

# Alliance Consulting Corporation

(AllianceCorp)

**SBA Certified Small Business**

**GENERAL SERVICES ADMINISTRATION**

**Authorized Federal Supply Schedule Price List**

**HUMAN RESOURCES & EEO SERVICES SCHEDULE**

**FSC Group: 738 Part X**

**SIN 595-21 Human Resource Services**

**SIN 595-25 EEO Services**

**SIN 595-27 Pre-Employment Background Investigations**

**Contract Number: GS-02F-0098S**

**Base Contract Period of Performance**

**March 2, 2016 to March 1, 2021**



**ALLIANCE CONSULTING CORPORATION**

**7529 Standish Place**

**Suite 104**

**Rockville, MD 20855**

**Attn: Sam S. Bedi**

**Email: [sbedi@alliancecorp.net](mailto:sbedi@alliancecorp.net)**

**Tel: 301-294-9290 Ext 22**

**Fax: 301-294-1950**

**[www.alliancecorp.net](http://www.alliancecorp.net)**

**On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu driven database system.**

**The Internet address for GSA Advantage is:**

**<http://www.fss.gsa.gov>**



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## SECTION I - CORPORATE OVERVIEW

AllianceCorp is a privately held company, incorporated under the laws of the State of Delaware, with its principal place of business in Rockville, MD.

Since 2002 AllianceCorp has been committed to providing Human Resources General Support Services and EEO Services to include:

- HR Planning
- HR Recruitment & Internal Placement
- Pre-Employment Screening
- HR Position Classifications
- HR Employee Relations
- HR Outplacements
- ADR

AllianceCorp understands the unique challenges associated with Human Resources and offers the technical expertise that government agencies require to effectively execute HR programs.

At AllianceCorp we are committed to providing our clients with total solutions reflected in our experienced personnel, corporate approach, and responsive management. We are dedicated to quality services, personal integrity, and cost effectiveness. We strive to deliver quality services on time and within budget.

We are proud of our reputation for providing quality Human Resources General Support Services and EEO Services. We are committed to applying the knowledge and experience we have gained over the years in helping our customers react quickly and decisively to the challenges they face. Our efforts have not gone without reward: a majority of our business is follow-on tasks from existing clients, proving that AllianceCorp delivers what we promise and achieves superior customer satisfaction, the same satisfaction that our clients have come to expect.

**To find out how we can assist you in meeting your HR & EEO needs, please contact us at:**

**301-294-9290** or visit our website at [www.alliancecorp.net](http://www.alliancecorp.net)



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## SECTION II - CUSTOMER INFORMATION

**Contractor Information:** Alliance Consulting Corp (AllianceCorp)  
7529 Standish Place, Suite 104  
Rockville, MD 20855  
Web-site address: [www.alliancecorp.net](http://www.alliancecorp.net)

**Contact Information:** Name: Sam S. Bedi  
Title: President  
Address: 7529 Standish Place, Suite 104  
Rockville, MD 20855  
Telephone: (301) 294-9290 Ext 22  
Fax: (301) 294-1950  
E-mail: [sbedi@alliancecorp.net](mailto:sbedi@alliancecorp.net)

**Business Type/Size:** Minority Owned, SBA Certified Small Business  
Small Disadvantaged Business

**Discounts:** Prices shown are Net Prices; basic discounts have already been deducted. Additional volume discounts may be available based on size and duration of task order.

**DUNS Number:** 118861942

**CAGE:** 3B0T0



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## **Section III - Federal Supply Schedule Contract Clauses and Price List**

**1. Table of awarded special item numbers:**

**SIN 595-21: Human Resources Services**

**SIN 595-25: EEO Services**

**SIN 595-27: Pre-Employment Background Investigations**

**2. Maximum order:** \$1,000,000

**3. Minimum order:** \$100

**4. Geographic coverage / Scope:** Domestic

**5. Quantity discounts, SIN 595-27:** 101 – 300 Cases – 2% Discount  
301 – 500 Cases – 3% Discount  
501 – 1000 Cases – 5% Discount

**6. Prompt payment terms:** 0%, Net 30 Days

**7. Time of delivery:** To be specified on each individual Task Order

**8. Delivery Terms:** FOB Destination

**9. Ordering address:** Alliance Consulting Corporation  
7529 Standish Place, Suite 104  
Rockville, MD 20855

**10. Payment addresses:** Alliance Consulting Corporation  
Attn: Accounting Department  
7529 Standish Place, Suite 104  
Rockville, MD 20855

**ACH Payments: Financial Information –** Wachovia Bank

**9-Digit ABA Routing Number:** see invoice

**Account No.** see invoice

**11. Price Reduction Clause 552.238-75 (Sept 1999):** All terms under the Price Reduction Clause 552.238-75 (Sep 1999) are acceptable. This clause will be predicated on the MFC category of customers: All Commercial End Users.

**12. Contract Period:** March 2, 2016 to March 1, 2021 with two additional five year option periods.



## Human Resources and EEO Services (738 X)



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- 13. Economic Price Adjustment:** Clause 552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule Contract (SEP 1999) will apply to this contract, since this award is predicated on Alliance Consulting Corp's commercial catalog/pricelist.
  - 14. Government Commercial Purchase Card:** Alliance Consulting Corp will accept the Government Commercial Credit Card at or below the micro purchase threshold.
  - 15. Data Universal Number System (DUNS) Number:** 118861942
  - 16. Notification Regarding Registration in System for Award Management (SAM) Database. Registered:**



Human Resources and EEO Services (738 X)



SIN 595-21 - Human Resource Services - Labor Categories	GSA Hourly Rates Effective 3/2/16
<b>SIN 595-21 - Planning</b>	
Program Manager I	\$180.25
HR Subject Matter Expert I	\$286.29
HR Subject Matter Expert II	\$236.80
HR- Planning Analyst I	\$145.30
HR-Planning Analyst II	\$139.93
<b>SIN 595-21 - Recruitment &amp; Internal Placement</b>	
Program Manager I	\$180.25
HR Subject Matter Expert I	\$286.29
HR Subject Matter Expert II	\$236.80
HR Staffing Analyst I	\$145.30
HR Staffing Analyst II	\$139.93
<b>SIN 595-21- Position Classifications</b>	
Program Manager I	\$180.25
HR-Subject Matter Expert I	\$286.29
HR-Subject Matter Expert II	\$236.80
HR-Classification Analyst I	\$145.30
HR-Classification Analyst II	\$139.93
<b>SIN 595-21 - Training</b>	
Program Manager I	\$180.25
HR-Subject Matter Expert I	\$286.29
HR- Subject Matter Expert II	\$236.80
HR-Planning Analyst I	\$145.30
HR-Planning Analyst II	\$139.93
<b>SIN 595-21 - Employee Relations</b>	
Program Manager I	\$180.25
HR-Subject Matter Expert I	\$286.29
HR- Subject Matter Expert II	\$236.80
HR Employee Relations Analyst I	\$145.30
HR Employee Relations Analyst II	\$139.93
<b>SIN 595-21 - Outplacements</b>	
Program Manager	\$180.25
HR-Subject Matter Expert I	\$286.29
HR-Subject Matter Expert II	\$236.80
HR-Outplacement Analyst I	\$145.30
HR-Outplacement Analyst II	\$139.93
<b>SIN 595-25 EEO SERVICES</b>	
Senior Attorney / SME	\$286.29
Attorney / SME	\$171.77
Paralegal	\$68.29



SIN 595-27 Pre-Employment Background Investigations	
HR- Executive Consultant	\$ 152.96
HR-Senior Investigator	\$ 118.97
Program Manager II	\$ 129.23
Field Investigator	\$ 76.33
Case Analyst	\$ 77.79
Administrator	\$ 47.71

Skill Category	GSA Hourly Rates Effective 3/2/16
SIN 595-27 Pre-Employment Screening	
National Agency Check w/Local Agency Check (NACLCL)	\$643.54
Local Area Check (LAC)	\$547.24
Single-Scope Background Investigation (SSBI)	\$3,088.56
SSBI Periodic Reinvestigation (SSBI-PR)	\$1,994.08
Employment Verification (Individual Employer Telephonic check)	\$18.13
Salary History Check (Individual Employer with Salary Data Provided By Subject)	\$36.26
Electronic Criminal History Check (Conus, AK, HI; Court Fees Extra)	\$28.33
Educational Verification (Limited to verification of School & Degree; Educational Transcript)	\$18.13
Telephonic Reference Check (Limited to CONUS, AK & HI)	\$20.39
Professional License Check	\$18.13
Motor Vehicle/Driving Record Check (Applicable Fees Extra)	\$18.13
Family/Neighbor Verification	\$20.39
Credit History Check (Rate per Check of one credit Bureau)	\$13.60
In-Person Criminal History Check/ Rate per jurisdiction; limited to CONUS; Court Fees extra	\$91.77
In-Person Military Records Review /Rate per each review; fees extra	\$58.92

Light Green = Package Investigation

Light Yellow = Individual Items in Investigation

Volume Discounts / NACLCL, LAC, SSBI & SSBI-PR

101-300 Cases / 2% Discount

301-500 Cases / 3% Discount

501-1000 Cases / 5% Discount



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## **SECTION IV - LABOR CATEGORIES**

AllianceCorp recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional hand-on experience. Increasingly, we find that the skills needed to meet Task Order requirements in order to address today's Human Resources Support Services, EEO Services and Pre-Employment Background Investigations issues, and tomorrow's challenges require individuals with varying levels of education, specialized knowledge, training and experience. The correct combination of these three elements is often unique and dependent on the particular requirements associated with the work being performed. Therefore, AllianceCorp's GSA Schedule utilizes equivalencies between experience and education that allow us to take the full measure of an individual's capabilities. The Labor Category Descriptions defined in this section provide the general guidelines for each labor category; however reasonable consideration may be used for determining the optimal combination of experience and education for each task.

### **SIN 595-21 - Human Resource Services:**

Human Resource Services may include, but are not limited to, human resource planning, recruitment and internal placement, position classification, personnel actions, training, employee assistance, employee relations, outplacement, function review/integration services and worker's compensation.

### **SIN 595-25 - EEO Services:**

EEO Services may include, but are not limited; to providing investigation of Discrimination Complaints and Preparation of Reports of Investigations (includes individual Case/Consolidated Case: one or additional issues, continuing violation, on-line Reporting System, additional copies of investigation reports). Preparation of an Analysis and Recommended Agency Decision in Discrimination Complaints, Inquiry, Resolution Attempt, and Preparation of an Analysis and Recommended Final Agency Decision (FAD) on Allegations of Noncompliance with Settlements or Final Decisions, Resolution Attempt and Report of Inquiry Regarding Notices of Intent to sue under Age Discrimination in Employment Act of 1967, as Amended, Alternative Dispute Resolution, Reference Materials relating to equal opportunity programs, EEO training and Consulting, EEO counseling (Individual and Class Complaint).

### **SIN 595-27 – Pre-Employment Background Investigations:**

AllianceCorp is uniquely qualified with its cadre of investigators in performing pre-employment screening and background investigations for federal agencies. Our highly-skilled personnel are mostly located in the Washington D.C. Metropolitan Area and provide a full range of investigative and related services. Our experts can assist human resources and security professionals in credential verification and in recruiting potential employees that meet the requirements of a capable workforce in to-days fast paced private and public sectors. Customer satisfaction is the hallmark of our success and a guiding principle in our service operations.



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**DESCRIPTION OF SERVICES OFFERED**

**SIN 595-21 - HR PLANNING**

**Labor Category: Program Manager I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in advanced project management duties. Experience in researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.

**Labor Category: Subject Matter Expert I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in management of government related duties within HR management planning. Working knowledge of applicable HR policies, procedures, and directives. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Addresses staffing and workforce issues to include HR needs analysis, modeling and forecasting. Develops, analyzes, evaluates, and advises on methods and techniques to improve work force planning. Conducts workforce studies involving organizations of government agencies at multiple locations. Reviews organizational structure and conducts business process reengineering feasibility studies. Based upon study findings, develops detailed staffing recommendations, staffing standards and guides. Develops project plans and determines resource needs and allocates them. Identifies problems and develops recommendations. Keeps government program authorities, and management aware of status, problems and solutions.



**Labor Category: Subject Matter Expert II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of HR experience performing business and management analysis.
- **Specialized Experience:** Four to six years direct experience in management of government related duties within HR management planning. Working knowledge of applicable HR policies, procedures, and directives. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Addresses staffing and workforce issues to include HR needs analysis, modeling and forecasting. Develops, analyzes, evaluates, and advises on methods and techniques to improve work force planning. Conducts workforce studies involving organizations of government agencies at multiple locations. Reviews organizational structure and conducts business process reengineering feasibility studies. Based upon study findings, develops detailed staffing recommendations, staffing standards and guides. Develops project plans and determines resource needs and allocates them. Identifies problems and develops recommendations. Keeps government program authorities, and management aware of status, problems and solutions.

**Labor Category: HR Planning Analyst I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in HR management planning. Experience in researching computer databases. Working knowledge of project type, applicable policies, procedures, and directives impacting project.
- **Duties:** Performs HR functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.



**Labor Category: HR Planning Analyst II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years direct experience in HR management planning. Experience in researching computer databases. Working knowledge of project type, applicable policies, procedures, and directives impacting project.
- **Duties:** Performs HR functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.

**SIN 595-21 - HR RECRUITMENT & INTERNAL PLACEMENT**

**Labor Category: Program Manager I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in advanced project management duties. Experience in researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.



**Labor Category: Subject Matter Expert I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis.
- **Specialized Experience:** Six to eight years of direct experience in carrying out the full range of internal staffing activities including recruitment, placement and merit demotion.
- **Duties:** Experienced in analyzing position requirements to include executive searches, internships and assessments and performs other related management activities required for successful completion of the project. Working knowledge of applicable policies, procedures, and directives impacting project. Plans and manages organizational recruitment and marketing strategies; provides external recruitment services for complex, dynamic, or hard to fill positions. Conducts project tracking methodologies to ensure success and efficiency of the staffing process and improve timeliness and help insure the hiring of quality candidates.

**Labor Category: Subject Matter Expert II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years of direct experience in carrying out the full range of internal staffing activities including recruitment, placement and merit demotion. Effective managerial and communication skills to administer and oversee project
- **Duties:** Experienced in analyzing position requirements to include executive searches, internships and assessments and performs other related management activities required for successful completion of the project. Working knowledge of applicable policies, procedures, and directives impacting project. Plans and manages organizational recruitment and marketing strategies; provides external recruitment services for complex, dynamic, or hard to fill positions. Conducts project tracking methodologies to ensure success and efficiency of the staffing process and improve timeliness and help insure the hiring of quality candidates.



**Labor Category: HR Staffing Analyst I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years direct experience in HR recruiting and internal placement. Experience in researching computer databases. Working knowledge of Project type, applicable policies, procedures, and directives impacting project.
- **Duties:** Performs human resource functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.

**Labor Category: HR Staffing Analyst II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years direct experience in HR recruitment and internal placement. Experience in researching computer databases. Working knowledge of Project type, applicable policies, procedures, and directives impacting project.
- **Duties:** Performs human resource functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.



[SIN 595-27- HR PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS](#)

**Labor Category: HR Executive Consultant**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing security related analysis.
- **Specialized Experience:** Six to eight years of conducting advanced background investigations for federal clients.
- **Duties:** Provide guidance and assistance as appropriate to Investigators. Monitors pending cases to ensure compliance with delivery dates. Guides the prioritization on cases where noteworthy or derogatory information is developed during the course of Subject investigation. Review and revise investigative reports and finalize completed investigative packages. Provides team leadership in monitoring investigative personnel.

**Labor Category: HR Senior Investigator**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years of conducting advanced background investigations for federal clients.
- **Duties:** Performs security background investigations on individuals requesting or renewing a federal security clearance. Researches data from appropriate official records and sources to compile subject profiles in written Reports of Investigations. Responsibilities include but are not limited to; managing inquiries of Field Investigators. Effective oral and communication skills and ability to multi-task.

**Labor Category: Program Manager II / Consultant**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing security related analysis.
- **Specialized Experience:** Six to eight years of conducting advanced background investigations for federal clients.
- **Duties:** Provide guidance and assistance as appropriate to Investigators. Monitors pending cases to ensure compliance with delivery dates. Guides the prioritization on cases where noteworthy or derogatory information is developed during the course of Subject investigation. Review and revise investigative reports and finalize completed investigative packages. Provides team leadership in monitoring investigative personnel.



**Labor Category: Field Investigator / Analyst**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years of conducting advanced background investigations for federal clients.
- **Duties:** Performs security background investigations on individuals requesting or renewing a federal security clearance. Researches data from appropriate official records and sources to compile subject profiles in written Reports of Investigations. Responsibilities include but are not limited to; managing inquiries of Field Investigators. Effective oral and communication skills and ability to multi-task.

**Labor Category: Case Analyst**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 2 to 4 years of experience performing background investigative services.
- **Specialized Experience:** Four to six years of conducting background investigations for federal clients.
- **Duties:** Performs security background investigations on individuals requesting or renewing a federal security clearance. Provides case control management support required to complete Personnel Security Investigations. Receives, disseminates and controls all PSI cases for military, civilian, and contractor personnel. Responsibilities include but are not limited to; managing inquiries of Field Investigators. Effective oral and communication skills and ability to multi-task.

**Labor Category: Administrator**

- **Education:** High School diploma or equivalent.
- **General Experience:** Typically has 2 to 4 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years of standard and advanced administrative skills.
- **Duties:** Position requires receiving and routing incoming correspondence, typing correspondence, status reports, security forms and investigative records. May be required to make travel arrangements and reservations, schedule appointments and support senior management staff. Effective oral and communication skills and ability to multi-task.



SIN 595-21 - HR POSITION CLASSIFICATIONS

Labor Category: Program Manager I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in advanced project management duties. Experience in researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.

Labor Category: Subject Matter Expert I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years of direct experience in carrying out the full range of position classifications. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Experience in conducting desk audits and preparing written evaluation statements. Working knowledge of HR Classification to include, reviewing, evaluating, auditing and counseling. Develops and carries out occupational analysis, organizational capabilities and core competency identification. Experience in organizational alignment reviews; position reformulation and implementation of organizational decisions. Conducts position management analysis and strategies to determine future human capital needs and prepares advisory opinions on the classification of positions. Reviews draft regulations, standards or other guidance for impact on serviced organizations. Effective managerial and communication skills to administer and oversee project.



**Labor Category: Subject Matter Expert II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years of direct experience in carrying out the full range of position classifications. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Experience in conducting desk audits and preparing written evaluation statements. Working knowledge of HR Classification to include, reviewing, evaluating, auditing and counseling. Develops and carries out occupational analysis, organizational capabilities and core competency identification. Experience in organizational alignment reviews; position reformulation and implementation of organizational decisions. Conducts position management analysis and strategies to determine future human capital needs and prepares advisory opinions on the classification of positions. Reviews draft regulations, standards or other guidance for impact on serviced organizations. Effective managerial and communication skills to administer and oversee project.

**Labor Category: HR Classification Analyst I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in HR position classification management. Experience researching computer databases. Working knowledge of Project type, applicable policies, procedures, and directives impacting project.
- **Duties:** Performs human resource functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.



**Labor Category: HR Classification Analyst II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years direct experience in HR position classification management. Experience researching computer databases. Working knowledge of Project type, applicable policies, procedures, and directives impacting project.
- **Duties:** Performs human resource functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.

**SIN 595-21 - HR TRAINING**

**Labor Category: Program Manager I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in advanced project management duties. Experience in researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.



**Labor Category: Subject Matter Expert I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in HR training. Working knowledge of applicable policies, procedures, and directives related to training. Effective managerial and communication skills to administer and oversee project training.
- **Duties:** Designs and conducts project related training programs and activities aimed at developing employee competencies in such areas as teamwork, communications, problem-solving and project management skills. Researches new training techniques and suggests enhancements to existing training programs. Contracts with vendors for employee participation in outside training programs. Counsel's management and employees on the most cost effective methods of meeting organizational and career developmental needs; recommends designs and conducts programs in areas related to human resources. Recommends off-the-shelf training modules tailored to meet specific agency needs. Generally manages a group of training specialists.

**Labor Category: Subject Matter Expert II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years direct experience in HR training. Working knowledge of applicable policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee.
- **Duties:** Designs and conducts project related training programs and activities aimed at developing employee competencies in such areas as teamwork, communications, problem-solving and project management skills. Researches new training techniques and suggests enhancements to existing training programs. Contracts with vendors for employee participation in outside training programs. Counsel's management and employees on the most cost effective methods of meeting organizational and career developmental needs; recommends designs and conducts programs in areas related to human resources. Recommends off-the-shelf training modules tailored to meet specific agency needs. Generally manages a group of training specialists.



**Labor Category: HR Training Analyst I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in Human Resource Management. Experience researching public records and computer databases. Working knowledge of Project type, applicable policies, procedures, and directives impacting project.
- **Duties:** Performs human resource functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.

**Labor Category: HR Training Analyst II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years direct experience in Human Resource Management. Experience researching public records and computer databases. Working knowledge of Project type, applicable policies, procedures, and directives impacting project.
- **Duties:** Performs human resource functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.



[SIN 595-21 - HR EMPLOYEE RELATIONS](#)

**Labor Category: Program Manager I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in advanced project management duties. Experience in researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.

**Labor Category: Subject Matter Expert I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Eight to ten years direct experience in HR employee relations. Experience researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Provides expert assistance and guidance to federal agencies in employee relation matters. Experience in carrying out performance-based actions to demote, or remove employees for “unacceptable performance;” review decisions of the Merit System Review Board and arbitrators to ensure that the law and regulations are properly applied. Provides guidance to federal agencies and employees on how to address and resolve poor performance. Provides management consulting to federal agencies in applying alternative methods to traditional, formal dispute resolution including mediation, fact-finding, interest-based negotiations, and arbitration. All are designed to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Counsels employees and managers on benefit programs and options. Counsels employees on retirement issues and uses agency approved software systems to calculate retirement benefits.



**Labor Category: Subject Matter Expert II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** 4 to six years direct experience in HR employee relations management. Experience researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Provides expert assistance and guidance to federal agencies in employee relation matters. Experience in carrying out performance-based actions to demote, or remove employees for “unacceptable performance;” review decisions of the Merit System Review Board and arbitrators to ensure that the law and regulations are properly applied. Provides guidance to federal agencies and employees on how to address and resolve poor performance. Provides management consulting to federal agencies in applying alternative methods to traditional, formal dispute resolution including mediation, fact-finding, interest-based negotiations, and arbitration. All are designed to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Counsels employees and managers on benefit programs and options. Counsels employees on retirement issues and uses agency approved software systems to calculate retirement benefits.

**Labor Category: HR Employee Relations Analyst I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in HR employee relations management. Experience researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project.
- **Duties:** Performs human resource functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.



**Labor Category: HR Employee Relations Analyst II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years direct experience in HR employee relations management. Experience researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project.
- **Duties:** Performs human resource functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.

**SIN 595-21 - HR OUTPLACEMENTS**

**Labor Category: Program Manager I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in advanced project management duties. Experience in researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee project.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.



**Labor Category: Subject Matter Expert I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in outplacement functions. Working knowledge of Project type, applicable policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee contract.
- **Duties:** Experience in setting up career transition services, guidance and training. Conducts on-site training, help employees develop resumes and prepare for job interviews, works with state employment agencies to secure unemployment benefits. Knowledge of federal staffing and reduction in force (RIF) and priority placement programs within OPM guidelines. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected in performing outplacement functions.

**Labor Category: Subject Matter Expert II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years direct experience in outplacement functions. Working knowledge of Project type, applicable policies, procedures, and directives impacting project. Effective managerial and communication skills to administer and oversee contract.
- **Duties:** Experience in setting up career transition services, guidance and training. Conducts on-site training, help employees develop resumes and prepare for job interviews, works with state employment agencies to secure unemployment benefits. Knowledge of federal staffing and reduction in force (RIF) and priority placement programs within OPM guidelines. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected in performing outplacement functions.



**Labor Category: HR Outplacement Analyst I**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Experience:** Six to eight years direct experience in HR outplacement management. Experience researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project.
- **Duties:** Performs human resource functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.

**Labor Category: HR Outplacement Analyst II**

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Experience:** Four to six years direct experience in HR outplacement management. Experience researching computer databases. Working knowledge of HR policies, procedures, and directives impacting project.
- **Duties:** Performs human resource functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.



[SIN 595-25 EEO SERVICES](#)

**Labor Category: Sr. Attorney / SME I**

- **Education:** JD or equivalent degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** At least 20 years of experience providing legal advice and professional services to corporate and/or government clients. Professional services include reviewing documents, drafting documents, negotiating documents, providing advice concerning the legality of an action, litigating disputes and settling disputes.
- **Specialized Experience:** At least 10 years of experience providing legal advice and professional services to corporate and/or government clients regarding Federal Government procurement.
- **Duties:** Perform as lead counsel for the resolution of disputes between Federal Government Agencies and their Prime Contractors. Advise Government officials of the legal issues and risks in a specific dispute; negotiate an alternate dispute resolution procedure with the contractor; direct the collection and review of relevant documents for the dispute; interview, depose and question witnesses; and lead the legal presentation at the forum for the alternate dispute resolution.

**Labor Category: Attorney I / SME II**

- **Education:** JD or equivalent degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** At least 10 years of experience providing legal advice and professional services to corporate and/or government clients. Professional services include reviewing documents, drafting documents, negotiating documents, providing advice concerning the legality of an action, litigating disputes and settling disputes.
- **Specialized Experience:** At least 5 years of experience providing legal advice and professional services to corporate and/or government clients regarding Federal Government procurements.
- **Duties:** Assist the lead counsel for the resolution of disputes between Federal Government Agencies and their Prime Contractors. Advise Government employees of the legal issues and risks in a specific dispute; assist in the negotiation of an alternate dispute resolution procedure with the contractor; participate in the collection and review of relevant documents for the dispute; interview, depose and question witnesses; and assist the lead counsel in the legal presentation at the forum for the alternate dispute resolution.



**Labor Category: Paralegal / Admin I**

- **Education:** Paralegal Certification from an accredited institution.
- **General Experience:** Typically 3 to 4 years of experience providing support to senior legal staff.
- **Specialized Experience:** At least 3 years experience in areas such as cites checking and blue book skills, excellent organizational and document management skills, trial preparation experience and attention to detail.
- **Duties:** Depending on the functional specialty, support the senior legal staff in the preparation of legal proposals, briefs, internal reports and associated projects being supported.