Alpha-Omega Change Engineering, Inc.
6 Manhattan Sq, Ste 100
Hampton, VA 23666-5846
Phone: 757.224.3716
Fax: 757.224.6191
Web: www.aoce.com
E-mail: contracts@aoce.com
DUNS: 009260337
CAGE: 1FNV1

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Catalog/Price List

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

Schedule Title: Training Aids & Devices, Instructor Led Training, and Course Development & Test Administration

Federal Supply Class: 6930

Contract number: GS-02F-0040U

Contract period: January 25, 2008 thru January 24, 2013

Business size: Small Veteran Owned business.

Modification: 0

Dated: January 25, 2008

SECTION I: Customer Information

1a. Table of awarded special item numbers (SINs):

SIN	Description
27-300	Prepared Audio & Video Instructional Material
27-400	Instructor Led Training
27-500	Course Development & Test Administration

1b. Lowest Priced Model Number and Price for Each SIN: The lowest unit price is based on a unit of one as shown in the pricing tables in Section II.

1c. Hourly Rates and Descriptions of All Corresponding Commercial Job Duties, Experience, Functional Responsibility and Education: All hourly rates shown are firm fixed price. Hourly rates by labor category are in Section II. Labor Category Descriptions are provided in Section III.

2. Maximum order*: Maximum task order value is $100,000.00 per SIN
*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact AOCE for a better price. AOCE may

(1) offer a new price for the requirement or,
(2) offer the lowest price available under this contract or,
(3) decline the order.

A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum order: $100.00

4. Geographic coverage: Continental United States

5. Point(s) of production: 6 Manhattan SQ STE 100
Hampton, VA 23666-5846

6. Discount from list prices: As shown

7. Quantity discount(s): None

8. Prompt payment terms: Net 30

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards ARE NOT accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin): None

11a. Time of delivery: Per task requirements.

11b. Expedited Delivery: As negotiated with ordering activity.

11c. Overnight and 2-day delivery: As negotiated with ordering activity.

11d. Urgent Requirements. Agencies can contact AOCE's representative to affect a faster delivery. Customers are encouraged to contact the AOCE for the purpose of requesting accelerated delivery.

12. F.O.B. point(s): Destination.

13. Ordering address: Alpha-Omega Change Engineering
6 Manhattan Sq, Ste 100
Hampton, VA 23666-5846
Phone: 757.224.3716
Fax: 757.224.6191
E-mail: contracts@aoce.com

14. Payment address: Alpha-Omega Change Engineering
6 Manhattan Sq, Ste 100
Hampton, VA 23666-5846

15. Warranty provision: Free replacement of defective items or items damaged in shipment.

16. Export packing charges: N/A

17. Terms and conditions of Government purchase card acceptance: N/A

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 available): N/A

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

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

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

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

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

24b. Section 508 Compliance for EIT: Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. AOCE is partially compliant with Section 508, and is continuing to work towards full compliance. The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 00-926-0337.

26. Notification regarding registration in Central Contractor Registration (CCR) database. AOCE has an active registration in the CCR. CAGE Code is: 1FNV1.

Table of Contents

SECTION I: Customer Information 2
SECTION II: Price Lists/Hourly Rates 7
SIN 27-300 - Prepared Audio & Video Instructional Material 7
Instructor (Train-the-Trainer) Course 7
Electronics Fundamentals Course 7
SIN 27-400 - Instructor Led Training 7
Instructor (Train-the-Trainer) Course 7
SIN 27-500 - Course Development 8
SECTION III: SIN 27-500 Labor Category Descriptions 9
(E001) Expert/Specialized Consultant Level 1 9
(E002) Expert/Specialized Consultant Level 2 9
(E003) Expert/Specialized Consultant Level 3 10
(E004) Expert/Specialized Consultant Level 4 11
(A001) Program Manager 11
(A002) Deputy Program Manager 12
(A003) Principal Project Manager/Team Leader 12
(A004) Project Manager/Team Leader 13
(A005) Assist Project Manager/Team Leader 13
(A006) Project Technical Director 14
(A007) Deputy Project Technical Director 14
(A008) Assistant Project Technical Director 15
(A009) Sr. Executive Consultant 15
(A010) Executive Consultant 16
(A011) Sr. Management Consultant/Facilitator 16
(A012) Management Consultant/ Facilitator 17
(A013) Assistant Management Consultant/Facilitator 17
(A014) Associate Management Consultant/Facilitator 18
(A016) Sr. Information Technology (IT) Consultant 18
(A017) IT Consultant 19
(A018) IT Consultant Assistant 19
(A019) IT Consultant Associate 20
(A026) Senior Technical Writer 20
(A027) Technical Writer 21
(A028) Executive Training Developer/Consultant 21
(A029) Sr. Training Developer/Consultant 22
(A030) Training Developer/Consultant 22
(A031) Training Developer/Consultant Assistant 23
(A032) Training Developer/Consultant Associate 23
(A034) Sr. Data Analyst 24
(A035) Data Analyst 24
(A036) Data Analyst Assistant 25
(A037) Data Analyst Associate 25
(A043) Survey Developer 26
(A044) Survey Developer Assistant 26

(A045) Survey Administrator 26
(A046) Graphics Designer 27
(A047) Graphics Designer Assistant 27

SECTION II: Price Lists/Hourly Rates

SIN 27-300 - Prepared Audio & Video Instructional Material

Course Title	Number of Students Copies	Cost Per Additional Copy (Volume Discount)	Cost for Maximum Students
Instructor (Train-the-Trainer) Course	1-5	N/A	$450.00 ($90 per copy)
Course Code: T001C	6-100 copies	$42.50	$4,000.00
Length: 36 hours	101-plus	$40.00	N/A
Description: This is an electronic disk-based version of our traditional classroom training course. Often called, "Train-the-Trainer." Managing every organization requires qualified trainers and instructors. This course instructs students in theories of learning, curriculum development, lesson planning and presentation, and methods of gaining student feedback.			

Course Title	Number of Student Copies	Cost Per Additional Copy (Volume Discount)	Cost for Maximum Students
Electronics Fundamentals Course	1-5	N/A	$450.00 ($90 per copy)
Course Code: W001C	6-100 copies	$42.50	$4,000.00
Length: 40 hours	101-plus	$40.00	N/A
Description: This disk-based course provides the basic electronic training necessary for personnel to understand electrical principles, basic circuits and introductory electronics. Topics of discussion include: Electron Theory; Ohm's Law; Series, Parallel, and Series-Parallel Circuits; Semi-conductor Theory; Electrical Safety; and an introduction to Spectrum Analyzers.			

SIN 27-400 - Instructor Led Training

Course Title	Number of Students	Cost Per Additional Student (Volume Discount)	Cost for Maximum Students
Instructor (Train-the-Trainer) Course	1-14	N/A	$11,500.00 ($841.45 per Student)
Course Code: T001	15-35	$600.00	$24,100.00
Length: 36 hours			
Description: Often called, "Train-the-Trainer." Managing every organization requires qualified trainers and instructors. Our Principles of Effective Instruction course provides students with training in theories of learning, curriculum development, lesson planning and presentation, and methods of gaining student feedback. Minimum Class size is five:			

SIN 27-500 - Course Development

Labor Category	Government Hourly Rate
(E001) Expert/Specialized Consultant Level 1	$248.13
(E002) Expert/Specialized Consultant Level 2	$213.39
(E003) Expert/Specialized Consultant Level 3	$189.49
(E004) Expert/Specialized Consultant Level 4	$158.80
(A001) Program Manager	$157.37
(A002) Deputy Program Manager	$146.92
(A003) Principal Project Mgr/Team Leader	$134.05
(A004) Project Manager/Team Leader	$107.21
(A005) Assistant Project Mgr /Team Leader	$83.58
(A006) Project Technical Director	$151.39
(A007) Deputy Project Technical Director	$142.42
(A008) Assistant Project Technical Director	$111.60
(A009) Sr. Executive Consultant	$139.71
(A010) Executive Consultant	$118.92
(A011) Sr. Mgt Consultant /Facilitator	$102.24
(A012) Mgt Consultant/Facilitator	$86.77
(A013) Assistant Mgt Consultant/Facilitator	$79.12
(A014) Associate Mgt Consultant/Facilitator	$68.58
(A016) Sr. Info Technology (IT) Consultant	$115.75
(A017) IT Consultant	$104.17
(A018) IT Consultant Assistant	$75.92
(A019) IT Consultant Associate	$69.08
(A026) Senior Technical Writer	$93.05
(A027) Technical Writer	$70.67
(A028) Executive Training Developer/ Consultant	$118.92
(A029) Sr. Training Developer/Consultant	$99.30
(A030) Training Developer/Consultant	$83.15
(A031) Training Developer/Consultant Assistant	$74.46
(A032) Training Developer/Consultant Associate	$64.54
(A034) Sr. Data Analyst	$86.61
(A035) Data Analyst	$80.40
(A036) Data Analyst Assistant	$64.54
(A037) Data Analyst Associate	$54.61
(A043) Survey Developer	$56.34
(A044) Survey Developer Assistant	$49.36
(A045) Survey Administrator	$48.15
(A046) Graphics Designer	$53.36
(A047) Graphics Designer Assistant	$48.25

SECTION III: SIN 27-500 Labor Category Descriptions

(E001) Expert/Specialized Consultant Level 1

Position Description:	
Has broad, high-level knowledge and experience relevant to the specific task being performed. Possesses the capability to direct, design, or develop plans, implementation or cutover plans, integration plans, or interoperability plans based on different business environments. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the planning and is considered a leading expert in the field. Capable of supervising multiple teams of specialty individuals working on highly complex projects. Provides lead analysis for translating customer needs into usable products, plans or implementation plans. Provides leadership or direction on innovative research associated with project execution. Performs management responsibilities for a program or staff for assigned projects. Provides in-depth analysis on network interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.	
Minimum Education: Doctorate in related field or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	**Experience:** Eight years general work experience in relevant field.

(E002) Expert/Specialized Consultant Level 2

Position Description:	
Has in-depth knowledge of multiple aspects of plan and project integration. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the implementation of specific aspects of project planning and is capable of supervising a team of specialty Engineers working on highly complex projects. Provides lead specialty expertise for specific projects. Provides technical support in one or more specific areas associated with project execution, interoperability, or integration. Performs technical lead management responsibilities for specific technical areas of assigned projects. Provides in-depth analyses on network interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.	
Minimum Education: Doctorate in related field or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	**Experience:** Six years general work experience in relevant field.

(E003) Expert/Specialized Consultant Level 3

Position Description:	
Specialist that has broad knowledge in multiple aspects of plan or program integration. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone on specific tasks associated with the implementation of specific aspects of a complex projects and is capable of providing limited guidance or supervision of Engineers or specialists in highly complex projects. Provides general support for plan and program integration. Provides support in national or international forums on requirements for requirements related to a specific specialty. Provides technical support in one or more specific areas of research associated with assigned tasks. Provides support for the development of technical analysis, white papers, or research for specific technical areas on a project. Provides general analysis on interoperability with existing protocols or services. May perform other duties as required.	
Minimum Education: A Master Degree in a relevant field. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	**Experience:** Two years general work experience in relevant field

(E004) Expert/Specialized Consultant Level 4

Position Description:	
Has knowledge in one or more aspects of plan or project integration. This individual possesses broad knowledge in one or more specific areas and possesses specialized knowledge relevant to the assigned project. Capable of working with supervision on specific tasks associated with the implementation of specific aspects of plan or project implementation. Provides assistance and performs general technical tasks for project integration. Performs research in support of the development of requirements or standards for a specific specialty. Performs general technical support in one or more specific areas of research associated with plan and project interoperability or integration. Assists in testing or analysis of interoperability with existing protocols or services. May perform other duties as required.	
Minimum Education:	**Experience:**
Master Degree in relevant field. Two (2) years experience is equivalent to one (1) year of education (i.e. Twelve (12) years experience is equivalent to a Master degree).	Minimum six months general work experience in relevant field.

(A001) Program Manager

Position Description:	
Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as AOCE counterpart to Government Senior Agency, Program, or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises project managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.	
Minimum Education:	**Experience:**
M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	Minimum eight (8) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(A002) Deputy Program Manager

Position Description:	
Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as the Deputy AOCE counterpart to Government Senior Agency, Program, or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises project managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.	
Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	**Experience:** Minimum eight (8) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(A003) Principal Project Manager/Team Leader

Position Description:	
Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as AOCE counterpart to Government Senior Agency or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum eight (8) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(A004) Project Manager/Team Leader

Position Description:	
Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as AOCE counterpart to Government Agency or Project Managers. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum five (5) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

(A005) Assist Project Manager/Team Leader

Position Description:	
Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as Assistant AOCE counterpart to Government Agency or Project Managers. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum five (5) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

(A006) Project Technical Director

Position Description:	
Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrate technical needs into work plan timeline, including identification of required skill sets for each phase of project, and participates in recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as the AOCE advisor to Government Senior Agency, Program, or Project Managers. Develops requirements from project inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.	
Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	**Experience:** Minimum five (5) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

(A007) Deputy Project Technical Director

Position Description:	
Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrate technical needs into work plan timelines, including identification of required skill sets for each phase of project, and participates in recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Advisor to Government Senior Agency, Program, or Project Managers. Develops requirements from a project's inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. six (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum five (5) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

(A008) Assistant Project Technical Director

Position Description:	
Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrate technical needs into work plan timeline, including identification of required skill sets for each phase of project, and participates in recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as Assistant AOCE advisor to Government Senior Agency, Program, or Project Managers. Develops requirements from a project's inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. six (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum three (3) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

(A009) Sr. Executive Consultant

Position Description:	
Serves as AOCE advisor to Government Senior Agency, Program, or Project Managers. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.	
Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	**Experience:** Minimum eight (8) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(A010) Executive Consultant

Position Description:	
Serves as AOCE advisor to Government Agency, Program, or Project Managers. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.	
Minimum Education:	**Experience:**
M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	Minimum eight (8) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(A011) Sr. Management Consultant/Facilitator

Position Description:	
Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	
Minimum Education:	**Experience:**
M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(A012) Management Consultant/ Facilitator

Position Description:	
Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	
Minimum Education:	**Experience:**
B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(A013) Assistant Management Consultant/Facilitator

Position Description:	
Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare 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. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	
Minimum Education:	**Experience:**
B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(A014) Associate Management Consultant/Facilitator

Position Description:	
Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare 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. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	
Minimum Education:	**Experience:**
A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).	Minimum six (6) months of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(A016) Sr. Information Technology (IT) Consultant

Position Description:	
Provides technical and administrative direction for personnel performing knowledge management and/or software analysis tasks, including review of work products for correctness, adherence to design concept and to user standards, and for progress in accordance with schedules. Coordinates with Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Supports technical training and documentation for various subject matters in a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare 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 management oversight and planning of meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures objectives are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	
Minimum Education:	**Experience:**
M.A./M.S. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years	Minimum two (2) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

experience is equivalent to a Master degree).	

(A017) IT Consultant

Position Description: Provides technical and administrative direction for personnel performing knowledge management and/or software analysis tasks, including review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with Project and/or Program Manager to ensure problem solution and user satisfaction. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Supports technical training and documentation for various subject matters in a classroom environment and a one-on-one/small group setup. Organizes or conducts research to develop and revise training courses. Prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, and course critique forms). Conducts courses, workshops, and seminars. Provides planning for meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures objectives are met according to applicable regulations and standards and within proposed cost and time frame. Responsible for liaison with client senior staff.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum two (2) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(A018) IT Consultant Assistant

Position Description: Provides technical and administrative expertise and support for knowledge management and/or software analysis tasks, including review of work products for correctness, adherence to design concept and to user standards, and for progress in accordance with schedules. Coordinates with managers, customers and other consultants to ensure problem solution and user satisfaction. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts research to develop and revise training courses. Prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, and course critique forms). Conducts courses, workshops, and seminars. Provides technical expertise for planning meeting/conference activities; budgeting; etc. Ensures objectives are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client staff.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year	**Experience:** Minimum two (2) years of facilitator experience with a knowledge of applicable standard

of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	applications and, if required, subject matter expertise.

(A019) IT Consultant Associate

Position Description: Provides technical and administrative expertise and support for knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with managers, customers and other consultants to ensure problem solution and user satisfaction. Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Conducts classroom courses, workshops, and seminars. Provides planning for meeting/conference activities. Ensures objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Liaison with client staff.	
Minimum Education: A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).	**Experience:** Minimum 1 year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(A026) Senior Technical Writer

Position Description: Develops concept and doctrine papers, technical descriptions and manuals, training products and documentation for various subject matters in development, operational, and academic environments. Organizes or conducts the necessary research to develop or revise existing materials. Integrates with other contractors or customer personnel to ensure project milestones are met. Performs independent research on agency requirements, technical systems, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum two (2) years of technical writing experience.

(A027) Technical Writer

Position Description:	
Develops concept and doctrine papers, technical descriptions and manuals, training products and documentation for various subject matters in development, operational, and academic environments. Organizes or conducts the necessary research to develop or revise existing materials. Performs research on agency requirements, technical systems, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum two (1) year of technical writing experience in project management, consultation, or support positions.

(A028) Executive Training Developer/Consultant

Position Description:	
Serves as AOCE advisor to Government Agency, Program, or Project Managers. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts research to develop and revise training courses. Prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Conducts formal classroom courses, workshops, and seminars. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops mechanisms to support interaction with external organizations. Develops strategic and implementation plans. Performs research on requirements, communications and management information systems planning requirements and other efforts. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include presentations, budgeting and forecasting, task order and proposal pricing, and various financial reports.	
Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	**Experience:** Minimum eight (8) years of experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(A029) Sr. Training Developer/Consultant

Position Description:	
Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare 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 management oversight and planning of meeting/conference activities; budgeting; delegation of conference tasks to staff, etc. Ensures are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	
Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master degree).	**Experience:** Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(A030) Training Developer/Consultant

Position Description:	
Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare 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 management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(A031) Training Developer/Consultant Assistant

Position Description:	
Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in classroom environments and one-on-one/small group set-ups. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare 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. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	
Minimum Education:	**Experience:**
B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(A032) Training Developer/Consultant Associate

Position Description:	
Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare 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. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	
Minimum Education:	**Experience:**
B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(A034) Sr. Data Analyst

Position Description:	
Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops, writes, and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff. Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum four (4) years of experience in research, analysis, or management.

(A035) Data Analyst

Position Description:	
Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops, writes, and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff. Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.	
Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).	**Experience:** Minimum two (2) years of experience in research, analysis, or management.

(A036) Data Analyst Assistant

Position Description:	
Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Assists in development, writing, and editing of materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff. Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.	
Minimum Education: A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.	**Experience:** Minimum one (1) year experience in research, analysis, or management.

(A037) Data Analyst Associate

Position Description:	
Analyzes user needs to determine requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Assists in development, writing, and editing of materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation. Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.	
Minimum Education: A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.	**Experience:** Minimum one (1) year experience in research, analysis, or management.

(A043) Survey Developer

Position Description:	
Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.	
Minimum Education: A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.	**Experience:** Minimum one (1) year experience in survey development, research, analysis, or management.

(A044) Survey Developer Assistant

Position Description:	
Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.	
Minimum Education: High School diploma, GED, or equivalent experience in a related field.	**Experience:** Minimum six (6) months experience with thorough knowledge of commonly used word processing packages (i.e. WordPerfect and MS Word).

(A045) Survey Administrator

Position Description:	
Conducts research for training courses efforts. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training.	
Minimum Education: High School diploma, GED, or equivalent experience in a related field.	**Experience:** Minimum one (1) year experience in survey administration, survey development, research, analysis, or management.

(A046) Graphics Designer

Position Description:	
Designs and develops high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.	
Minimum Education: A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.	**Experience:** Minimum one (1) year experience in designing and using computer-based graphic applications.

(A047) Graphics Designer Assistant

Position Description:	
Designs and develops high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.	
Minimum Education: High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.	**Experience:** Minimum six (6) months experience in designing and using computer-based graphic applications.