven methodologies for research and analyses of policies, programs, and business processes.
2. Performs strategic policy analyses and recommends process and policy improvements.

Minimum Education: Masters
Minimum Experience: 18 years

**Graphical Support Specialist I**

**Functional Responsibilities:**

1. Prepares, edits or modifies documents to provide a clear figures, diagrams, models, and illustrations.
2. Understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product.
3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc.
4. Demonstrates effective oral, analytical, written, and communication skills.
5. Assists with the writing/revision of all types of documents, such as reports, studies, proposals, and program and project plans.

**Minimum Education**: Bachelors  
**Minimum Experience**: 0 years

**Graphical Support Specialist II**
**Functional Responsibilities**:  
1. Prepares, edits or modifies documents to provide a clear figures, diagrams, models, and illustrations.  
2. Understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product.  
3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc.  
4. Demonstrates effective oral, analytical, written, and communication skills.  
5. Assists with the writing/revision of all types of documents, such as reports, studies, proposals, and program and project plans.  

**Minimum Education**: Bachelors  
**Minimum Experience**: 5 years

**Graphical Support Specialist III**
**Functional Responsibilities**:  
1. Prepares, edits or modifies documents to provide a clear figures, diagrams, models, and illustrations.  
2. Understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product.  
3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc.  
4. Demonstrates effective oral, analytical, written, and communication skills.  
5. Assists with the writing/revision of all types of documents, such as reports, studies, proposals, and program and project plans.  

**Minimum Education**: Bachelors  
**Minimum Experience**: 8 years

**Junior Social Scientist**
**Functional Responsibilities**: Perform social science research tasks of some technical complexity, applying standard and established theories, concepts, and techniques; examples of tasks include designing/ developing methods of data collection; collecting data; analyzing, interpreting, and summarizing data using a variety of modeling and computer programming techniques; preparing chapters of project reports in an organized, clear manner and in the proper format. Work is performed under general supervision of the project manager or more experienced researchers.  

**Minimum Education**: Bachelors  
**Minimum Experience**: 2 years

**Junior Project Manager I**
**Functional Responsibilities**: Planning, organizing and coordinating resources to successfully complete project goals and objectives.
1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out.
2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas.
3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget.
4. Provides leadership for the development and maintenance of high performance project teams.
5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives.
6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications.
7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules.
8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely.
9. Prepares or directs the preparation of progress and special reports to customers and management.

**Minimum Education:** Bachelors
**Minimum Experience:** 0 years

**Junior Project Manager II**

**Functional Responsibilities:** Planning, organizing and coordinating resources to successfully complete project goals and objectives.
1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas.
3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget.
4. Provides leadership for the development and maintenance of high performance project teams.
5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives.
6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications.
7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules.
8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely.
9. Prepares or directs the preparation of progress and special reports to customers and management.

**Minimum Education:** Bachelors
**Minimum Experience:** 3 years

**Junior Project Manager III**

**Functional Responsibilities:** Planning, organizing and coordinating resources to successfully complete project goals and objectives.
1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out.
2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas.
3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget.
4. Provides leadership for the development and maintenance of high performance project teams.
5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives.
6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications.
7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules.
8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely.
9. Prepares or directs the preparation of progress and special reports to customers and management.

**Minimum Education:** Bachelors
**Minimum Experience:** 5 years

**Management Analyst**

**Functional Responsibilities:** The following duties are assigned: supports and assists project team members in the execution and implementation of a variety of project tasks particularly by providing analytic and technical support, completes research and analysis, gathers analyzes and synthesizes information using evaluation and critical thinking skills, assists with work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems, assists with the development of technical and project requirements.

**Minimum Education:** Bachelors
**Minimum Experience:** 3 years

**Principal Consultant**

**Functional Responsibilities:** The following duties are assigned: performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or designs new processes, models or systems as required by clients, directs preparations of analysis, reports and/or presentations, uses a variety of sophisticated problem-solving tools to assist in analysis and guide decision making, advises clients of options and next steps, provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks, provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product, has responsibility for successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports, and customer/client satisfaction, demonstrates exceptional oral and written communications skills.

**Minimum Education:** Masters
**Minimum Experience:** 15 years

**Professional Staff Assistant I**

**Functional Responsibilities:** Provides professional support for specialized functions, organizations, and/or programs, typically requiring the application of standard and/or established principles, theories,
concepts, and techniques. 1. Provides professional business, operational, and/or programmatic support for specialized functions, programs, and/or organizations. 2. Specific duties may include, but are not necessarily limited to: providing resource and project management; conducting research and assembling data for assigned specialized reports, presentations, and/or planning documents; planning meetings and conferences; and assisting in the analysis, design and implementation of business, operational, and/or programmatic initiatives to ensure organizational objectives.

**Minimum Education:** High School  
**Minimum Experience:** 0 years

**Professional Staff Assistant II**  
**Functional Responsibilities:** Provides professional support for specialized functions, organizations, and/or programs, typically requiring the application of standard and/or established principles, theories, concepts, and techniques.  
1. Provides professional business, operational, and/or programmatic support for specialized functions, programs, and/or organizations.  
2. Specific duties may include, but are not necessarily limited to: providing resource and project management; conducting research and assembling data for assigned specialized reports, presentations, and/or planning documents; planning meetings and conferences; and assisting in the analysis, design and implementation of business, operational, and/or programmatic initiatives to ensure organizational objectives.

**Minimum Education:** High School  
**Minimum Experience:** 2 years

**Professional Staff Assistant III**  
**Functional Responsibilities:** Provides professional support for specialized functions, organizations, and/or programs, typically requiring the application of standard and/or established principles, theories, concepts, and techniques.  
1. Provides professional business, operational, and/or programmatic support for specialized functions, programs, and/or organizations.  
2. Specific duties may include, but are not necessarily limited to: providing resource and project management; conducting research and assembling data for assigned specialized reports, presentations, and/or planning documents; planning meetings and conferences; and assisting in the analysis, design and implementation of business, operational, and/or programmatic initiatives to ensure organizational objectives.

**Minimum Education:** High School  
**Minimum Experience:** 5 years

**Professional Staff Assistant IV**  
**Functional Responsibilities:** Provides professional support for specialized functions, organizations, and/or programs, typically requiring the application of standard and/or established principles, theories, concepts, and techniques.  
1. Provides professional business, operational, and/or programmatic support for specialized functions, programs, and/or organizations.  
2. Specific duties may include, but are not necessarily limited to: providing resource and project management; conducting research and assembling data for assigned specialized reports, presentations,
and/or planning documents; planning meetings and conferences; and assisting in the analysis, design and implementation of business, operational, and/or programmatic initiatives to ensure organizational objectives.

**Minimum Education:** High School  
**Minimum Experience:** 10 years

**Program Manager I**  
**Functional Responsibilities:**  
Manages the contractual relationship with clients and oversees several projects at the programmatic level. Meets and confers with client regarding the status of specific program and management activities and problems, issues or conflicts regarding resolution. Conducts quality assurance over key project deliverables. Resolves issues with staff, tools and methods. Conducts and or participates in project staff meetings and client meetings to resolve issues through application of company resources or experiences gained on other projects.

**Minimum Education:** Bachelors  
**Minimum Experience:** 12 years

**Program Manager II**  
**Functional Responsibilities:** Provides leadership and authority to the development of large program initiatives. Uses subject matter expertise to direct client solutions and ensure state of the art practices from extensive industry knowledge and experience in management, business consulting and/or organizational development environment with demonstrated ability in the management of large-scale projects. Facilitates understanding across wide range of disciplines and program stakeholders. Responsible for seeking authorization at top executive levels for direction and/or re-direction of costly resources.

**Minimum Education:** Masters  
**Minimum Experience:** 15 years

**Project Controls Engineer I**  
**Functional Responsibilities:** Under supervision, supports project and program integration activities by developing resource loaded schedules, preparing cost estimates, tracking actual cost, and performing earned value calculations. Provides advice and support on business and organizational issues. May provide training to other employees and clients in project control tool and techniques.
1. Supports development of project plans  
2. Develops resource loaded schedules  
3. Develops cost estimates  
4. Tracks and reports actual cost  
5. Performs earned value calculations (cost performance index, schedule performance index, etc.)  
6. Trains other employees and clients in project controls tools and techniques  
7. May perform other duties as assigned.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years
**Project Controls I**

**Functional Responsibilities:** Supports cost estimating, analysis, and control activities and schedule development, maintenance, reporting, and monitoring activities, as directed. For a large project or staff group, duties encompass a variety of tasks, but remain within parameters established by the procedure or process being supported. For a medium projector staff group, duties encompass a variety of tasks that are required to support the project/group.

**Minimum Education:** Associates  
**Minimum Experience:** 2 years

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**Project Controls II**

**Functional Responsibilities:** Performs cost estimating, analysis, and control activities. Performs schedule development, maintenance, and monitoring activities.
1. Supports project organizational and administrative activities.
2. Supervises and provides technical direction for cost engineering and/or planning/scheduling activities, when delegated.
3. Ensures work is completed as scheduled. Identifies trends for management attention.
4. Has wide-ranging experience, uses professional concepts and Laboratory objectives to resolve complex issues in creative and effective ways.
5. Frequently contributes to the development of new theories and methods. Considered expert in field within the organization.
6. Develops resolutions to complex problems that require the frequent use of creativity and where analysis of situations or data requires an in-depth evaluation of variable factors.
7. Work is accomplished without considerable direction. May coordinate activities of other personnel.
8. Exerts significant latitude in determining objectives of assignment, and determines the methods and procedures needed for new assignments.

**Minimum Education:** Associates  
**Minimum Experience:** 2 years

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**Project Controls III**

**Functional Responsibilities:** Performs cost estimating, analysis, and control activities. Performs schedule development, maintenance, and monitoring activities.
1. Supports project organizational and administrative activities.
2. Supervises and provides technical direction for cost engineering and/or planning/scheduling activities, when delegated.
3. Ensures work is completed as scheduled. Identifies trends for management attention.
4. Has wide-ranging experience, uses professional concepts and Laboratory objectives to resolve complex issues in creative and effective ways.
5. Frequently contributes to the development of new theories and methods. Considered expert in field within the organization.
6. Develops resolutions to complex problems that require the frequent use of creativity and where analysis of situations or data requires an in-depth evaluation of variable factors.
7. Work is accomplished without considerable direction. May coordinate activities of other personnel.
8. Exerts significant latitude in determining objectives of assignment, and determines the methods and procedures needed for new assignments.
Minimum Education: Bachelors
Minimum Experience: 8 years

**Project Controls IV**

**Functional Responsibilities:** Supervises schedule development, maintenance and monitoring activities. Supervise cost engineering analysis, and control activities. 1. Prepares and reviews or supervises the preparation and presentation of cost engineering and planning activities. 2. Supports project organizational and administrative activities. Responsible for cost engineering and cost analysis/control and planning and scheduling activities for projects with significant non-routine requirements or for discipline/projects/proposal cost and planning activities which require a high degree of technical skilled experience. 3. Demonstrated skill in identifying, analyzing, and providing innovative solutions to cost engineering and schedule guidance to projects. 4. Ensures work is completed as scheduled. Identification of cost trends for management attention. Has broad expertise or unique knowledge, uses skills to contribute to development of objectives and principles and to achieve goals in creative and effective ways. 5. Develops advanced concepts, techniques, and standards based on professional principles and theories. Viewed as expert in field within the Laboratory. Works on unusually significant, unique or complex issues, provides solutions that are highly creative and where analysis of situations or data requires an evaluation of intangibles. Has impact on success of future concepts, products or technologies. 6. Works under consultative direction toward predetermined long-range targets. Assignments are often self-initiated. Virtually self-supervisory. 7. Uses independent judgment for determining course of action to accomplish objectives. Uses wide latitude in the methods, techniques and evaluation criteria for obtaining results.

Minimum Education: Bachelors
Minimum Experience: 12 years

**Project Manager**

**Functional Responsibilities:** The following duties are assigned: maintains primary responsibility for the management and coordination of integrated project plans including implementation schedules and resource estimates, provides input to the development and implementation of short-and long-range goals, objectives, policies and procedures, monitors and evaluates adherence to schedule, cost estimates, resource utilization, and provides periodic cost and productivity analyses, takes appropriate corrective action to resolve any discrepancies from schedule, budget or quality of deliverables, communicates regularly with customers/clients, management, project staff, vendors, and others as appropriate. Demonstrates exceptional oral and written communications skills.

Minimum Education: Bachelors
Minimum Experience: 5 years

**Project Manager II**

**Functional Responsibilities:** Planning, organizing and coordinating resources to successfully complete project goals and objectives.
1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out.
2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas.
3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget.
4. Provides leadership for the development and maintenance of high performance project teams.
5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives.
6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications.
7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules.
8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely.
9. Prepares or directs the preparation of progress and special reports to customers and management.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

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**Project Manager III**  
**Functional Responsibilities:** Planning, organizing and coordinating resources to successfully complete project goals and objectives.  
1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out.  
2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas.  
3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget.  
4. Provides leadership for the development and maintenance of high performance project teams.  
5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives.  
6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications.  
7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules.  
8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely.  
9. Prepares or directs the preparation of progress and special reports to customers and management.

**Minimum Education:** Bachelors  
**Minimum Experience:** 12 years

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**Project Specialist I**  
**Functional Responsibilities:** Specialists are technical professionals who have specialty knowledge of the tools typically utilized by project managers in execution of a project.  
1. Researches and validates requirements that lead to the development and publication of various project management and administrative documents and reports.  
2. Prepares, edits or modifies project documents to provide a clear figures, diagrams, models, and illustrations while understanding the technical terminology related to the documents.  
3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc., and extracts data from reference material, complies, analyzes and prepares or helps prepare information for studies or reports.
4. Develops all documentation to support assessments and participate as a subject matter expert on assess teams.

5. Project schedules, project planning, project closeout, project documentation, project lessons learned

6. Prepares Project management training and certification

7. Configuration management, planning; identification, base line, change control, verification of configuration items,

8. Requirements management planning

9. Scheduling and earned value processes

**Minimum Education:** Bachelors

**Minimum Experience:** 0 years

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**Project Specialist II**

**Functional Responsibilities:** Specialists are technical professionals who have specialty knowledge of the tools typically utilized by project managers in execution of a project.

1. Researches and validates requirements that lead to the development and publication of various project management and administrative documents and reports.

2. Prepares, edits or modifies project documents to provide a clear figures, diagrams, models, and illustrations while understanding the technical terminology related to the documents.

3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc., and extracts data from reference material, comiles, analyzes and prepares or helps prepare information for studies or reports.

4. Develops all documentation to support assessments and participate as a subject matter expert on assess teams.

5. Project schedules, project planning, project closeout, project documentation, project lessons learned

6. Prepares Project management training and certification

7. Configuration management, planning; identification, base line, change control, verification of configuration items,

8. Requirements management planning

9. Scheduling and earned value processes

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

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**Quality Specialist I**

**Functional Responsibilities:** Performs a variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents.

1. Develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures

2. Implement and coordinate QA program activities including documentation, indoctrination, and training

3. Perform audits, surveillances, inspections and reviews

4. May perform other activities as assigned

**Minimum Education:** Bachelors

**Minimum Experience:** 0 years
**Quality Specialist II**

**Functional Responsibilities:** Performs a variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents.

1. Develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures.
2. Implement and coordinate QA program activities including documentation, indoctrination, and training.
3. Perform audits, surveillances, inspections and reviews.
4. May perform other activities as assigned.

**Requirements:** Requires a Bachelor degree in a technical field or equivalent, plus a minimum of 3 years relevant QA experience. Additional years of experience can be in lieu of education.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

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**Project Manager III**

**Functional Responsibilities:** Planning, organizing and coordinating resources to successfully complete project goals and objectives.

1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out.
2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas.
3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget.
4. Provides leadership for the development and maintenance of high performance project teams.
5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives.
6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications.
7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules.
8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely.
9. Prepares or directs the preparation of progress and special reports to customers and management.

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

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**Quality Specialist III**

**Functional Responsibilities:** Performs a variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents.

1. Develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures.
2. Implement and coordinate QA program activities including documentation, indoctrination, and training.
3. Perform audits, surveillances, inspections and reviews.
4. May perform other activities as assigned.
Minimum Education: Bachelors
Minimum Experience: 5 years

Quality Specialist I
Functional Responsibilities: Performs a variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents.
1. Develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures
2. Implement and coordinate QA program activities including documentation, indoctrination, and training
3. Perform audits, surveillances, inspections and reviews
4. May perform other activities as assigned

Minimum Education: Bachelors
Minimum Experience: 0 years

Quality Specialist II
Functional Responsibilities: Performs a variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents.
1. Develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures
2. Implement and coordinate QA program activities including documentation, indoctrination, and training
3. Perform audits, surveillances, inspections and reviews
4. May perform other activities as assigned Requires an Bachelor degree in a technical field or equivalent, plus a minimum of 3 years relevant QA experience. Additional years of experience can be in lieu of education

Minimum Education: Bachelors
Minimum Experience: 3 years

Quality Specialist III
Functional Responsibilities: Performs a variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents.
1. Develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures
2. Implement and coordinate QA program activities including documentation, indoctrination, and training
3. Perform audits, surveillances, inspections and reviews
4. May perform other activities as assigned

Minimum Education: Bachelors
Minimum Experience: 5 years

**Senior Consultant**

**Functional Responsibilities:** The following duties are assigned: performs moderately complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or assists with the design of new processes, models or systems as required by clients, directs or assists with preparation of analysis, reports and/or presentations, uses a variety of sophisticated problem-solving tools to assist in analysis and guide decision making, advises clients of options and next steps, depending upon the scope and complexity of the program or project, may provide project direction or assist the Principal Consultant or Project Manager for the project, provides daily supervision and direction to staff, defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks or assists Principal Consultant or Project Manager with same, depending upon the scope and complexity of the program or project may provide guidance and assistance in coordinating output and ensuring the technical adequacy of the end product or assist. For smaller or less complex projects, maintains responsibility for successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports, and customer/client satisfaction, demonstrates exceptional oral and written communications skills.

Minimum Education: Masters
Minimum Experience: 12 years

**Senior Management Analyst**

**Functional Responsibilities:** The following duties are assigned: supports and assists project team members in the execution and implementation of a variety of project tasks particularly by providing analytic and technical support, coordinates team activities, communication and deliverables, completes research and analysis, analyzes and synthesizes information using problem-solving, evaluation and critical thinking skills, assists with work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems, assists with the development of technical and project requirements, provides guidance and direction for clients and other team members.

Minimum Education: Bachelors
Minimum Experience: 4 years

**Senior Project Manager**

**Functional Responsibilities:** Responsible for maintaining project and program Gantt charts and financial databases, gathering estimate to complete information from project participants, and preparing management and customer reports for review and approval by the Program Manager. Work independently and consistently meet project deadlines. Management of other staff/team members is required.

Minimum Education: Bachelors
Minimum Experience: 8 years

**Senior Research Assistant**

**Functional Responsibilities:** Perform survey research tasks of some technical complexity, applying standard and established theories, concepts, and techniques; examples of tasks include designing/developing methods of data collection; collecting data; analyzing, interpreting, and summarizing data
using a variety of modeling and computer programming techniques; preparing chapters of project reports in an organized, clear manner and in the proper format. Work is performed under general supervision of the project manager or more experienced researchers.

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

### Senior Social Scientist

**Functional Responsibilities:** Perform social science research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques, but often using innovative approaches and/or complex statistical analyses; develop or direct the development of innovative and creative technical solutions to research problems, questions, and issues, using or extending state-of-the-art methods and technology; direct development of timely project reports that are organized, clear, and in the proper format. Work is performed with minimal supervision and guidance. Results of work are considered technically authoritative. May be considered a national expert in field of expertise.

**Minimum Education:** PhD  
**Minimum Experience:** 2 years

### Senior Statistician

**Functional Responsibilities:** Perform statistics research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques, but often using innovative approaches and/or complex statistical analyses; develop or direct the development of innovative and creative technical solutions to research problems, questions, and issues, using or extending state-of-the-art methods and technology; direct development of timely project reports that are organized, clear, and in the proper format. Work is performed with minimal supervision and guidance. Results of work are considered technically authoritative. May be considered a national expert in field of expertise.

**Minimum Education:** PhD  
**Minimum Experience:** 8 years

### Social Scientist

**Functional Responsibilities:** Perform social science research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques but often using innovative approaches and/or complex statistical analyses; develop or direct the development of innovative and creative technical solutions to research problems, questions, and issues, using or extending state-of-the-art methods and technology; direct development of timely project reports that demonstrate organization, clarity, and proper format. Work is performed with minimal supervision and guidance. Results of work are considered technically authoritative.

**Minimum Education:** Masters  
**Minimum Experience:** 3 years

### Sr. Quality Specialist

**Functional Responsibilities:** Direct, manages and performs a wide variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents. Has extensive quality
assurance experience and applies judgment toward solving complex issues. 1. Lead teams involved in the develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures
2. Implement and coordinate QA program activities including documentation, indoctrination, and training
3. Perform audits, surveillances, inspections and reviews
4. May perform other activities as assigned

**Minimum Education:** Bachelors
**Minimum Experience:** 10 years

**Sr. Quality Specialist II**

**Functional Responsibilities:** Direct, manages and performs a wide variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents. Has extensive quality assurance experience and applies judgment toward solving complex issues.
1. Lead teams involved in the develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures
2. Implement and coordinate QA program activities including documentation, indoctrination, and training
3. Perform audits, surveillances, inspections and reviews
4. May perform other activities as assigned

**Minimum Education:** Bachelors
**Minimum Experience:** 13 years

**Sr. Quality Specialist III**

**Functional Responsibilities:** Direct, manages and performs a wide variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents. Has extensive quality assurance experience and applies judgment toward solving complex issues.
1. Lead teams involved in the develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures
2. Implement and coordinate QA program activities including documentation, indoctrination, and training
3. Perform audits, surveillances, inspections and reviews
4. May perform other activities as assigned

**Minimum Education:** Bachelors
**Minimum Experience:** 15 years

**Statistician**

**Functional Responsibilities:** Perform statistics research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques but often using innovative approaches and/or complex statistical analyses; develop or direct the development of innovative and creative technical solutions to research problems, questions, and issues, using or extending state-of-the-
art methods and technology; direct development of timely project reports that demonstrate organization, clarity, and proper format. Work is performed with minimal supervision and guidance. Results of work are considered technically authoritative.

**Minimum Education:** Masters  
**Minimum Experience:** 1 years

**Subject Matter Expert I**  
**Functional Responsibilities:** Planning, organizing and coordinating resources to successfully complete project goals and objectives.  
1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out.  
2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas.  
3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget.  
4. Provides leadership for the development and maintenance of high performance project teams.  
5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives.  
6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications.  
7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely.  
8. Prepares or directs the preparation of progress and special reports to customers and management.

**Minimum Education:** Bachelors  
**Minimum Experience:** 15 years

**Subject Matter Expert II**  
**Functional Responsibilities:** Planning, organizing and coordinating resources to successfully complete project goals and objectives.  
1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out.  
2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas.  
3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget.  
4. Provides leadership for the development and maintenance of high performance project teams.  
5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives.  
6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications.  
7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely.  
8. Prepares or directs the preparation of progress and special reports to customers and management.
Minimum Education: Bachelors
Minimum Experience: 20 years

Subject Matter Expert III

Functional Responsibilities: Planning, organizing and coordinating resources to successfully complete project goals and objectives.
1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out.
2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas.
3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget.
4. Provides leadership for the development and maintenance of high performance project teams.
5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives.
6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications.
7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely. 9. Prepares or directs the preparation of progress and special reports to customers and management.

Minimum Education: Bachelors
Minimum Experience: 25 years

Subject Matter Expert IV

Functional Responsibilities: Planning, organizing and coordinating resources to successfully complete project goals and objectives.
1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out.
2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas.
3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget.
4. Provides leadership for the development and maintenance of high performance project teams.
5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives.
6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications.
7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely. 9. Prepares or directs the preparation of progress and special reports to customers and management.

Minimum Education: Bachelors
Minimum Experience: 30 years
Survey Scientist
**Functional Responsibilities:** Perform survey research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques but often using innovative approaches and/or complex statistical analyses; develop or direct the development of innovative and creative technical solutions to research problems, questions, and issues, using or extending state-of-the-art methods and technology; direct development of timely project reports that demonstrate organization, clarity, and proper format. Work is performed with minimal supervision and guidance. Results of work are considered technically authoritative.

**Minimum Education:** Masters  
**Minimum Experience:** 3 years

Technical Subject Matter Expert
**Functional Responsibilities:** Provides consulting services to senior managers, professional staff, and policy makers in accordance with or directly related to environmental technical issues, and provides information technologies interface with environmental focus areas.
1. Formulates general methodologies to be followed in developing architectures, design, and upgrades for programs and systems.
2. Formulates and implements proven methodologies for research and analyses of IT policies, programs, and processes.
3. Performs strategic policy analyses and recommends process and policy improvements.

**Minimum Education:** Masters
**Minimum Experience:** 16 years

Technician I
**Functional Responsibilities:** Provides a variety of tasks that are broad in nature and relate to technical and management support of MPF’s clients. Includes diverse support activities such as spreadsheet development, word processing, presentation preparation, and supporting field activities.
1. Under supervision, performs surveys, creates spreadsheets, and other document management activities.
2. Supports the planning and performance of technical and management tasks.
3. Supports the technical activities related to the development and integration and testing of a project assigned to higher level staff.
4. Works under the supervision of team leader or project manager
5. May perform other duties as assigned

**Minimum Education:** High School  
**Minimum Experience:** 3 years

Technician II
**Functional Responsibilities:** Provides a variety of tasks that are broad in nature and relate to technical and management support of MPF’s clients. Includes diverse support activities such as spreadsheet development, word processing, presentation preparation, and supporting field activities.
1. Under supervision, performs surveys, creates spreadsheets, and other document management activities.
2. Supports the planning and performance of technical and management tasks.
3. Supports the technical activities related to the development and integration and testing of a project assigned to higher level staff.
4. Works under the supervision of team leader or project manager
5. May perform other duties as assigned.

Minimum Education: High School
Minimum Experience: 6 years

Technician III

Functional Responsibilities: Provides a variety of tasks that are broad in nature and relate to technical and management support of MPF’s clients. Includes diverse support activities such as spreadsheet development, word processing, presentation preparation, and supporting field activities.
1. Under supervision, performs surveys, creates spreadsheets, and other document management activities.
2. Supports the planning and performance of technical and management tasks.
3. Supports the technical activities related to the development and integration and testing of a project assigned to higher level staff.
4. Works under the supervision of team leader or project manager
5. May perform other duties as assigned.

Minimum Education: High School
Minimum Experience: 10 years

Technician IV

Functional Responsibilities: Provides a variety of tasks that are broad in nature and relate to technical and management support of MPF’s clients. Includes diverse support activities such as spreadsheet development, word processing, presentation preparation, and supporting field activities.
1. Under supervision, performs surveys, creates spreadsheets, and other document management activities.
2. Supports the planning and performance of technical and management tasks.
3. Supports the technical activities related to the development and integration and testing of a project assigned to higher level staff.
4. Works under the supervision of team leader or project manager
5. May perform other duties as assigned.

Minimum Education: Associates
Minimum Experience: 6 years

LABOR CATEGORY SUBSTITUTIONS

*Note: Additional years of experience can be substituted for education as follows:
- 2 years’ experience can be substituted for Associates Degree
- 4 years’ experience can be substituted for Bachelors Degree
- 6 years’ experience can be substituted for Masters Degree
- 9 years’ experience can be substituted for PhD/Doctorate Degree
**Senior Trainer**

**Functional Responsibilities:** Supervises training and instruction personnel and conducts research necessary to develop and revise training courses and prepare appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, training staff.

Minimum Education: Bachelors  
Minimum Experience: 7 years

**Trainer**

**Functional Responsibilities:** Under the supervision of the Senior Trainer, develops and revises training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares all material (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education: Bachelors  
Minimum Experience: 4 years

**Training Design Specialist/Instructional Designer I**

**Functional Responsibilities:** Familiar with Instructional Systems Design Methodology. Assists with the design, development, and revision of logistics training courses and assists with the preparation of appropriate training catalogs. Assists in preparation of instructor materials (course) outline, background material, and training aids. Supports development of all material (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education: Bachelors  
Minimum Experience: 3 years

**Training Design Specialist/Instructional Designer II**

**Functional Responsibilities:** Familiar with Instructional Systems Design Methodology. Supervises logistics training and instruction personnel and conducts research necessary to design, develop and revise logistics training courses and prepare appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, training staff.

Minimum Education: Bachelors  
Minimum Experience: 5 years
LABOR CATEGORY SUBSTITUTIONS

*Note: Additional years of experience can be substituted for education as follows:

- 2 years’ experience can be substituted for Associates Degree
- 4 years’ experience can be substituted for Bachelors Degree
- 6 years’ experience can be substituted for Masters Degree
- 9 years’ experience can be substituted for PhD/Doctorate Degree