

**Contractor:** InfiniSource Consulting Solutions Inc.  
201 Loudoun Street SE, Suite 200  
Leesburg, VA 20175

**Business Size:** Small, Disadvantaged, 8(a), Woman Owned  
HUBZone Business

GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE

# Authorized Federal Supply Schedule Price List

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

**Schedule for - Professional Services Schedule (PSS)**  
**Industrial Group Group:** 00CORP **Class:** 00CORP  
**Contract Number** GS-00F-303GA

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

**Contract Period:** August 2, 2017 through August 1, 2022

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

**Telephone:** (571) 291-3366  
**Extension:**  
**FAX Number:** (703) 651-5510  
**Web Site:** [www.icsfederal.com](http://www.icsfederal.com)  
**E-mail:** [GSAPSS@icsfederal.com](mailto:GSAPSS@icsfederal.com)  
**Contract Administration:** Roy T. Scales Sr. – [roy.scales@icsfederal.com](mailto:roy.scales@icsfederal.com)

## CUSTOMER INFORMATION

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

SIN	Recovery	SIN Description
874-1	874-1RC	<b>Integrated Consulting Services:</b> ICS shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time performance measures and indicators; program audits; evaluations; and customized training.
874-6	874-6RC	<b>Acquisition Management Support:</b> ICS shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy; acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.: expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.
874-7	874-7RC	<b>Integrated Business Program Support Services:</b> ICS shall provide services to assist agencies in planning, initialing, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders, Project planning and scheduling, Earned value management support, Project management, including performance monitoring and measurement, Reporting and documentation associated with project/program, objectives, Stakeholders briefings, participation in required meetings, and related, project support services, Program integration services, Project close-out services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

**PLEASE SEE ATTACHED LABOR CATEGORIES AND LABOR RATES.**

- 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.**
2. **Maximum Order:** \$1,000,000.00
  3. **Minimum Order:** \$100.00
  4. **Geographic Coverage (delivery Area):** Domestic only
  5. **Point(s) of production (city, county, and state or foreign country):**

201 Loudoun Street SE, Suite 200, Leesburg, VA

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery:** As specified on the Task Order
- 11b. **Expedited Delivery.** Contact Contractor
- 11c. **Overnight and 2-day delivery.** Contact Contractor
- 11d. **Urgent Requirements.** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** 201 Loudoun Street SE, Suite 200, Leesburg, VA 20175
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).**
14. **Payment address(es):** 201 Loudoun Street SE, Suite 200, Leesburg, VA 20175
15. **Warranty provision.** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. Contractor can meet the EIT standards found at: [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Numbering System (DUNS) number: 809163319

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

**27. Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Labor Categories Pricing								
Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	874-1 874-6 874-7	Project Management Specialist	Contractor	\$100.61	\$102.63	\$104.68	\$106.77	\$108.91
2	874-1 874-6 874-7	Project Management Specialist	Customer	\$98.17	\$100.13	\$102.13	\$104.17	\$106.26
3	874-1 874-6 874-7	Program Manager I	Both	\$124.71	\$127.20	\$129.74	\$132.34	\$134.98
4	874-1 874-6 874-7	Sr. Business Analyst	Both	\$104.61	\$106.71	\$108.84	\$111.02	\$113.24
5	874-1 874-6 874-7	Business Analyst	Both	\$87.87	\$89.63	\$91.42	\$93.25	\$95.11
6	874-1 874-6 874-7	Technical Writer	Both	\$60.90	\$62.11	\$63.36	\$64.62	\$65.92
7	874-1 874-6 874-7	CPIC Subject Matter Expert	Both	\$142.22	\$145.06	\$147.96	\$150.92	\$153.94
8	874-1 874-6 874-7	Procurement Analyst	Both	\$92.30	\$94.15	\$96.03	\$97.95	\$99.91
9	874-1 874-6 874-7	Contract Specialist IV	Both	\$102.23	\$104.27	\$106.36	\$108.48	\$110.65
10	874-1 874-6 874-7	Consultant Policy Analyst	Both	\$120.83	\$123.24	\$125.71	\$128.22	\$130.79
11	874-1 874-6 874-7	Policy Analyst	Both	\$92.43	\$94.28	\$96.17	\$98.09	\$100.05
12	874-1 874-6 874-7	Policy Assistant	Both	\$83.01	\$84.67	\$86.37	\$88.09	\$89.86
13	874-1 874-6 874-7	Expert Computational/Mathematical Modeler	Both	\$105.00	\$107.10	\$109.24	\$111.42	\$113.65
14	874-1 874-6 874-7	Lead Analyst Support	Both	\$89.62	\$91.41	\$93.24	\$95.11	\$97.01
15	874-1 874-6 874-7	Operational Support	Both	\$44.57	\$45.47	\$46.38	\$47.30	\$48.25

16	874-1 874-6 874-7	Operational Analyst Support	Both	\$65.69	\$67.01	\$68.35	\$69.71	\$71.11
17	874-1 874-6 874-7	FOIA/Records Management Analyst	Both	\$86.11	\$87.83	\$89.58	\$91.38	\$93.20
18	874-1 874-6 874-7	Graphic Artist Level II	Both	\$66.27	\$67.59	\$68.94	\$70.32	\$71.73
19	874-1 874-6 874-7	Administrative Assistant Level II	Both	\$51.46	\$52.48	\$53.53	\$54.61	\$55.70
20	874-1 874-6 874-7	Administrative Assistant Level III	Both	\$56.73	\$57.86	\$59.02	\$60.20	\$61.40
21	874-1 874-6 874-7	Technical Writer III	Both	\$75.39	\$76.89	\$78.43	\$80.00	\$81.60
22	874-1 874-6 874-7	Program Manager II	Both	\$133.57	\$136.24	\$138.97	\$141.75	\$144.58
23	874-1 874-6 874-7	Senior Administrative Assistant	Both	\$79.40	\$80.98	\$82.60	\$84.26	\$85.94
24	874-1 874-6 874-7	Intermediate Administrative Assistant	Both	\$64.55	\$65.85	\$67.16	\$68.51	\$69.88
25	874-1 874-6 874-7	Sr. Program Analyst	Both	\$126.05	\$128.57	\$131.14	\$133.76	\$136.44
26	874-1 874-6 874-7	Program Analyst	Both	\$118.60	\$120.97	\$123.39	\$125.86	\$128.38
27	874-1 874-6 874-7	Program Analyst, Jr.	Both	\$81.38	\$83.01	\$84.67	\$86.36	\$88.09
28	874-1 874-6 874-7	CVE Strategic Analyst	Both	\$124.06	\$126.54	\$129.07	\$131.65	\$134.29

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Assistant Level II	01020-Administrative Assistant	15-4281
Administrative Assistant Level III	01020-Administrative Assistant	15-4281
Senior Administrative Assistant	01020-Administrative Assistant	15-4281
Intermediate Administrative Assistant	01020-Administrative Assistant	15-4281
Technical Writer III	30461- Technical Writer III	15-4281

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

**READ CONTRACT CAREFULLY: This award covers indefinite quantities of products and/or services. No performance or delivery is required until order(s) are received. This contract shall only be used for the services listed (see Scope of Work). Inappropriate use of the contract for other than Consolidated Services may subject the contractor/customer agency to penalties provided by statute or regulation.**

## **LABOR CATEGORIES AND DESCRIPTIONS:**

### ***Project Management Specialist***

#### **Minimum/General Experience**

A minimum of four (4) years of total experience comprised of at least 2 years of general experience and 2 years of specific experience specializing in project management, resource allocation, or information technology, including implementation expertise.

#### **Functional Responsibility**

Manage projects, tasks, and/or subtasks. Advise and assists project staff on execution of specific project requirements. Responsibilities include completed project or specific task elements. Implements directives and schedules necessary to ensure effective project management. Possesses a detailed knowledge of concepts, practices, and procedures in several activities, technical, and management fields. Provides technical consulting on complex projects and provides detailed guidance and direction to project staff.

#### **Minimum Education**

Bachelor's Degree in the Arts or Science.

### ***Program Manager I***

#### **Minimum/General Experience**

A minimum of Six (6) years of total experience comprised of at least 2 years of general experience and 4 years of specific experience in program management, providing guidance to a project team and management in directing development of and formulating contingency plans in areas such scheduling, fund allocations and work requirements.

#### **Functional Responsibility**

Plans, directs, and coordinates the efforts involving resources necessary to accomplish program objectives. Initiates, supports and participates in overall projects. Determines requirements and translates these requirements into operational plans for designated projects. Monitors and review costs associated with operational budgets, schedules and staffing requirements for project team. Provides an analytical approach to the effectiveness of the project. This approach supports various operating and support areas. This process determines the most cost effective approach.

#### **Minimum Education**

Bachelor's Degree

### ***Program Manager II***

#### **Minimum Experience**

Must have ten (10) years of overall work experience with relevant experience in a specialized business or technical discipline or area. Must be able to communicate on highly technical and specialized information to a variety of audiences orally and in writing. May have expert credentials or be recognized as an authority.

#### **Functional Responsibilities**

The candidate will have experience managing at least one large program or concurrent management of multiple complex projects, from inception to deployment. Specialized Experience includes complete project development from inception to deployment, in work similar to what is described in the RFP. Demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Proven expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts. General experience includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas.

#### **Minimum Education**

Bachelor of Arts or Bachelor of Science Degree in Business, Finance, Management Information Systems, or another applicable field. Postgraduate Degree may be substitute for two (2) years' experience.

### ***Sr. Business Analyst***

**Minimum Experience**

A minimum of Six (6) years of total experience comprised of at least 2 years of general experience and 4 years of specific experience in a related area. May have expert credentials or be recognized as an authority.

**Functional Responsibilities**

Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. May include subject matter and unique technical knowledge. Leads information technology teams with understanding business requirements and the analysis, evaluation and implementation of systems and other relevant tasks.

**Minimum Education**

Bachelor of Arts or Bachelor of Science Degree in Business, Finance, Management Information Systems, or applicable field. Postgraduate Degree may be substituted for two (2) years' experience.

### ***Business Analyst***

**Minimum Experience**

A minimum of four (4) years of total experience comprised of at least minimum 2 years of general experience and 2 years of specific industry experience. Provides strong analytical support while serving to help identify the scope and objectives of project engagements, as well as, provide analytical support and research within the firm on a day-to-day basis. This position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. This position conducts research, and collects and distills data.

**Functional Responsibility**

Provides analytical support while serving to help identify the scope and objectives of project engagements, as well as, remain focused on performance measures and indicators. Serves as analytical resource on engagement team by helping to formulate and define systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Assumes responsibility for analyzing and documenting data, conducting extensive research, and integrating business solutions. Performs financial and data modeling, evaluates current processes, and prepares appropriate documentation for client. Maintains accountability for process deliverables and business presentations to client.

**Minimum Education**

Bachelor's Degree.

### ***Technical Writer***

**Minimum Experience**

A minimum of four (4) Years of total experience comprised of at least 2 years of general experience and 2 years of specific experience in editing documents, including technical documents.

**Functional Responsibilities**

Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports and any other customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.

**Minimum Education**

Bachelor of Arts or Bachelor of Science Degree in Communications, English, or applicable field. Postgraduate Degree may be substituted for two (2) years' overall experience.

### ***CPIC Subject Matter Expert***

#### **Minimum Experience**

A minimum of ten (10) Years of total experience comprised of at least 4 years of general experience and 6 years of specific experience in a specialized business or technical discipline or area. Must be able to communicate on highly technical and specialized information to a variety of audiences orally and in writing. May have expert credentials or be recognized as an authority.

#### **Functional Responsibilities**

Defines the problems, analyzes, and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis and evaluations. Provides recommendations for proper implementation of programs and systems specifications in the following specialties: business process re-engineering, workflow and process automation, process improvement, quality control and management, information systems architecture, automation, communications protocols, risk management/electronic analysis, software, life cycle management, development methodologies, modeling and simulation projects.

#### **Minimum Education**

Bachelor of Arts or Bachelor of Science Degree in Business, Finance, Management Information Systems, or another applicable field. Postgraduate Degree may be substitute for two (2) years' experience.

### ***Procurement Analyst***

#### **Minimum/General Experience**

A minimum of four (4) Years total experience comprised of at least 2 years of general experience and 2 years of specific coordinating purchases for an organization.

#### **Functional Responsibility**

Negotiate costs, specifications, and timelines with vendors and suppliers, ensuring beneficial contracts. Coordinate payment, delivery, scheduling, and organization of purchases, and place orders to ensure ongoing supply. Define, measure, and track categories for spending to provide targeted analyses of budget. Collect and analyze organization-wide data to support decision-making groups. Update system and inventory data, leading data quality and assurance. With task latitude, positions at this level perform technical work activities in support of customer programs and have a moderate impact on the business goals and objectives. They require basic knowledge of their particular functional discipline typically received through a four-year Degree, or equivalent experience, and little to no related experience.

#### **Minimum Education**

Bachelors or Equivalent Experience

"In lieu of a Bachelor's Degree, participants may substitute: (1) an Associate's Degree and two additional years of related experience, (2) a High School Diploma and four additional years of related experience."

### ***Contract Specialist IV***

#### **Minimum/General Experience**

A minimum of Five (5) Years' experience related to management of contracts for an organization.

#### **Functional Responsibility**

Review and negotiate contractual details, including specifications, price, date of delivery and contractual provisions. Prepares proposal for major contracts. With technical latitude, positions at this level perform technical work project segments in support of customer programs and have a direct impact on the business goals and objectives. They require specialized knowledge of their particular functional discipline and working knowledge of customer relationship management typically received through a four-year Degree, or equivalent experience, and over 5 years of related experience.

#### **Minimum Education**

Bachelors or Equivalent Experience

"In lieu of a Bachelor's Degree, participants may substitute: (1) an Associate's Degree and two additional years of related experience, (2) a High School Diploma and four additional years of related experience."



### ***Consultant Policy Analyst***

**Minimum/General Experience**

4 Years' experience related to policy consulting.

**Functional Responsibility**

Identifies short, medium, and long-term policy options and priorities; may perform a variety of policy and/or legal research and analyses of tobacco control strategies and relevant laws, and the impact of these strategies and laws on public health, public health policies and stakeholders; may assist in the development, implementation, high maintenance of information in a variety of formats (e.g. analyses, summary report, ad hoc, reports) about the tobacco industry that will be used to inform policy decisions.

**Minimum Education**

Bachelors

### ***Policy Assistant***

**Minimum/General Experience**

Two (2) Years' experience related to policy analysis.

**Functional Responsibility**

Coordinates the review of documents /slides/other materials in OP; assists with the entering of requests from CTP officers for OP response in the correspondence-tracking system as requests are received; Maintains a comprehensive list of project and action items to ensure timely responses.

**Minimum Education**

Bachelors

### ***Expert Computational/Mathematical Modeler***

**Minimum/General Experience**

Minimum of six (6) years' experience, developing and modifying mathematical models. Postgraduate Degree may be substituted for two (2) years' experience.

**Functional Responsibility**

Assists in the development and utilization of computer/mathematical models addressing Public Health. Provides expertise to the conceptualization, development, validation, and use of computer/mathematical-based models of public health, including but not limited to, outcomes, behavior, and the impact of a lot of these variables on these models; use this information to inform tobacco control regulatory policies, prepares reports and present results of public health modeling, including framework underlying the model, validation methodology, and use of the model for real-world forecasting to inform tobacco control regulatory agencies.

**Minimum Education**

Bachelors

### *Lead Analyst Support*

**Minimum/General Experience:** A minimum of fourteen (14) years of experience comprised of at least 4 years' experience working on an Army Staff at Brigade or Higher Headquarters level and minimum of ten (10) years in military. Expert knowledge of MS Office Suite and excellent oral and written communication skills required.

**Functional Responsibility:** Work in conjunction with TRADOC and Department of the Army policies, processes, and procedures as they apply to agency missions and organizations and the military command structure, missions and programs. Experience preferred: at least Support tasks shall include analysis, research, planning, coordination, event execution, maintaining historical records, and support of evaluation of institutionalization of Army Profession events. Assist in integrating new initiatives into the ALDF Governance process and tracking their implementation progress; track Measures of effectiveness for ACP MO 4-8/TRADOC Strategic Plan: Institutionalize the Army Profession; coordinating communication synchronization support messages and marketing efforts.

**Minimum Education:** BA or BS required. Some specified certifications required.

Additional Requirements\*:

- AT Level I Training
- Access and General Protection/Security Policy and Procedures
- iWATCH Training
- Registration with Army Training Certification Tracking System (ACTCS)
- OPSEC Level 1 Training.

### *Operational Support*

**Minimum/General Experience:** A minimum of four (7) Years total experience comprised of at least 2 years of experience working on an Army Staff in an administrative support/help desk role, and a minimum of five (5) years in military, proficient knowledge of all MS Office Suite products, and excellent oral and written communication skills.

**Functional Responsibility:** Maintain office calendar and administrative schedules; compile information for staff meeting presentation materials and meeting reports, and revise presentation materials as necessary. Track all meetings and assist in the collection and preparation of all reports; coordinating and scheduling Army Profession seminars; integrating new initiatives into the ALDF Governance process and tracking their implementation progress; track Measures of effectiveness for ACP MO 4-8/TRADOC Perform routine office administration work to include file maintenance IAW Army regulations. Greet and assist visitors and telephone/email inquiries.

**Minimum Education:** BA preferred. HS Diploma and prior experience may be considered.

Additional Requirements:

- AT Level I Training
- Access and General Protection/Security Policy and Procedures
- iWATCH Training
- Registration with Army Training Certification Tracking System (ACTCS)
- OPSEC Level 1 Training.

"In lieu of a Bachelor's Degree, participants may substitute: (1) an Associate's Degree and two additional years of related experience, (2) a High School Diploma and four additional years of related experience."

### ***Operational Analyst Support***

**Minimum/General Experience**

Two (2) years of experience working on an Army Staff and minimum of five (5) years in military, knowledge of all MS Office Suite products, and excellent oral and written communication skills.

**Functional Responsibility**

Conduct strategic planning, concept development and problem solving to advance the Army Profession, its Ethic, and Character Development. Contractor will assist in developing presentation slides and headquarter briefings to include Department of the Army IAW TRADOC standard. Synchronize and accurately revise all calendars. Assist in tracking all meetings and assist in the collection and preparation of all reports; coordinating and scheduling Army Profession seminars; integrating new initiatives into the ALDF Governance process and tracking their implementation progress; track Measures of effectiveness for ACP MO 4-8/TRADOC Strategic Plan. Develop project milestone charts as necessary to ensure all facets of organized events are addressed with accuracy. Coordinate with personnel to negotiate, integrate, identify, and synchronize inter-related work activities. Contractor shall transcribe and report on events for historical purposes with at least 95% accuracy as directed and record all documents IAW applicable Army regulations. Manage collection of mission related feedback, provide analysis of said feedback, develop reports, and provide support to mission related events as directed.

**Minimum Education**

Bachelor degree of Arts

### ***FOIA/RECORDS MANAGEMENT ANALYST***

**Minimum/General Experience**

Three (3) years of experience required FOIA/PA review and processing

**Functional Responsibility**

Analyst shall provide knowledgeable and skilled in FOIA, Privacy, and records management processing (analyzing requests and exemptions, writing correspondence, managing workload). Analyst will utilize FOIA, Privacy, and records management governing documents, to complete tasks. Analyst shall process requests and reviews for all public release programs to include but not limited to FOIA/PA and records management. Use electronic tracking system, write correspondence to appropriate organizations/directorates/special staff offices, review and redact for all public release programs, prepare correspondence, ensure records digitization, annotate and maintain information within FOIA database and case files accurately. Mark and/or ensure records are properly marked, process requests, process appeals and prepare response. Coordinate with record owners, SMEs, and stakeholders regarding appropriate exemptions

**Minimum Education**

Bachelor's Degree of Arts or Science

### ***Graphic Artist Level II***

**Minimum/General Experience**

Six (6) years of experience using software that is current to the graphic/printing industry; including Adobe Creative suite 5.5 or Adobe Creative Cloud, with an emphasis on Adobe InDesign, Adobe Illustrator, and Adobe's Extensible Metadata Platform (XMP) technology, as well as Microsoft Office 2013 products.

**Functional Responsibility**

Graphic Artist II shall provide support services to perform a wide range of illustrating assignments in the preparation of view-graphs, wall charts, posters, fliers, brochures and similar materials. The Graphic Artist Designs layouts and produces graphic designs as requested by serviced activities. Prepares illustrations for manuals, pamphlets, handbooks and similar types of publications. Prepares materials for publication. Interviews project proponents who review and identify acceptability of work results. Independently develop illustrations from provided copy within narrow time limits. Maintains records related to work performed.

**Minimum Education**

Bachelor's Degree

### ***Administrative Assistant Level II***

**Minimum Experience**

Must have three (3) relevant years of experience in related area. Office oriented, clerical, coordinating, and research, in an administrative role

**Functional Responsibilities**

Provides administrative, clerical, and research support for program offices. In addition to secretarial services (maintaining files, taking phone calls, scheduling meetings, making travel arrangements, reserving conference rooms, photocopying, completing reports, and other general office duties as assigned), the candidate provides administrative support to management and executive staff with office management responsibilities to include budgeting, personnel records and payroll. Assists in preparation of briefing charts and other presentation materials, and is experienced in office administration and in using automated word processing, graphics systems, and spreadsheet applications under the review of higher-level administrative assistants.

**Minimum Education**

High School Diploma plus three (3) relevant years' experience.

### ***Administrative Assistant Level III***

**Minimum Experience**

Must have six (6) years of experience in related area. Office oriented, clerical, coordinating, and research, in an administrative role

**Functional Responsibilities**

Provides administrative, clerical, and research support for program offices. In addition to secretarial services (maintaining files, taking phone calls, scheduling meetings, making travel arrangements, reserving conference rooms, photocopying, completing reports, and other general office duties as assigned), the candidate provides administrative support to management and executive staff with office management responsibilities to include budgeting, personnel records and payroll. Assists in preparation of briefing charts and other presentation materials, and is experienced in office administration and in using automated word processing, graphics systems, and spreadsheet applications under the review of higher-level administrative assistants. In addition to Administrative Assistant Level II duties and requirements, the Administrative Assistant Level III requires subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence

**Minimum Education**

High School Diploma plus three (6) relevant years' experience.

### ***Technical Writer III***

**Minimum Experience**

A minimum of four (4) years of experience in this area with at least six (6) years of experience in editing documents, including technical documents.

**Functional Responsibility**

Revise or write standardized material for reports, operating procedures, process flows, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures; receive technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment; integrate and delineate technology through access to blueprints, sketches, drawings, parts lists, specifications, mockups, product samples, operating procedures, production sequence and detail; organize material and complete writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology, and maintain records and files of work and revisions; select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication and arrange for typing, duplication and distribution of material; and assist in writing speeches, articles, and public or employee relations releases, and material regarding work methods and procedures. Observe production, developmental or experimental activities to expand or verify the provided operating procedures and details; and write speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

**Minimum Education**

Bachelor degree of Arts or Science

### ***Senior Administrative Assistant***

**Minimum/General Experience**

A minimum of eight (8) years of experience in this area with at least five (5) years performing administrative and clerical duties.

**Functional Responsibility**

The candidate will perform diversified clerical, administrative, and general office duties of a highly responsible and confidential nature to senior management. This position requires knowledge of applicable policies, procedures, operations and organization. This position also requires high level of technical skills using automation tools including word processing and presentation graphics.

General experience required includes ability to work independently. Strong oral and written skills are essential.

Responsibilities: Communicates and/or coordinates instructions with various individuals and/or departments. Furnishes and obtains information from multiple sources. Organizes and maintains files of correspondence and records. Follows up on pending matters. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments, maintains and disseminates schedules and work plans, and coordinates arrangements for meetings and conferences, transcribes dictation, often of a technical and/or confidential nature. Composes and types routine letters and memorandum. Routes or answers routine correspondence not requiring manager's attention. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office. Initiates follow-up action. May provide supervision, training and guidance to lower level administrative assistants. May operate terminal and printer for data storage and retrieval.

**Minimum Education**

Bachelor's Degree or Equivalent Experience

"In lieu of a Bachelor's Degree, participants may substitute: (1) an Associate's Degree and two additional years of related experience, (2) a High School Diploma and four additional years of related experience."

### ***Intermediate Administrative Assistant***

**Minimum/General Experience**

Three (3) Years' experience performing administrative and clerical duties.

**Functional Responsibility**

Communicates and/or coordinates instructions with various individuals and/or departments. Furnishes and obtains information from multiple sources. Organizes and maintains files of correspondence and records. Follows up on pending matters. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments, maintains and disseminates schedules and work plans, and coordinates arrangements for meetings and conferences, transcribes dictation, often of a technical and/or confidential nature. Composes and types routine letters and memorandum. Routes or answers routine correspondence not requiring manager's attention. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office. Initiates follow-up action.

**Minimum Education**

Bachelor's Degree or Equivalent Experience

"In lieu of a Bachelor's Degree, participants may substitute: (1) an Associate's Degree and two additional years of related experience, (2) a High School Diploma and four additional years of related experience."

### ***Sr. Program Analyst***

**Minimum/General Experience**

10 years' experience developing and implementing policies, procedures and programs.

**Functional Responsibility**

Serves as a senior advisor in the development and implementation of programs for the region, working across the agency and with key interagency, state, and local government and Law Enforcement partners, community, stakeholder, and interest groups. Advises and participates with the Directors and Deputy Directors in developing field support programs to support community efforts, to include program management and planning to support recruiting, training, reporting structures, partnerships, logistics and administrative requirements, and interagency coordination in the field. Manages resources provided by the agency's budget and interagency agreements to include contracts for staff support, innovation and production of materials. Keeps abreast of new policies, procedures, regulations, directives, and recommends changes to the agency.

**Minimum Education**

Bachelor's Degree of Arts or Science

### ***Program Analyst***

**Minimum/General Experience**

Seven (7) years' experience implementing programs and procedures.

**Functional Responsibility**

Assist Senior Program Analyst in the development and implementation of programs for the region, working across the agency and with key interagency, state, and local government and Law Enforcement partners, community, stakeholder, and interest groups. Participates with the Directors and Deputy Directors in developing field programs to support community efforts, to include program management and planning to support recruiting, training, reporting structures, partnerships, logistics and administrative requirements, and interagency coordination in the field. Manages resources provided by the agency's budget and interagency agreements to include contracts for staff support, innovation and production of materials. Keeps abreast of new policies, procedures, regulations, directives, and recommends changes to the agency.

**Minimum Education**

Bachelor's Degree of Arts or Science

### ***Program Analyst, Jr.***

**Minimum/General Experience**

Five (5) years' experience implementing programs and procedures.

**Functional Responsibility**

Assist Program Analyst in the development and implementation of programs for the region, working across the agency and with key interagency, state, and local government and Law Enforcement partners, community, stakeholder, and interest groups. Provides support to the Directors and Deputy Directors in developing field programs to support community efforts, to include program management and planning to support recruiting, training, reporting structures, partnerships, logistics and administrative requirements, and interagency coordination in the field. Keeps abreast of new policies, procedures, regulations, directives.

**Minimum Education**

Bachelor's Degree of Arts or Science

***CVE Strategic Analyst***

**Minimum/General Experience**

Six (6) Years' experience Program development and management: Develop, manage, and execute strategic engagement and outreach initiatives that tailor and implement national level priorities and programs to the state and local level and provide ongoing analysis and assessments of state and local needs and priorities to federal partners.

**Functional Responsibility**

CVE Strategic Analyst will lead the development and implementation of a community outreach program for his/her region or major metropolitan area, working with key federal agencies, state and local government and law enforcement partners, community, stakeholder, and interest groups to counter violent extremism and support community resilience efforts. The Analyst will serve as a Coordinator for CVE efforts among law enforcement entities, other Federal Agencies in the local area, state & local social services/Health Departments, non-profit organizations and community groups to advance community engagement efforts to counter violent extremism. The work will demand extensive contact with numerous organizations, community groups, schools and educational groups, non-profit and faith-based organizations, government agencies and members of the public. These positions require excellent communication skills and sensitivity to the needs of the various groups.

**Minimum Education**

Bachelor's Degree of Arts or Science

***Policy Analyst***

**Minimum/General Experience**

A minimum of five (5) years of directly related Policy Analysis experience

**Functional Responsibility**

Performs a variety of policy research and analyses of control strategies and relevant laws, and the impact of these strategies and laws on public health, public health polices, and stakeholders. Review policy, legal and/or economic research and analyses, and report findings in draft option papers, white papers, and/or memoranda that inform and support agency efforts to identify and develop specific policy approaches and options. Review policy, legal, and/or economic research analyses, and report findings in draft policy option papers, white papers, and/or memoranda that inform and support agency efforts to identify and develop specific policy approaches and options. Review draft internal and external agency documents for potential implications. Review and provide comments on, and propose edits to agency documents that address policy questions and options.

**Minimum Education**

Bachelor's Degree in the Arts or Science

***LABOR CATEGORY CROSSWALK***

<b><i>Labor Category</i></b>	<b><i>Equivalency</i></b>
Sr. Program Analyst	Equivalent to Project Manager III
Program Analyst	Equivalent to Project Manager II
Program Analyst, Jr.	Equivalent to Project Manager I
CVE Strategic Analyst	Equivalent to Business Analyst, Sr.