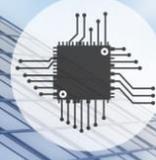




Golden Key Group

Talent Unlocked. Solutions Delivered.



Golden Key Group, LLC

Contract Number: GS-02F-0214X
Contract Period: July 26, 2016 – July 25,
2021

**AUTHORIZED FEDEAL SUPPLY
SCHEDULE PRICELIST
00CORP
MISSION ORIENTED
BUSINESS INTEGRATED
SERVICES (MOBIS-874)**

Class 874, Special Item Number (SIN)

874-1 Integrated Consulting Services
874-4 Training Services
874-5 Support Products
874-7 Business Program Support
Services

11400 Commerce Park Drive, Suite 250
Reston, VA 20191
Office – 703.815.0290
Fax – 703.266.0215

e-mail: GSASchedules@GoldenKeyGroup.com

GKG Website: www.GoldenKeyGroup.com

Business Size: Small, Women-Owned,
Veteran-Owned, Service-Disabled
Veteran-Owned Business

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 for GSA Advantage! is <http://GSAAvantage.gov>.

General Services Administration
Federal Supply Service
Contract Current Through July 25, 2021
Updated 6.23.2016



For over a decade the Golden Key Group (GKG) has been successfully delivering premier services and innovative solutions to our Federal Clients. **As a Women-Owned (WO) and Service-Disabled Veteran-Owned Small Business (SDVOSB)**, GKG's areas of expertise include Federal Human Resources, Human Capital Management, Strategic and Management Consulting Services, Program Management, Business Process Reengineering, Improvement and Optimization, Learning and Talent Development, and Executive Search Services.

We recognize the importance of partnering with our clients to create a shared commitment to success. As such, our multidisciplinary professionals have a singular focus: ***Advance our clients' missions and strategic goals by solving their toughest problems, while providing value.*** We apply leading industry practices, tools and processes, to create and deliver solutions to address strategic, operational, organizational and tactical challenges within the Federal Government. Our entire team is committed to providing objectivity, expertise, experience, and creativity that translates into meaningful and measurable results.

GKG has the right talent, the right processes, and the right tools to help our clients achieve their goals:

Our Talent – GKG's consulting and delivery teams consist of successful high-ranking former military, Federal government, and private sector thought leaders and experts. This enables us to provide our clients with the knowledge and expertise gleaned from years of front-line experience. Our staff has earned our reputation for continually providing quality value-added services that assure that our client's meet their mission and program requirements. Our talented team members hold certification credentials in expertise's such as; Government Performance Management (GPRA 2.0), Lean Six Sigma, Total Quality Management (TQM), Project Management Professional (PMP), Society for Human Resource Management (SHRM), International Public Management Association for Human Resources (IPMA-HR), and Human Capital Strategist (HCS).

Our Processes – We have developed detailed and repeatable processes and procedures based on our extensive experience within both government and private sector organizations. These proven methodologies allow us to provide optimum solutions to our clients while meeting budgetary and time constraints.

Our Tools – Through our experience, we have combined superlative technologies, tools, and support to provide our clients with the necessary integrated framework to insure successful project completion.

Golden Key Group can help you every step of the way, from concept to successful competition in all four of our awarded SINs:

SIN 874-1 Integrated Consulting Services – Golden Key Group provides expert advice, assistance, or counseling in support of agencies' management, organizational, and business improvement efforts. Examples of this include, but are not limited to; research, evaluations, studies, analyses, and reports documenting any proposed developmental, consultative, or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; leadership systems; performance measures and indicators; process and productivity improvement; organizational assessments; program audits, and



evaluations. We also provide survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings

SIN 874-4 Training Services – A fundamental aspect of individual and organizational change and improvement is learning and development. Our training services include off-the-shelf instructor-led courses, customized and tailored instructor-led courses, curriculum development, and evaluation in all areas of education. GKG also offers Federal HR related courses, and consulting designed specifically for overcoming MD 715 issues and concerns.

In addition, we also anticipate a need for professional services in support of Training Strategy, Training Design, Training Development and Training Deployment. Proposed professional services shall be in support of planning, design, creating, and/or executing testing and test administration, learning management, internship, mentorship or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated

SIN 874-5 Support Products – Professionally designed support products including student guides, support materials, job aids, and other supporting materials are available to support mission critical components.

SIN 874-7 Business Program Support Services – Golden Key Group provides complete services in management, integration, and program and project support. These services may include, but are not limited to: program and project management, program integration (team leader), and program oversight. Services covered in this SIN may also include operational/administrative business support services in order to carry out campaigns, initiatives and program objectives.

A complete portfolio of our services, capabilities, clients, and related information is available on our website: <http://www.GoldenKeyGroup.com>.

Please call us at 703.815.0290 or email us at GSASchedules@GoldenKeyGroup.com to learn how Golden Key Group can serve your agency.



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00CORP
Mission Oriented Business Integrated Services (MOBIS)
Sin 874-1, Sin 874-4, Sin 874-5, Sin 874-7

I. COVER PAGE

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
AUTHORIZED FEDERAL SUPPLY SCHEDULE

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 data base system. The Internet address for GSA Advantage!™ is <http://www.gsa.gov>.

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS), STANDARD INDUSTRIAL CODE 874 FSC
Classes: SIN 874-1, SIN 874-4, SIN 874-5, SIN 874-7

Contract Number: GS-02F-0214x

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

CONTRACT PERIOD: July 26, 2016 – July 25, 2021

Contractor: Golden Key Group LLC
11400 Commerce Park Drive, Suite 250
Reston, VA 20191
Office – 703.815.0290
Fax – 703.266.0215

CONTRACTOR'S ADMINISTRATION SOURCE: Bob Brewer, 703.980.1517 (C)

BUSINESS SIZE: Small, Women-Owned, Veteran-Owned, Service-Disabled Veteran-Owned Business



II. Customer Information

1a. Table of Awarded SINs

874-1 Integrated Consulting Services
874-4 Training Services
874-5 Support Products
874-7 Business Program Support Services.

1b. Identification of the Lowest Priced Model Number and Lowest Unit Price:
Not Applicable.

1c. Description of All Corresponding Labor Categories:
Click on the following link to review the included [Labor Category Descriptions](#).

2. Maximum Order:
Customers are encouraged through the solicitation to inquire about possible additional concessions when an order for services exceeds \$1,000,000.

3. Minimum Order:
\$100.00

4. Geographic Coverage (Delivery Area):
CONUS and International

5. Points of Production:
Reston, Virginia.

6. Discount from List Prices:
Basic 5% discount off commercial rates on all labor.

7. Quantity Discounts:
Basic 5% discount off commercial rates on all labor and an additional

- 1% volume discount off of any amount from \$250,000.00 to \$499,999.99 in annual sales per customer
- 2% volume discount off of any amount from \$500,000.00 to \$749,999.99 in annual sales per customer
- 2.5% volume discount off of any amount from \$750,000.00 to \$999,999.99 in annual sales per customer
- 3% volume discount off of any amount over \$1,000,000.00 in annual sales per customer
- 2.5% discount on 5 or more courses ordered per customer annually.

8. Prompt Payment Terms:
15 days: 1% discount.

9a. Government Credit Cards Accepted

9b. No Discounts for Payment by Government Commercial Credit Card

10. Foreign Items:
None.



11a. Time of Delivery:

Will adhere to delivery schedule specified in agencies' purchase orders, etc.

11b. Expedited Delivery:

All items noted in this price list are available for negotiated delivery.

11c. Overnight and 2-Day Delivery:

All items noted in this price list are available for negotiated delivery.

11d. Urgent Requirements:

Contact Gretchen McCracken, 215.872.4842 (C), gmccracken@goldenkeygroup.com, Jason Cowles, 301.676.3003 (C), jcowles@GoldenKeyGroup.com, or Sharon Martinez, 215-872-4843 (C), smartinez@goldenkeygroup.com

12. F.O.B. Points:

Destination.

13. Ordering Address:

Golden Key Group LLC
11400 Commerce Park Drive, Suite 250
Reston, VA 20191
Office – 703.815.0290
Fax – 703.266.0215

13a. Ordering Procedures:

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

14. Payment Address:

Golden Key Group LLC
11400 Commerce Park Drive, Suite 250
Reston, VA 20191
Office – 703.815.0290
Fax – 703.266.0215

15. Warranty Provision:

The contractor warrants and implies that items delivered hereunder are merchantable and fit for the particular purpose of this contract.

16. Export Packing Charges:

Not applicable.

17. Terms and Conditions of Government Purchase Card Acceptance:

Government cards accepted; no discounts apply.

18. Terms and Conditions of Rental, Maintenance, and Repair:

Not applicable.



19. Terms and Conditions of Installation:

Not applicable.

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:

Not applicable.

20a. Terms and Conditions for Any Other Services:

Not applicable.

21. List of Services and Distribution Points:

Golden Key Group LLC

11400 Commerce Park Drive, Suite 250

Reston, VA 20191

Office – 703.815.0290

Fax – 703.266.0215

www.goldenkeygroup.com

22. List of Participating Dealers:

Not applicable.

23. Preventive Maintenance:

Not applicable.

24a. Special Attributes Such As Environmental Attributes:

Not Applicable.

25. Data Universal Number System (Duns) Number:

111187295.

26. Notification Regarding Registration in SAM (Formerly known as Central Contractor Registration (CCR)) Database:

Golden Key Group's CAGE Code is 1YRN9.



Prices for Awarded General SIN-874-1 MOBIS Integrated Consulting Services

Golden Key Group LLC Federal Agency Pricing

Golden Key Group has an extensive cadre of staff who has experience working with all levels of Federal employees from upper level executives and management to entry-level personnel in a variety of consulting capacities. Our consultants have provided consulting services for Federal Human Resources and Human Capital management including strategic human capital planning, policy development, alignment, and implementation support; position management and classification; leadership development programs; and human capital assessment and accountability audit preparation. In addition, GKG provides a full range of program integration and project management services tailored to the government setting. Our consultants have applied a range of processes, procedures, tools and functions to conduct, coordinate, or oversee the elements of major programs. Golden Key Group works closely with all levels of government and provides the full spectrum of services needed to develop successful government programs.

Professional Services Schedule (PSS)								
Hourly Rates								
00CORP SIN 874-1	Labor Category	On-Site / Off-Site	CPL	GSA Price 2016	GSA Price 2017	GSA Price 2018	GSA Price 2019	GSA Price 2020
Management Categories								
874-M-1A	Senior Partner / Senior Principal	On-Site	\$463.54	\$421.40	\$430.78	\$440.36	\$450.16	\$460.17
		Off-Site	\$464.59	\$442.47	\$452.31	\$462.38	\$472.67	\$483.18
874-M-1B	Partner / Principal	On-Site	\$429.39	\$390.35	\$399.04	\$407.91	\$416.99	\$426.27
		Off-Site	\$430.36	\$409.87	\$418.99	\$428.31	\$437.84	\$447.58
874-M-1C	Associate Partner	On-Site	\$410.15	\$372.86	\$381.16	\$389.64	\$398.31	\$407.17
		Off-Site	\$411.08	\$391.50	\$400.21	\$409.12	\$418.22	\$427.53
874-M-2A	Senior Director	On-Site	\$426.39	\$387.63	\$396.25	\$405.07	\$414.08	\$423.30
		Off-Site	\$427.36	\$407.01	\$416.07	\$425.33	\$434.79	\$444.46
874-M-2B	Director	On-Site	\$399.99	\$363.63	\$371.72	\$379.99	\$388.45	\$397.09
		Off-Site	\$400.90	\$381.81	\$390.31	\$398.99	\$407.87	\$416.94
874-M-3	Program Manager (Contract Level)	On-Site	\$293.71	\$267.01	\$272.95	\$279.02	\$285.23	\$291.58
		Off-Site	\$294.38	\$280.36	\$286.60	\$292.98	\$299.49	\$306.16
874-M-4A	Project Manager I	On-Site	\$148.40	\$134.91	\$137.91	\$140.98	\$144.12	\$147.32
		Off-Site	\$148.74	\$141.66	\$144.81	\$148.03	\$151.32	\$154.69
874-M-4B	Project Manager II	On-Site	\$164.01	\$149.10	\$152.42	\$155.81	\$159.28	\$162.82
		Off-Site	\$164.38	\$156.56	\$160.04	\$163.60	\$167.24	\$170.96
874-M-4C	Project Manager III	On-Site	\$176.79	\$160.72	\$164.30	\$167.95	\$171.69	\$175.51
		Off-Site	\$177.19	\$168.76	\$172.51	\$176.35	\$180.27	\$184.28
874-M-4D	Project Manager IV	On-Site	\$230.05	\$209.14	\$213.79	\$218.55	\$223.41	\$228.38
		Off-Site	\$230.58	\$219.60	\$224.48	\$229.48	\$234.58	\$239.80
874-M-5A	Team Leader I	On-Site	\$159.50	\$145.00	\$148.23	\$151.52	\$154.90	\$158.34
		Off-Site	\$159.86	\$152.25	\$155.64	\$159.10	\$162.64	\$166.26
874-M-5B	Team Leader II	On-Site	\$164.95	\$149.95	\$153.29	\$156.70	\$160.18	\$163.75



		Off-Site	\$165.32	\$157.45	\$160.95	\$164.53	\$168.19	\$171.93
Consulting Categories								
874-C-1	C-Level Advisor (Financial / Legal / Policy / Strategy)	On-Site	\$496.18	\$451.07	\$461.11	\$471.37	\$481.85	\$492.58
		Off-Site	\$497.30	\$473.62	\$484.16	\$494.93	\$505.95	\$517.20
874-C-2A	Subject Matter Expert I	On-Site	\$215.85	\$196.23	\$200.60	\$205.06	\$209.62	\$214.29
		Off-Site	\$216.34	\$206.04	\$210.63	\$215.31	\$220.10	\$225.00
874-C-2B	Subject Matter Expert II	On-Site	\$251.00	\$228.18	\$233.26	\$238.45	\$243.75	\$249.18
		Off-Site	\$251.57	\$239.59	\$244.92	\$250.37	\$255.94	\$261.63
874-C-2C	Subject Matter Expert III	On-Site	\$293.71	\$267.01	\$272.95	\$279.02	\$285.23	\$291.58
		Off-Site	\$294.38	\$280.36	\$286.60	\$292.98	\$299.49	\$306.16
874-C-3	Executive Consultant	On-Site	\$182.02	\$165.47	\$169.15	\$172.92	\$176.76	\$180.70
		Off-Site	\$182.43	\$173.74	\$177.61	\$181.56	\$185.60	\$189.73
874-C-4A	Principal Consultant I	On-Site	\$231.43	\$210.39	\$215.07	\$219.86	\$224.75	\$229.75
		Off-Site	\$231.95	\$220.91	\$225.82	\$230.85	\$235.99	\$241.24
874-C-4B	Principal Consultant II	On-Site	\$285.25	\$259.32	\$265.09	\$270.99	\$277.02	\$283.18
		Off-Site	\$285.90	\$272.29	\$278.34	\$284.54	\$290.87	\$297.34
874-C-4C	Principal Consultant III	On-Site	\$326.96	\$297.24	\$303.85	\$310.61	\$317.53	\$324.59
		Off-Site	\$327.71	\$312.10	\$319.05	\$326.15	\$333.40	\$340.82
874-C-5A	Senior Consultant I	On-Site	\$127.99	\$116.35	\$118.94	\$121.59	\$124.29	\$127.06
		Off-Site	\$128.28	\$122.17	\$124.89	\$127.66	\$130.50	\$133.41
874-C-5B	Senior Consultant II	On-Site	\$175.47	\$159.52	\$163.07	\$166.70	\$170.41	\$174.20
		Off-Site	\$175.87	\$167.50	\$171.22	\$175.03	\$178.93	\$182.91
874-C-5C	Senior Consultant III	On-Site	\$210.44	\$191.31	\$195.57	\$199.92	\$204.37	\$208.91
		Off-Site	\$210.92	\$200.88	\$205.34	\$209.91	\$214.58	\$219.36
874-C-6A	Consultant I	On-Site	\$98.23	\$89.30	\$91.29	\$93.32	\$95.39	\$97.52
		Off-Site	\$98.45	\$93.77	\$95.85	\$97.98	\$100.16	\$102.39
874-C-6B	Consultant II	On-Site	\$122.65	\$111.50	\$113.98	\$116.52	\$119.11	\$121.76
		Off-Site	\$122.93	\$117.08	\$119.68	\$122.34	\$125.06	\$127.85
Training Categories								
847-T-1	Master Facilitator	On-Site	\$230.05	\$209.14	\$213.79	\$218.55	\$223.41	\$228.38
		Off-Site	\$230.58	\$219.60	\$224.48	\$229.48	\$234.58	\$239.80
847-T-10	Training Manager	On-Site	\$120.40	\$109.45	\$111.89	\$114.37	\$116.92	\$119.52
		Off-Site	\$120.67	\$114.92	\$117.48	\$120.09	\$122.77	\$125.50
847-T-11	Executive Coach	On-Site	\$314.16	\$285.60	\$291.95	\$298.45	\$305.09	\$311.88
		Off-Site	\$314.87	\$299.88	\$306.55	\$313.37	\$320.35	\$327.47
847-T-2A	Senior Facilitator I	On-Site	\$176.47	\$160.43	\$164.00	\$167.65	\$171.38	\$175.19
		Off-Site	\$176.87	\$168.45	\$172.20	\$176.03	\$179.95	\$183.95
847-T-2B	Senior Facilitator II	On-Site	\$244.60	\$222.36	\$227.31	\$232.37	\$237.54	\$242.82
		Off-Site	\$245.15	\$233.48	\$238.67	\$243.98	\$249.41	\$254.96
847-T-3	Facilitator	On-Site	\$128.50	\$116.82	\$119.42	\$122.08	\$124.79	\$127.57



		Off-Site	\$128.79	\$122.66	\$125.39	\$128.18	\$131.03	\$133.95
847-T-6A	Multi-Media Specialist I	On-Site	\$70.81	\$64.37	\$65.80	\$67.27	\$68.76	\$70.29
		Off-Site	\$70.97	\$67.59	\$69.09	\$70.63	\$72.20	\$73.81
847-T-6B	Multi-Media Specialist II	On-Site	\$87.90	\$79.91	\$81.69	\$83.51	\$85.36	\$87.26
		Off-Site	\$88.10	\$83.91	\$85.77	\$87.68	\$89.63	\$91.63
847-T-6C	Multi-Media Specialist III	On-Site	\$93.57	\$85.06	\$86.95	\$88.89	\$90.87	\$92.89
		Off-Site	\$93.78	\$89.31	\$91.30	\$93.33	\$95.41	\$97.53
Administrative and Graphics Categories								
874-AG-1A	Technical Writer/Editor I	On-Site	\$93.28	\$84.80	\$86.69	\$88.62	\$90.59	\$92.60
		Off-Site	\$93.49	\$89.04	\$91.02	\$93.05	\$95.12	\$97.23
874-AG-1B	Technical Writer/Editor II	On-Site	\$101.31	\$92.10	\$94.15	\$96.24	\$98.39	\$100.57
		Off-Site	\$101.54	\$96.71	\$98.86	\$101.06	\$103.30	\$105.60
874-AG-1C	Technical Writer/Editor III	On-Site	\$110.37	\$100.34	\$102.57	\$104.85	\$107.19	\$109.57
		Off-Site	\$110.62	\$105.36	\$107.70	\$110.10	\$112.55	\$115.05
874-AG-2A	Administrative Assistant I / Support Specialist I	On-Site	\$68.27	\$62.06	\$63.44	\$64.85	\$66.30	\$67.77
		Off-Site	\$68.42	\$65.16	\$66.61	\$68.10	\$69.61	\$71.16
874-AG-2B	Administrative Assistant II / Support Specialist II	On-Site	\$101.72	\$92.47	\$94.53	\$96.63	\$98.78	\$100.98
		Off-Site	\$101.95	\$97.09	\$99.25	\$101.46	\$103.72	\$106.03
874-AG-2C	Administrative Assistant III / Support Specialist III	On-Site	\$81.14	\$73.76	\$75.40	\$77.08	\$78.79	\$80.55
		Off-Site	\$81.32	\$77.45	\$79.17	\$80.93	\$82.73	\$84.57
847-AG-3A	Graphic Artist I	On-Site	\$81.14	\$73.76	\$75.40	\$77.08	\$78.79	\$80.55
		Off-Site	\$81.32	\$77.45	\$79.17	\$80.93	\$82.73	\$84.57
847-AG-3B	Graphic Artist II	On-Site	\$101.72	\$92.47	\$94.53	\$96.63	\$98.78	\$100.98
		Off-Site	\$101.95	\$97.09	\$99.25	\$101.46	\$103.72	\$106.03
874-AG-4	Direct Support (DS)	On-Site	\$79.63	\$72.39	\$74.00	\$75.65	\$77.33	\$79.05
		Off-Site	\$79.81	\$76.01	\$77.70	\$79.43	\$81.20	\$83.00
Research Categories								
847-R-1	Principal Survey Research Consultant	On-Site	\$231.43	\$210.39	\$215.07	\$219.86	\$224.75	\$229.75
		Off-Site	\$231.95	\$220.91	\$225.82	\$230.85	\$235.99	\$241.24
847-R-2	Senior Survey Research Consultant	On-Site	\$180.68	\$164.25	\$167.90	\$171.64	\$175.46	\$179.36
		Off-Site	\$181.09	\$172.46	\$176.30	\$180.22	\$184.23	\$188.33
847-R-3	Survey Research Consultant	On-Site	\$126.28	\$114.80	\$117.35	\$119.97	\$122.63	\$125.36
		Off-Site	\$126.57	\$120.54	\$123.22	\$125.96	\$128.77	\$131.63
847-R-4	Junior Survey Research Consultant	On-Site	\$98.23	\$89.30	\$91.29	\$93.32	\$95.39	\$97.52
		Off-Site	\$98.45	\$93.77	\$95.85	\$97.98	\$100.16	\$102.39
847-R-5	Organizational Researcher	On-Site	\$44.09	\$40.08	\$40.97	\$41.88	\$42.82	\$43.77
		Off-Site	\$44.19	\$42.08	\$43.02	\$43.98	\$44.96	\$45.96
874-R-6A	Research Data Assistant I	On-Site	\$29.57	\$26.88	\$27.48	\$28.09	\$28.71	\$29.35
		Off-Site	\$29.64	\$28.22	\$28.85	\$29.49	\$30.15	\$30.82
874-R-6B	Research Data Assistant II	On-Site	\$34.99	\$31.81	\$32.52	\$33.24	\$33.98	\$34.74



		Off-Site	\$35.07	\$33.40	\$34.14	\$34.90	\$35.68	\$36.47
874-R-6C	Research Data Assistant III	On-Site	\$40.18	\$36.53	\$37.34	\$38.17	\$39.02	\$39.89
		Off-Site	\$40.27	\$38.36	\$39.21	\$40.08	\$40.97	\$41.89
874-R-7A	Data Specialist I	On-Site	\$46.73	\$42.48	\$43.43	\$44.39	\$45.38	\$46.39
		Off-Site	\$46.83	\$44.60	\$45.60	\$46.61	\$47.65	\$48.71
874-R-7B	Data Specialist II	On-Site	\$51.56	\$46.87	\$47.91	\$48.98	\$50.07	\$51.18
		Off-Site	\$51.67	\$49.21	\$50.31	\$51.43	\$52.57	\$53.74
874-R-7C	Data Specialist III	On-Site	\$56.88	\$51.71	\$52.86	\$54.04	\$55.24	\$56.47
		Off-Site	\$57.01	\$54.30	\$55.50	\$56.74	\$58.00	\$59.29
Analysis Categories								
874-A-1	Senior Organizational Analyst	On-Site	\$93.84	\$85.31	\$87.21	\$89.15	\$91.13	\$93.16
		Off-Site	\$94.05	\$89.58	\$91.57	\$93.61	\$95.69	\$97.82
874-A-2	Organizational Analyst	On-Site	\$62.56	\$56.87	\$58.14	\$59.43	\$60.75	\$62.10
		Off-Site	\$62.70	\$59.71	\$61.04	\$62.40	\$63.79	\$65.21
874-A-3A	Senior Analyst I	On-Site	\$133.54	\$121.40	\$124.10	\$126.86	\$129.69	\$132.57
		Off-Site	\$133.84	\$127.47	\$130.31	\$133.21	\$136.17	\$139.20
874-A-3B	Senior Analyst II	On-Site	\$151.55	\$137.77	\$140.84	\$143.97	\$147.17	\$150.45
		Off-Site	\$151.89	\$144.66	\$147.88	\$151.17	\$154.53	\$157.97
874-A-3C	Senior Analyst III	On-Site	\$218.57	\$198.70	\$203.12	\$207.64	\$212.26	\$216.98
		Off-Site	\$219.07	\$208.64	\$213.28	\$218.02	\$222.87	\$227.83
874-A-4A	Analyst I	On-Site	\$102.81	\$93.46	\$95.54	\$97.67	\$99.84	\$102.06
		Off-Site	\$103.04	\$98.13	\$100.32	\$102.55	\$104.83	\$107.16
874-A-4B	Analyst II	On-Site	\$108.59	\$98.72	\$100.92	\$103.16	\$105.46	\$107.80
		Off-Site	\$108.84	\$103.66	\$105.96	\$108.32	\$110.73	\$113.19
874-A-4C	Analyst III	On-Site	\$114.63	\$104.21	\$106.53	\$108.90	\$111.32	\$113.80
		Off-Site	\$114.89	\$109.42	\$111.86	\$114.34	\$116.89	\$119.49
874-A-5A	Junior Analyst I	On-Site	\$78.47	\$71.34	\$72.93	\$74.55	\$76.21	\$77.90
		Off-Site	\$78.65	\$74.91	\$76.57	\$78.28	\$80.02	\$81.80
874-A-5B	Junior Analyst II	On-Site	\$87.00	\$79.09	\$80.85	\$82.65	\$84.49	\$86.37
		Off-Site	\$87.20	\$83.04	\$84.89	\$86.78	\$88.71	\$90.69
874-A-5C	Junior Analyst III	On-Site	\$91.78	\$83.44	\$85.30	\$87.19	\$89.13	\$91.12
		Off-Site	\$91.99	\$87.61	\$89.56	\$91.55	\$93.59	\$95.67
Engineering Categories								
874-E-1	Senior Systems/ Project Engineers	On-Site	\$211.86	\$192.60	\$196.89	\$201.27	\$205.74	\$210.32
		Off-Site	\$212.34	\$202.23	\$206.73	\$211.33	\$216.03	\$220.84
874-E-2	Systems/ Project Engineers	On-Site	\$157.84	\$143.49	\$146.68	\$149.95	\$153.28	\$156.69
		Off-Site	\$158.20	\$150.66	\$154.02	\$157.44	\$160.95	\$164.53
874-E-3	Junior Systems/ Project Engineers	On-Site	\$93.84	\$85.31	\$87.21	\$89.15	\$91.13	\$93.16
		Off-Site	\$94.05	\$89.58	\$91.57	\$93.61	\$95.69	\$97.82
874-E-4A	Engineer I	On-Site	\$102.81	\$93.46	\$95.54	\$97.67	\$99.84	\$102.06
		Off-Site	\$103.04	\$98.13	\$100.32	\$102.55	\$104.83	\$107.16



874-E-4B	Engineer II	On-Site	\$108.59	\$98.72	\$100.92	\$103.16	\$105.46	\$107.80
		Off-Site	\$108.84	\$103.66	\$105.96	\$108.32	\$110.73	\$113.19
874-E-4C	Engineer III	On-Site	\$114.63	\$104.21	\$106.53	\$108.90	\$111.32	\$113.80
		Off-Site	\$114.89	\$109.42	\$111.86	\$114.34	\$116.89	\$119.49
874-E-5	Information Center Support Services	On-Site	\$79.90	\$72.64	\$74.26	\$75.91	\$77.60	\$79.32
		Off-Site	\$80.09	\$76.27	\$77.97	\$79.70	\$81.48	\$83.29

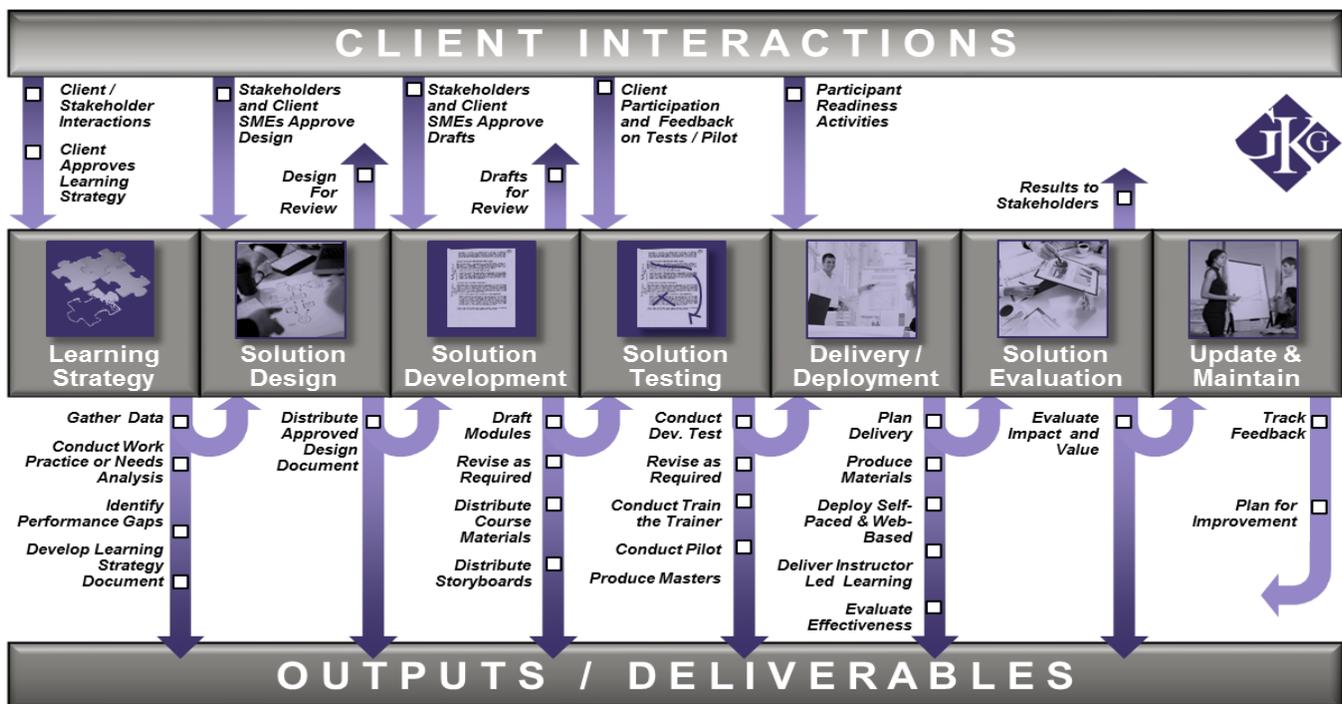


Prices for Awarded General SIN-874-4 MOBIS Training Services

Course Development & Test Development / Administration

Golden Key Group uses proven educational methodologies to develop appropriate training courses using the following modified ADDIE approach:

- Golden Key Group can meet with the appropriate stakeholders to ascertain the requirements for training elements that need to be developed.
- Then, we can perform a Needs Analysis to assess the potential performance gaps that need to be trained to among the various populations including executives, managers, and specific regional, line of business or staff office needs.
- Next, an overall learning strategy can be developed that will componentize the different elements into logical groupings and sequences. The output of this strategy will be a recommended sequence of learning opportunities using blended approaches as appropriate.
- For each of these learning opportunities, a Design Document will be developed that outlines the Terminal Performance Objectives (TPOs) as well as any high-level Enabling Objectives (EOs).
- After the Design Document has been approved, the development of the course, web-based training, interactive videos, instructor-led training, or other forms of training can begin.
- After the learning opportunity has been developed, it will be tested and piloted as needed and any corrections will be incorporated into the final version.
- An on-going evaluation system can be designed and implemented to ensure that the participants are getting what they need out of the training.



13-874-01-BPL



Course Delivery

Golden Key Group has an extensive network of subject matter experts in a wide variety of subject areas including professional and executive-level communication skills. We have an extensive library of existing training modules or a training program that can be custom designed to meet our clients' specifications by one of our curriculum development specialists.

The Golden Key Group's professional trainers provide interactive and relevant learning sessions in an environment that is conducive to learning. Collectively they possess over 200 years of curriculum development and platform/classroom instruction. They are adept at engaging a diverse audience and imparting knowledge that is meaningful and relevant, while still making it fun, and are passionate about teaching and learning. They share their personal experiences and encourage the audience to participate, so others can learn from their experiences.

Learning Management System

Golden Key Group can support the most popular Learning Management Systems (an automated database) to coordinate all of the support functions of training including:

- **Administration** – the activities around training deliveries. This includes: integrated scheduling of training sessions; sign-up activities by participants, preparation of support package.
- **Documentation** – create and maintain a centralized library of training materials.
- **Tracking** – track participant attendance and maintain training records of training activities for each individual.
- **Reporting** – provide the capability of reporting course evaluations and participant learning records.
- **Delivery** – facilitate the delivery of e-learning programs, on-line events and simulations, and downloadable training content.

Professional Services Schedule (PSS)								
Hourly Rates								
00CORP SIN 874-4	Labor Category	On-Site / Off-Site	CPL	GSA Price 2016	GSA Price 2017	GSA Price 2018	GSA Price 2019	GSA Price 2020
Management Categories								
874-M-1A	Senior Partner / Senior Principal	On-Site	\$463.54	\$421.40	\$430.78	\$440.36	\$450.16	\$460.17
		Off-Site	\$464.59	\$442.47	\$452.31	\$462.38	\$472.67	\$483.18
874-M-1B	Partner / Principal	On-Site	\$429.39	\$390.35	\$399.04	\$407.91	\$416.99	\$426.27
		Off-Site	\$430.36	\$409.87	\$418.99	\$428.31	\$437.84	\$447.58
874-M-1C	Associate Partner	On-Site	\$410.15	\$372.86	\$381.16	\$389.64	\$398.31	\$407.17
		Off-Site	\$411.08	\$391.50	\$400.21	\$409.12	\$418.22	\$427.53
874-M-2A	Senior Director	On-Site	\$426.39	\$387.63	\$396.25	\$405.07	\$414.08	\$423.30
		Off-Site	\$427.36	\$407.01	\$416.07	\$425.33	\$434.79	\$444.46
874-M-2B	Director	On-Site	\$399.99	\$363.63	\$371.72	\$379.99	\$388.45	\$397.09
		Off-Site	\$400.90	\$381.81	\$390.31	\$398.99	\$407.87	\$416.94
874-M-3	Program Manager (Contract Level)	On-Site	\$293.71	\$267.01	\$272.95	\$279.02	\$285.23	\$291.58
		Off-Site	\$294.38	\$280.36	\$286.60	\$292.98	\$299.49	\$306.16
874-M-4A	Project Manager I	On-Site	\$148.40	\$134.91	\$137.91	\$140.98	\$144.12	\$147.32
		Off-Site	\$148.74	\$141.66	\$144.81	\$148.03	\$151.32	\$154.69



874-M-4B	Project Manager II	On-Site	\$164.01	\$149.10	\$152.42	\$155.81	\$159.28	\$162.82
		Off-Site	\$164.38	\$156.56	\$160.04	\$163.60	\$167.24	\$170.96
874-M-4C	Project Manager III	On-Site	\$176.79	\$160.72	\$164.30	\$167.95	\$171.69	\$175.51
		Off-Site	\$177.19	\$168.76	\$172.51	\$176.35	\$180.27	\$184.28
874-M-4D	Project Manager IV	On-Site	\$230.05	\$209.14	\$213.79	\$218.55	\$223.41	\$228.38
		Off-Site	\$230.58	\$219.60	\$224.48	\$229.48	\$234.58	\$239.80
874-M-5A	Team Leader I	On Site	\$159.50	\$145.00	\$148.23	\$151.52	\$154.90	\$158.34
		Off Site	\$159.86	\$152.25	\$155.64	\$159.10	\$162.64	\$166.26
874-M-5B	Team Leader II	On Site	\$164.95	\$149.95	\$153.29	\$156.70	\$160.18	\$163.75
		Off Site	\$165.32	\$157.45	\$160.95	\$164.53	\$168.19	\$171.93
Consulting Categories								
874-C-1	C-Level Advisor (Financial / Legal / Policy / Strategy)	On-Site	\$496.18	\$451.07	\$461.11	\$471.37	\$481.85	\$492.58
		Off-Site	\$497.30	\$473.62	\$484.16	\$494.93	\$505.95	\$517.20
874-C-2A	Subject Matter Expert I	On-Site	\$215.85	\$196.23	\$200.60	\$205.06	\$209.62	\$214.29
		Off-Site	\$216.34	\$206.04	\$210.63	\$215.31	\$220.10	\$225.00
874-C-2B	Subject Matter Expert II	On-Site	\$251.00	\$228.18	\$233.26	\$238.45	\$243.75	\$249.18
		Off-Site	\$251.57	\$239.59	\$244.92	\$250.37	\$255.94	\$261.63
874-C-2C	Subject Matter Expert III	On-Site	\$293.71	\$267.01	\$272.95	\$279.02	\$285.23	\$291.58
		Off-Site	\$294.38	\$280.36	\$286.60	\$292.98	\$299.49	\$306.16
874-C-3	Executive Consultant	On-Site	\$182.02	\$165.47	\$169.15	\$172.92	\$176.76	\$180.70
		Off-Site	\$182.43	\$173.74	\$177.61	\$181.56	\$185.60	\$189.73
874-C-4A	Principal Consultant I	On-Site	\$231.43	\$210.39	\$215.07	\$219.86	\$224.75	\$229.75
		Off-Site	\$231.95	\$220.91	\$225.82	\$230.85	\$235.99	\$241.24
874-C-4B	Principal Consultant II	On-Site	\$285.25	\$259.32	\$265.09	\$270.99	\$277.02	\$283.18
		Off-Site	\$285.90	\$272.29	\$278.34	\$284.54	\$290.87	\$297.34
874-C-4C	Principal Consultant III	On-Site	\$326.96	\$297.24	\$303.85	\$310.61	\$317.53	\$324.59
		Off-Site	\$327.71	\$312.10	\$319.05	\$326.15	\$333.40	\$340.82
874-C-5A	Senior Consultant I	On-Site	\$127.99	\$116.35	\$118.94	\$121.59	\$124.29	\$127.06
		Off-Site	\$128.28	\$122.17	\$124.89	\$127.66	\$130.50	\$133.41
874-C-5B	Senior Consultant II	On-Site	\$175.47	\$159.52	\$163.07	\$166.70	\$170.41	\$174.20
		Off-Site	\$175.87	\$167.50	\$171.22	\$175.03	\$178.93	\$182.91
874-C-5C	Senior Consultant III	On-Site	\$210.44	\$191.31	\$195.57	\$199.92	\$204.37	\$208.91
		Off-Site	\$210.92	\$200.88	\$205.34	\$209.91	\$214.58	\$219.36
874-C-6A	Consultant I	On-Site	\$98.23	\$89.30	\$91.29	\$93.32	\$95.39	\$97.52
		Off-Site	\$98.45	\$93.77	\$95.85	\$97.98	\$100.16	\$102.39
874-C-6B	Consultant II	On-Site	\$122.65	\$111.50	\$113.98	\$116.52	\$119.11	\$121.76
		Off-Site	\$122.93	\$117.08	\$119.68	\$122.34	\$125.06	\$127.85
Training Categories								
847-T-1	Master Facilitator	On-Site	\$230.05	\$209.14	\$213.79	\$218.55	\$223.41	\$228.38
		Off-Site	\$230.58	\$219.60	\$224.48	\$229.48	\$234.58	\$239.80



847-T-2A	Senior Facilitator I	On-Site	\$176.47	\$160.43	\$164.00	\$167.65	\$171.38	\$175.19
		Off-Site	\$176.87	\$168.45	\$172.20	\$176.03	\$179.95	\$183.95
847-T-2B	Senior Facilitator II	On-Site	\$244.60	\$222.36	\$227.31	\$232.37	\$237.54	\$242.82
		Off-Site	\$245.15	\$233.48	\$238.67	\$243.98	\$249.41	\$254.96
847-T-3	Facilitator	On-Site	\$128.50	\$116.82	\$119.42	\$122.08	\$124.79	\$127.57
		Off-Site	\$128.79	\$122.66	\$125.39	\$128.18	\$131.03	\$133.95
847-T-4A	Instructional Designer I	On-Site	\$109.53	\$99.57	\$101.79	\$104.05	\$106.37	\$108.73
		Off-Site	\$109.78	\$104.55	\$106.87	\$109.25	\$111.68	\$114.17
847-T-4B	Instructional Designer II	On-Site	\$128.50	\$116.82	\$119.42	\$122.08	\$124.79	\$127.57
		Off-Site	\$128.79	\$122.66	\$125.39	\$128.18	\$131.03	\$133.95
847-T-4C	Instructional Designer III	On-Site	\$202.93	\$184.48	\$188.58	\$192.78	\$197.07	\$201.45
		Off-Site	\$203.39	\$193.70	\$198.01	\$202.42	\$206.92	\$211.53
847-T-5	Junior Instructional Designer	On-Site	\$91.60	\$83.27	\$85.12	\$87.02	\$88.95	\$90.93
		Off-Site	\$91.81	\$87.43	\$89.38	\$91.37	\$93.40	\$95.48
847-T-6A	Multi-Media Specialist I	On-Site	\$70.81	\$64.37	\$65.80	\$67.27	\$68.76	\$70.29
		Off-Site	\$70.97	\$67.59	\$69.09	\$70.63	\$72.20	\$73.81
847-T-6B	Multi-Media Specialist II	On-Site	\$87.90	\$79.91	\$81.69	\$83.51	\$85.36	\$87.26
		Off-Site	\$88.10	\$83.91	\$85.77	\$87.68	\$89.63	\$91.63
847-T-6C	Multi-Media Specialist III	On-Site	\$93.57	\$85.06	\$86.95	\$88.89	\$90.87	\$92.89
		Off-Site	\$93.78	\$89.31	\$91.30	\$93.33	\$95.41	\$97.53
847-T-7	Senior Training Consultant	On-Site	\$242.18	\$220.16	\$225.06	\$230.07	\$235.19	\$240.42
		Off-Site	\$242.73	\$231.17	\$236.31	\$241.57	\$246.94	\$252.44
847-T-8	Training Consultant	On-Site	\$188.98	\$171.80	\$175.62	\$179.53	\$183.52	\$187.61
		Off-Site	\$189.41	\$180.39	\$184.40	\$188.51	\$192.70	\$196.99
847-T-9	Senior Organizational Trainer	On-Site	\$298.80	\$271.64	\$277.68	\$283.86	\$290.18	\$296.63
		Off-Site	\$299.48	\$285.22	\$291.57	\$298.06	\$304.69	\$311.47
847-T-10	Training Manager	On-Site	\$120.40	\$109.45	\$111.89	\$114.37	\$116.92	\$119.52
		Off-Site	\$120.67	\$114.92	\$117.48	\$120.09	\$122.77	\$125.50
847-T-11	Executive Coach	On-Site	\$314.16	\$285.60	\$291.95	\$298.45	\$305.09	\$311.88
		Off-Site	\$314.87	\$299.88	\$306.55	\$313.37	\$320.35	\$327.47
Administrative and Graphics Categories								
874-AG-1A	Technical Writer/Editor I	On-Site	\$93.28	\$84.80	\$86.69	\$88.62	\$90.59	\$92.60
		Off-Site	\$93.49	\$89.04	\$91.02	\$93.05	\$95.12	\$97.23
874-AG-1B	Technical Writer/Editor II	On-Site	\$101.31	\$92.10	\$94.15	\$96.24	\$98.39	\$100.57
		Off-Site	\$101.54	\$96.71	\$98.86	\$101.06	\$103.30	\$105.60
874-AG-1C	Technical Writer/Editor III	On-Site	\$110.37	\$100.34	\$102.57	\$104.85	\$107.19	\$109.57
		Off-Site	\$110.62	\$105.36	\$107.70	\$110.10	\$112.55	\$115.05
874-AG-2A	Administrative Assistant I / Support Specialist I	On-Site	\$68.27	\$62.06	\$63.44	\$64.85	\$66.30	\$67.77
		Off-Site	\$68.42	\$65.16	\$66.61	\$68.10	\$69.61	\$71.16
874-AG-2B	Administrative Assistant II /	On-Site	\$101.72	\$92.47	\$94.53	\$96.63	\$98.78	\$100.98



	Support Specialist II	Off-Site	\$101.95	\$97.09	\$99.25	\$101.46	\$103.72	\$106.03
874-AG-2C	Administrative Assistant III / Support Specialist III	On-Site	\$81.14	\$73.76	\$75.40	\$77.08	\$78.79	\$80.55
		Off-Site	\$81.32	\$77.45	\$79.17	\$80.93	\$82.73	\$84.57
847-AG-3A	Graphic Artist I	On-Site	\$81.14	\$73.76	\$75.40	\$77.08	\$78.79	\$80.55
		Off-Site	\$81.32	\$77.45	\$79.17	\$80.93	\$82.73	\$84.57
847-AG-3B	Graphic Artist II	On-Site	\$101.72	\$92.47	\$94.53	\$96.63	\$98.78	\$100.98
		Off-Site	\$101.95	\$97.09	\$99.25	\$101.46	\$103.72	\$106.03
874-AG-4	Direct Support (DS)	On-Site	\$79.63	\$72.39	\$74.00	\$75.65	\$77.33	\$79.05
		Off-Site	\$79.81	\$76.01	\$77.70	\$79.43	\$81.20	\$83.00
Research Categories								
847-R-1	Principal Survey Research Consultant	On-Site	\$231.43	\$210.39	\$215.07	\$219.86	\$224.75	\$229.75
		Off-Site	\$231.95	\$220.91	\$225.82	\$230.85	\$235.99	\$241.24
847-R-2	Senior Survey Research Consultant	On-Site	\$180.68	\$164.25	\$167.90	\$171.64	\$175.46	\$179.36
		Off-Site	\$181.09	\$172.46	\$176.30	\$180.22	\$184.23	\$188.33
847-R-3	Survey Research Consultant	On-Site	\$126.28	\$114.80	\$117.35	\$119.97	\$122.63	\$125.36
		Off-Site	\$126.57	\$120.54	\$123.22	\$125.96	\$128.77	\$131.63
847-R-4	Junior Survey Research Consultant	On-Site	\$98.23	\$89.30	\$91.29	\$93.32	\$95.39	\$97.52
		Off-Site	\$98.45	\$93.77	\$95.85	\$97.98	\$100.16	\$102.39
847-R-5	Organizational Researcher	On-Site	\$44.09	\$40.08	\$40.97	\$41.88	\$42.82	\$43.77
		Off-Site	\$44.19	\$42.08	\$43.02	\$43.98	\$44.96	\$45.96
874-R-6A	Research Data Assistant I	On-Site	\$29.57	\$26.88	\$27.48	\$28.09	\$28.71	\$29.35
		Off-Site	\$29.64	\$28.22	\$28.85	\$29.49	\$30.15	\$30.82
874-R-6B	Research Data Assistant II	On-Site	\$34.99	\$31.81	\$32.52	\$33.24	\$33.98	\$34.74
		Off-Site	\$35.07	\$33.40	\$34.14	\$34.90	\$35.68	\$36.47
874-R-6C	Research Data Assistant III	On-Site	\$40.18	\$36.53	\$37.34	\$38.17	\$39.02	\$39.89
		Off-Site	\$40.27	\$38.36	\$39.21	\$40.08	\$40.97	\$41.89
Analysis Categories								
874-A-1	Senior Organizational Analyst	On-Site	\$93.84	\$85.31	\$87.21	\$89.15	\$91.13	\$93.16
		Off-Site	\$94.05	\$89.58	\$91.57	\$93.61	\$95.69	\$97.82
874-A-2	Organizational Analyst	On-Site	\$62.56	\$56.87	\$58.14	\$59.43	\$60.75	\$62.10
		Off-Site	\$62.70	\$59.71	\$61.04	\$62.40	\$63.79	\$65.21
Engineering Categories								
874-E-5	Information Center Support Services	On-Site	\$79.90	\$72.64	\$74.26	\$75.91	\$77.60	\$79.32
		Off-Site	\$80.09	\$76.27	\$77.97	\$79.70	\$81.48	\$83.29



GKG Courses

Golden Key Group offers a wide variety of Instructor-led courses. The pricing includes your agency logo and colors on the overheads as well as Participant Materials. One of our experienced facilitators will facilitate the course. GKG has five main types of course offerings:

- **Standard Courses** – range in length from ½ day to 3 day courses designed to be delivered at the client’s site. If you need a smaller class size that the minimum shown, pricing can be negotiated.
- **Flexi-Courses** – a series of courses that have been designed for a flexible delivery. In most cases, the courses can be given in time frames from one hour to two days. In other cases, there may be several components for different audiences, etc.
- **Federal HR Flexi-Courses** – Golden Key Group also offers flexible courses specifically designed for the Federal HR arena. Again the length of time is variable depending on what you want to get out of the courses.
- **Other Federal HR Courses** – Golden Key Group also offers a series of weeklong courses dealing with specific Federal HR topics.
- **Diversity and Inclusion Courses** – Golden Key Group offers support in overcoming the challenges in meeting the Management Directive 715 requirements.

And of course, any of the Golden Key Group offerings can be Tailored or Customized to your specific needs. Our instructional design experts will be happy to take one of our courses as a baseline and tailor it by including additional elements such as agency-specific case studies and role plays that will tie the materials more closely to the participant’s work activities. Additionally, Golden Key Group can customize our courses to your specific business processes and requirements. Or Golden Key Group can create a course that is totally specific to your needs and requirements.

Course Tailoring

Golden Key Group courses can be tailored to meet specific needs of the client. We will work with you to provide additional elements such as case studies and role plays that will tie the materials more closely to the participant’s work activities or we can customize the course to your specific business processes and requirements. The table below provides you with an idea of the expenses involved. Or, if you have some specific needs, Golden Key Group can create specific modules or entire courses for you.

Level	Consulting Hours	Instructional Design Hours	Additional Cost
Level 1	5 Hours	8 Hours	\$1,900.95
Level 2	12 Hours	20 hours	\$4,670.20
Level 3	20 Hours	35 Hours	\$8,005.65

Instructor-led course offerings assume that courses will be taught on the client’s site and do not include travel.



Standard Instructor-Led Course Offerings

SIN #	Course Name	Length	Minimum / Maximum Participants	Price per Participant
874-4-1	360° Leadership Assessment	1 day	10 / 16	\$ 595.42
874-4-2	Advanced Consulting Skills for Human Capital Professionals	1 day	12 / 16	\$ 477.27
874-4-3	Advanced Presentation Skills	1 day	10 / 18	\$ 307.21
874-4-4	Attracting, Interviewing, and Hiring Outstanding Performers	1 day	12 / 20	\$ 389.27
874-4-5	Basics of Meeting Facilitation	1 day	10 / 24	\$ 272.96
874-4-6	Change Management	1 day	12 / 18	\$ 443.96
874-4-7	Conflict Management	1 day	12 / 20	\$ 451.74
874-4-8	Critical Thinking	1 day	12 / 18	\$ 340.40
874-4-9	Customer Service Excellence / Communication and Relationship Skills	½ day	14 / 16	\$ 159.58
874-4-10	Developing Effective Performance Standards and Reviewing Performance	1 day	10 / 16	\$ 557.45
874-4-11	Effective Communication Skills	1 day	14 / 18	\$ 201.54
874-4-12	Effective Presentation Skills	1 day	10 / 18	\$ 325.34
874-4-13	Emotional Intelligence	1 day	12 / 18	\$ 499.11
874-4-14	Executive Coaching	1 day	10 / 14	\$ 531.98
874-4-15	Federal Human Resources Management Training <i>This course is modular and can be customized to a client's specific needs.</i>	3 day	18 / 26	\$ 822.71
874-4-16	Generational Differences	1 day	12 / 24	\$ 381.00
874-4-17	How to Have Difficult Conversations	1 day	10 / 16	\$ 384.21
874-4-18	Improving Employee Attitudes	1 day	14 / 18	\$ 235.43
874-4-19	Integrity and Ethical Conduct	1 day	12 / 20	\$ 364.02
874-4-20	Introduction to Business Process Reengineering	1 day	10 / 16	\$ 480.42
874-4-21	Introduction to Effective Time Management	½ day	14 / 24	\$ 157.38
874-4-22	Introduction to Effective Writing	1 day	14 / 24	\$ 214.73
874-4-23	Introduction to Mentoring	1 day	10 / 18	\$ 305.87
874-4-24	Introduction to Project Management	2 day	10 / 14	\$ 479.95
874-4-25	Leadership Skills for Performance Management	1 day	10 / 20	\$ 418.69
874-4-26	Leading Customer Service	1 day	12 / 18	\$ 357.16
874-4-27	Leading Self and Others	1 day	10 / 16	\$ 621.32
874-4-28	Leading Teams	1 day	10 / 24	\$ 437.00
874-4-29	Performance Feedback for Managers and Supervisors	1 day	10 / 20	\$ 595.51
874-4-30	Renewing Teams and Individuals	1 day	14 / 20	\$ 451.65
874-4-31	Team Building	1 day	12 / 18	\$ 392.00
874-4-32	The Organization Workshop	1 day	12 / 18	\$ 478.21
874-4-33	Unleashing Creativity and Innovation	1 day	10 / 14	\$ 361.38



Flexi-Courses with Timing Variations

Golden Key Group offers a variety of courses that have specific tailoring options. The following table shows Flexi-Courses that can be had in several different time frames. The pricing show is the cost per participant with the indicated number of participants.

SIN#	Course Name	10 Participants	10 Participants	10 Participants	10 Participants
		1 Hour (A)	½ Day (B)	1 Day (C)	2 Day (D)
874-4-34	Becoming a Better Coach		\$268.11	\$379.21	\$775.65
874-4-35	Communications Skills	\$220.09	\$224.85	\$324.15	\$687.98
874-4-36	Decision-Making		\$270.88	\$375.28	\$795.25
874-4-37	Facilitation Skills			\$399.45	\$757.83
874-4-38	Leadership	\$388.19	\$375.98	\$631.75	\$1,287.85
874-4-39	Listening Skills		\$222.98	\$324.16	\$647.52
874-4-40	Negotiation Skills	\$325.48	\$347.65	\$399.95	\$988.49
874-4-41	Presentation Skills	\$241.95	\$271.65	\$389.58	\$772.62
874-4-42	Project Management		\$348.73	\$489.74	\$1,259.87
874-4-43	Time Management		\$220.08	\$378.24	\$645.45

Flexi-Courses with Other Variations

Other Flexi-Courses have variations depending on audience or different components. The pricing show is the cost per participant with the minimum number of participants.

Diversity – the diversity course is designed to be delivered in a number of ways. Ideally, the best option is to run each of the four modules individually with a period of two to four weeks period between modules. However, if this is not practical, Modules 1 and 2 could be taught in one day and Modules 3 and 4 on the following day.

SIN #	15 PARTICIPANTS	A. Out of the Box	B. Cultures and Values	C. First Impressions	D. Walking in Their Shoes
		2.5 – 3.0 hours	3.5 – 4.0 hours	2.0 – 2.5 hours	3.5 – 4.0 hours
874-4-44	Diversity	\$388.00	\$368.41	\$390.55	\$375.46

Innovation – modules comprise a pick list for clients to decide what elements are the most important to them.

SIN #	15 PARTICIPANTS	A. Innovation DNA Overview	B. Innovation Comes Alive	C. Creativity Made Simple	D. Personal Innovation Competencies
		1-Hour	1-hour	3-hours	3-hours
874-4-45	Innovation	\$346.19	\$345.22	\$344.68	\$339.22

Leading Change – modules comprise a pick list for clients to decide what elements (and time frames) are the most important to the client.

SIN #	15 PARTICIPANTS	A. Leadership Briefing		B. Manager and Supervisor		C. Employees
		2-hours	½ Day	1 Day	½ Day	1 Day
874-4-46	Leading Change	\$395.10	\$331.58	\$639.25	\$345.74	\$597.48



Strategic Planning – modules comprise a pick list for clients to decide what strategic planning elements are the most important.

SIN #	10 PARTICIPANTS	A. Fundamentals of Strategic Planning	B. Advanced Issues in Strategic Planning and Thinking	C. Developing Strategic Thinkers	D. Strategic Problem Solving and Decision Making	E. Tools for Strategic Problem Solving and Decision Making
		1-Day	1-Day	½ Day	1-Day	1-Day
874-4-47	Strategic Planning	\$375.91	\$482.35	\$344.58	\$487.66	\$474.25

Teamwork – modules comprise recommendations for the client to incorporate teamwork into their workgroups.

SIN #	15 PARTICIPANTS	A. Team Leaders and Managers	B. Members of Teams and Work Groups
		1-Day	1-Day
874-4-48	Teamwork	\$376.54	\$385.68

Federal HR Flexi-Courses

Golden Key Group also has a number of courses, specific to Federal Human Resources, which are designed to be configured in different ways to create agency-specific courses that are tailored to specific clients. The following list shows the current courses and various lengths. The modules have the built-in flexibility to be shortened or lengthened based on client needs. This can be done by adding exercises, case studies, role plays or other activities. By having “pre-built” components, we can create a semi-custom course for you at an affordable price, based on the instructional design hourly rates. We will be happy to work with you to assemble a course that matches your needs. The pricing show is the cost per participant with minimum of ten participants.

SIN #	Course Name	½ day (A)	1 day (B)	2 day (C)	3 day (D)	4 day (E)	5 day (F)
874-4-49	Basic Position Classification for Federal HR Specialists			\$779.50	\$1,167.42		
874-4-50	Employee Development				\$973.74	\$1,262.79	
874-4-51	Employee Relations – Attendance and Leave Administration	\$249.98	\$496.52				
874-4-52	Employee Relations – Disciplinary Actions				\$1,100.24	\$1,418.11	
874-4-53	Employee Relations – Grievances and Appeals				\$1,053.84	\$1,456.84	
874-4-54	Employee Relations – Performance Based Actions			\$765.94	\$1,087.61		
874-4-55	Employee Relations for Supervisors			\$1,039.06	\$1,475.49		
874-4-56	Incentive Awards	\$199.76	\$389.52				
874-57	Labor Relations				\$1,528.74		\$2,382.60
874-4-58	Labor Relations for Supervisors				\$1,475.49		\$2,391.25
874-4-59	Managing a Blended Workforce		\$301.58	\$623.50			
874-4-60	Managing a Virtual Workforce			\$649.12	\$960.42		
874-4-61	Merit System Principles	\$299.13	\$504.69				



SIN #	Course Name	½ day (A)	1 day (B)	2 day (C)	3 day (D)	4 day (E)	5 day (F)
874-4-62	Paysetting and Compensation			\$949.81	\$1,348.72		
874-4-63	Planning for Retirement	\$198.78	\$321.95				
874-4-64	Prohibited Personnel Practices	\$295.17	\$491.91				
874-4-65	Staffing and Selection					\$1,907.89	\$1,982.25
874-4-66	Writing Performance Objectives		\$408.07	\$714.12			

Specific Federal HR Courses

In addition, Golden Key Group also has several week-long specific Federal Human Resources courses that are available to be delivered as standard courses or that can be tailored or customized for your organization. The suggested minimum is 12 participants.

Employee Relations – Golden Key Group offers courses that cover a number of the Employee Relations components in one week-long course – both basic and advanced varieties.

SIN #	Course Name	Cost
874-4-67A	Basic Employee Relations	\$2,346.41
874-4-67B	Advanced Employee Relations	\$2,687.93

Position Management and Position Classification – Golden Key Groups offers a combination of Position Classification with Position Management in a week-long course.

SIN #	Course Name	Cost
874-4-68	Position Management and Position Classification	\$2,780.56

Recruitment, Staffing, and Selection – Golden Key Groups offers a week-long course dealing with the details of getting the right person for the right job.

SIN #	Course Name	Cost
874-4-69	Recruitment, Staffing, and Selection	\$2,485.25

Diversity and Inclusion Courses

Many agencies today are having challenges in meeting the Management Directive 715 requirements. Golden Key Group offers expert training in diversity and inclusion that is tried and proven. In addition to our expert consultants who can help you with MD715 analysis and MD715 support; we offer a number of courses on creating inclusive environments, managing diverse teams and effective leadership across culture and micro-culture. In conjunction with the military, we created a Cultural Diversity and Inclusion Competency Model – a step-by-step guide for “what to know,” and “what to do,” to create inclusive, high-performing environments. We also offer training on micro-aggression, stereotype threat, and other drains on performance, to help enable any organization to reach their highest performance potential by getting 100% from 100% of their employees. From cutting edge research to practical application tailored to an organization’s specific challenges, GKG leads in effective, clear, and decisive responses to any organization’s leadership and D&I needs.

Our interactive courses are taught by experienced diversity and inclusion experts. If you need specific customization to better meet your agency’s needs, we can tailor a course to your specific requirements. All



courses are designed for a minimum of 15 people and a maximum of 30. The pricing shown below is per participant.

SIN #	Course Name	Half-Day (A)	Full Day (B)	Two Day (C)
874-4-70	Introduction to MD 715	\$425.63	\$605.22	
874-4-71	The Psychology of Unconscious Bias		\$664.87	
874-4-73	Culture, Gender Culture, and Work Style	\$444.85		
874-4-74	Strategic Overview of Diversity, Inclusion, and Performance	\$448.35		

Prices for Awarded General SIN-874-5 MOBIS Support Products

Golden Key Group provides products to support our various services including Training Support Services.

SIN #	Name	Quantity	Price
874-5-1	Student Workbooks, 100 Pages, Black & White	10	\$299.25
874-5-2	Student Workbooks, 100 Pages, Black & White	25	\$741.00
874-5-3	Student Workbooks, 100 Pages, Black & White	50	\$1,315.75
874-5-4	Student Workbooks, 100 Pages, Black & White	100	\$2,301.85
874-5-6	Student Workbooks, 200 Pages, Black & White	10	\$497.80
874-5-7	Student Workbooks, 200 Pages, Black & White	25	\$1,233.10
874-5-8	Student Workbooks, 200 Pages, Black & White	50	\$2,138.45
874-5-9	Student Workbooks, 200 Pages, Black & White	100	\$3,616.65



Prices for Awarded General SIN-874-7 Business Program Support Services

Golden Key Group works closely with all elements of Federal agencies to provide the total gamut of staff and services needed to integrate and implement successful government programs and projects. We have the corporate experience, comprehension, professional staff, and proven approaches to provide high-quality and timely support for program integration and project management support.

After working with managers to identify key leverage points and possible project risks, we develop a complete comprehensive program for achieving agency goals. Our clients have a thorough understanding of how their project fit within the agency's overall programs. We also determine the program integration and project management services and tools that best meet the agency's requirements.

Professional Services Schedule (PSS)		Hourly Rates						
00CORP SIN 874-7	Labor Category	On-Site / Off- Site	CPL	GSA Price 2016	GSA Price 2017	GSA Price 2018	GSA Price 2019	GSA Price 2020
Management Categories								
874-M-1A	Senior Partner / Senior Principal	On-Site	\$463.54	\$421.40	\$430.78	\$440.36	\$450.16	\$460.17
		Off-Site	\$464.59	\$442.47	\$452.31	\$462.38	\$472.67	\$483.18
874-M-1B	Partner / Principal	On-Site	\$429.39	\$390.35	\$399.04	\$407.91	\$416.99	\$426.27
		Off-Site	\$430.36	\$409.87	\$418.99	\$428.31	\$437.84	\$447.58
874-M-1C	Associate Partner	On-Site	\$410.15	\$372.86	\$381.16	\$389.64	\$398.31	\$407.17
		Off-Site	\$411.08	\$391.50	\$400.21	\$409.12	\$418.22	\$427.53
874-M-2A	Senior Director	On-Site	\$426.39	\$387.63	\$396.25	\$405.07	\$414.08	\$423.30
		Off-Site	\$427.36	\$407.01	\$416.07	\$425.33	\$434.79	\$444.46
874-M-2B	Director	On-Site	\$399.99	\$363.63	\$371.72	\$379.99	\$388.45	\$397.09
		Off-Site	\$400.90	\$381.81	\$390.31	\$398.99	\$407.87	\$416.94
874-M-3	Program Manager (Contract Level)	On-Site	\$293.71	\$267.01	\$272.95	\$279.02	\$285.23	\$291.58
		Off-Site	\$294.38	\$280.36	\$286.60	\$292.98	\$299.49	\$306.16
874-M-4A	Project Manager I	On-Site	\$148.40	\$134.91	\$137.91	\$140.98	\$144.12	\$147.32
		Off-Site	\$148.74	\$141.66	\$144.81	\$148.03	\$151.32	\$154.69
874-M-4B	Project Manager II	On-Site	\$164.01	\$149.10	\$152.42	\$155.81	\$159.28	\$162.82
		Off-Site	\$164.38	\$156.56	\$160.04	\$163.60	\$167.24	\$170.96
874-M-4C	Project Manager III	On-Site	\$176.79	\$160.72	\$164.30	\$167.95	\$171.69	\$175.51
		Off-Site	\$177.19	\$168.76	\$172.51	\$176.35	\$180.27	\$184.28
874-M-4D	Project Manager IV	On-Site	\$230.05	\$209.14	\$213.79	\$218.55	\$223.41	\$228.38
		Off-Site	\$230.58	\$219.60	\$224.48	\$229.48	\$234.58	\$239.80
874-M-5A	Team Leader I	On-Site	\$159.50	\$145.00	\$148.23	\$151.52	\$154.90	\$158.34
		Off-Site	\$159.86	\$152.25	\$155.64	\$159.10	\$162.64	\$166.26
874-M-5B	Team Leader II	On-Site	\$164.95	\$149.95	\$153.29	\$156.70	\$160.18	\$163.75
		Off-Site	\$165.32	\$157.45	\$160.95	\$164.53	\$168.19	\$171.93



Consulting Categories								
874-C-1	C-Level Advisor (Financial / Legal / Policy / Strategy)	On-Site	\$496.18	\$451.07	\$461.11	\$471.37	\$481.85	\$492.58
		Off-Site	\$497.30	\$473.62	\$484.16	\$494.93	\$505.95	\$517.20
874-C-2A	Subject Matter Expert I	On-Site	\$215.85	\$196.23	\$200.60	\$205.06	\$209.62	\$214.29
		Off-Site	\$216.34	\$206.04	\$210.63	\$215.31	\$220.10	\$225.00
874-C-2B	Subject Matter Expert II	On-Site	\$251.00	\$228.18	\$233.26	\$238.45	\$243.75	\$249.18
		Off-Site	\$251.57	\$239.59	\$244.92	\$250.37	\$255.94	\$261.63
874-C-2C	Subject Matter Expert III	On-Site	\$293.71	\$267.01	\$272.95	\$279.02	\$285.23	\$291.58
		Off-Site	\$294.38	\$280.36	\$286.60	\$292.98	\$299.49	\$306.16
874-C-3	Executive Consultant	On-Site	\$182.02	\$165.47	\$169.15	\$172.92	\$176.76	\$180.70
		Off-Site	\$182.43	\$173.74	\$177.61	\$181.56	\$185.60	\$189.73
Administrative and Graphics Categories								
874-AG-1A	Technical Writer/Editor I	On-Site	\$93.28	\$84.80	\$86.69	\$88.62	\$90.59	\$92.60
		Off-Site	\$93.49	\$89.04	\$91.02	\$93.05	\$95.12	\$97.23
874-AG-1B	Technical Writer/Editor II	On-Site	\$101.31	\$92.10	\$94.15	\$96.24	\$98.39	\$100.57
		Off-Site	\$101.54	\$96.71	\$98.86	\$101.06	\$103.30	\$105.60
874-AG-1C	Technical Writer/Editor III	On-Site	\$110.37	\$100.34	\$102.57	\$104.85	\$107.19	\$109.57
		Off-Site	\$110.62	\$105.36	\$107.70	\$110.10	\$112.55	\$115.05
874-AG-2A	Administrative Assistant I / Support Specialist I	On-Site	\$68.27	\$62.06	\$63.44	\$64.85	\$66.30	\$67.77
		Off-Site	\$68.42	\$65.16	\$66.61	\$68.10	\$69.61	\$71.16
874-AG-2B	Administrative Assistant II / Support Specialist II	On-Site	\$101.72	\$92.47	\$94.53	\$96.63	\$98.78	\$100.98
		Off-Site	\$101.95	\$97.09	\$99.25	\$101.46	\$103.72	\$106.03
874-AG-2C	Administrative Assistant III / Support Specialist III	On-Site	\$81.14	\$73.76	\$75.40	\$77.08	\$78.79	\$80.55
		Off-Site	\$81.32	\$77.45	\$79.17	\$80.93	\$82.73	\$84.57
874-AG-4	Direct Support (DS)	On-Site	\$79.63	\$72.39	\$74.00	\$75.65	\$77.33	\$79.05
		Off-Site	\$79.81	\$76.01	\$77.70	\$79.43	\$81.20	\$83.00
Research Categories								
874-R-6A	Research Data Assistant I	On-Site	\$29.57	\$26.88	\$27.48	\$28.09	\$28.71	\$29.35
		Off-Site	\$29.64	\$28.22	\$28.85	\$29.49	\$30.15	\$30.82
874-R-6B	Research Data Assistant II	On-Site	\$34.99	\$31.81	\$32.52	\$33.24	\$33.98	\$34.74
		Off-Site	\$35.07	\$33.40	\$34.14	\$34.90	\$35.68	\$36.47
874-R-6C	Research Data Assistant III	On-Site	\$40.18	\$36.53	\$37.34	\$38.17	\$39.02	\$39.89
		Off-Site	\$40.27	\$38.36	\$39.21	\$40.08	\$40.97	\$41.89
874-R-7A	Data Specialist I	On-Site	\$46.73	\$42.48	\$43.43	\$44.39	\$45.38	\$46.39
		Off-Site	\$46.83	\$44.60	\$45.60	\$46.61	\$47.65	\$48.71
874-R-7B	Data Specialist II	On-Site	\$51.56	\$46.87	\$47.91	\$48.98	\$50.07	\$51.18
		Off-Site	\$51.67	\$49.21	\$50.31	\$51.43	\$52.57	\$53.74
874-R-7C	Data Specialist III	On-Site	\$56.88	\$51.71	\$52.86	\$54.04	\$55.24	\$56.47
		Off-Site	\$57.01	\$54.30	\$55.50	\$56.74	\$58.00	\$59.29
Analysis Categories								
874-A-1	Senior Organizational Analyst	On-Site	\$93.84	\$85.31	\$87.21	\$89.15	\$91.13	\$93.16



		Off-Site	\$94.05	\$89.58	\$91.57	\$93.61	\$95.69	\$97.82
874-A-2	Organizational Analyst	On-Site	\$62.56	\$56.87	\$58.14	\$59.43	\$60.75	\$62.10
		Off-Site	\$62.70	\$59.71	\$61.04	\$62.40	\$63.79	\$65.21
874-A-3A	Senior Analyst I	On-Site	\$133.54	\$121.40	\$124.10	\$126.86	\$129.69	\$132.57
		Off-Site	\$133.84	\$127.47	\$130.31	\$133.21	\$136.17	\$139.20
874-A-3B	Senior Analyst II	On-Site	\$151.55	\$137.77	\$140.84	\$143.97	\$147.17	\$150.45
		Off-Site	\$151.89	\$144.66	\$147.88	\$151.17	\$154.53	\$157.97
874-A-3C	Senior Analyst III	On-Site	\$218.57	\$198.70	\$203.12	\$207.64	\$212.26	\$216.98
		Off-Site	\$219.07	\$208.64	\$213.28	\$218.02	\$222.87	\$227.83
874-A-4A	Analyst I	On-Site	\$102.81	\$93.46	\$95.54	\$97.67	\$99.84	\$102.06
		Off-Site	\$103.04	\$98.13	\$100.32	\$102.55	\$104.83	\$107.16
874-A-4B	Analyst II	On-Site	\$108.59	\$98.72	\$100.92	\$103.16	\$105.46	\$107.80
		Off-Site	\$108.84	\$103.66	\$105.96	\$108.32	\$110.73	\$113.19
874-A-4C	Analyst III	On-Site	\$114.63	\$104.21	\$106.53	\$108.90	\$111.32	\$113.80
		Off-Site	\$114.89	\$109.42	\$111.86	\$114.34	\$116.89	\$119.49
874-A-5A	Junior Analyst I	On-Site	\$78.47	\$71.34	\$72.93	\$74.55	\$76.21	\$77.90
		Off-Site	\$78.65	\$74.91	\$76.57	\$78.28	\$80.02	\$81.80
874-A-5B	Junior Analyst II	On-Site	\$87.00	\$79.09	\$80.85	\$82.65	\$84.49	\$86.37
		Off-Site	\$87.20	\$83.04	\$84.89	\$86.78	\$88.71	\$90.69
874-A-5C	Junior Analyst III	On-Site	\$91.78	\$83.44	\$85.30	\$87.19	\$89.13	\$91.12
		Off-Site	\$91.99	\$87.61	\$89.56	\$91.55	\$93.59	\$95.67
Engineering Categories								
874-E-1	Senior Systems/ Project Engineers	On-Site	\$211.86	\$192.60	\$196.89	\$201.27	\$205.74	\$210.32
		Off-Site	\$212.34	\$202.23	\$206.73	\$211.33	\$216.03	\$220.84
874-E-2	Systems/ Project Engineers	On-Site	\$157.84	\$143.49	\$146.68	\$149.95	\$153.28	\$156.69
		Off-Site	\$158.20	\$150.66	\$154.02	\$157.44	\$160.95	\$164.53
874-E-3	Junior Systems/ Project Engineers	On-Site	\$93.84	\$85.31	\$87.21	\$89.15	\$91.13	\$93.16
		Off-Site	\$94.05	\$89.58	\$91.57	\$93.61	\$95.69	\$97.82
874-E-4A	Engineer I	On-Site	\$102.81	\$93.46	\$95.54	\$97.67	\$99.84	\$102.06
		Off-Site	\$103.04	\$98.13	\$100.32	\$102.55	\$104.83	\$107.16
874-E-4B	Engineer II	On-Site	\$108.59	\$98.72	\$100.92	\$103.16	\$105.46	\$107.80
		Off-Site	\$108.84	\$103.66	\$105.96	\$108.32	\$110.73	\$113.19
874-E-4C	Engineer III	On-Site	\$114.63	\$104.21	\$106.53	\$108.90	\$111.32	\$113.80
		Off-Site	\$114.89	\$109.42	\$111.86	\$114.34	\$116.89	\$119.49
874-E-5	Information Center Support Services	On-Site	\$79.90	\$72.64	\$74.26	\$75.91	\$77.60	\$79.32
		Off-Site	\$80.09	\$76.27	\$77.97	\$79.70	\$81.48	\$83.29



Labor Category Descriptions

The following provides descriptions, including degree and experience requirements, of the labor categories that Golden Key Group offers under this contract. The labor category definitions that follow describe the functional responsibilities and education and experience requirements for each labor category. The table “Degree / Experience Equivalency” delineates our policy for substituting experience in lieu of degrees and vice versa. The requirements are a guide for the types of experience and educational background for typical personnel in each labor category. However, personnel placement in a specific labor category is at the sole discretion of Golden Key Group.

Degree / Experience Equivalency*

Degree	Experience Equivalence	Other Equivalence
Associate’s	High School + 3 years relevant experience	Vocational or technical training in work-related fields †
Bachelor’s	High School + 8 years relevant experience, or Associate’s + 4 years relevant experience	Professional work-related certification such as vendor certifications or Technical training in work related fields
Master’s	Bachelor’s + 5 years relevant experience	Professional license
Doctorate	Bachelor’s + 12 years relevant experience + Certification, or Master’s + 6 years’ relevant experience	

*Multiple degrees at the same level are equivalent to two year’s additional experience. In addition, specialized situations may be considered on a case-by-case basis.

† Equivalence of years of relevant experience depends on type, length, and scope of training.

Management Categories

874-M-1A Senior Partner / Senior Principal

Duties and Responsibilities: The Senior Partner / Senior Principal provides expertise and consulting in outsourcing services, business process redesign, change management efforts or information systems implementation. He or she has overall accountability for business solution programs. He or she is responsible for product delivery and financial management of client engagements and perform independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. The Senior Partner / Senior Principal is a recognized expert in the areas of business process redesign, technical architecture, organizational change or specific industries and bring thought leadership to engagement teams in developing creative solutions to client business problems.

- ❖ **Qualifications:** Bachelor’s Degree or equivalent and at least 12 years of experience
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-M-1B Partner / Principal

Duties and Responsibilities: The Partner / Principal provides expertise and consulting in outsourcing services, business process redesign, change management efforts or information systems implementation. He or she has overall accountability for business solution programs and is responsible for product delivery and financial management of client engagements. He or she performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met and is a recognized expert in the areas of business process redesign, technical architecture, organizational change or specific industries.



The Partner / Principal brings thought leadership to engagement teams in developing creative solutions to client business problems.

- ❖ **Qualifications:** Bachelor's Degree or equivalent and at least 10 years of experience
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-M-1C Associate Partner

Duties and Responsibilities: The Associate Partner has management authority for client engagements and applies extensive experience in planning and managing large scale projects to control overall project scope, budgets and schedules for multi-project engagements. He or she performs duties such as: sets overall policy direction for client engagements; communicates with senior leadership and client executive management to ensure critical issues are addressed; provides expert guidance to projects in industry and functional areas; acts as senior client liaison; and oversees contract and financial management of one or more client engagements.

- ❖ **Qualifications:** Bachelor's Degree or equivalent and at least 15 years of experience in outsourcing services, business process redesign, change management efforts or information systems implementation.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-M-2A Senior Director

Duties and Responsibilities: The Senior Director is highly experienced in organizational behavior and organizational development devising strategy development; designs, leads, and organizes organizational surveys and focus groups; performs benchmark studies; designs and leads business process improvement efforts; conducts training sessions and pilot projects; successfully implements methods, tools, and procedures to execute strategy or change efforts. He or she provides senior executive coaching to agency heads and directors on strategy development, implementation and quality improvement engagements and requires extensive expert level experience, public visibility, and acts in an operationally critical role, having potential significant regulatory or financial impact on the mission of the agency. The Senior Director is recognized as an industry expert, and formulates innovative methodologies and techniques based on cutting edge organizational theory. He or she designs, organizes, leads and conducts executive level workshops, seminars, training sessions and pilot projects which require expert level application of methods, tools, or theories, or require expert level experience in the strategy development and program management of enterprise-wide change efforts. The Senior Director facilitates process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area where the client determines it is advantageous to utilize personnel with a senior level of experience to ensure the success of pilot projects, and the planning for enterprise-wide implementation and manages teams of executive consultants and analysts supporting an agency's strategy development, implementation and process improvement efforts in initiatives, which have extreme public visibility, operational criticality or potentially significant regulatory or financial impact on the mission of the agency. He or she gives lectures, speeches or write original articles or documents relating to strategy development, implementation and process improvement or technical enhancements to process improvement and customer service.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and eighteen (18) years of experience.
- ❖ **Possible Job Titles in This Labor Category:** Senior Manager, Executive, Chief Administrator, Principal, Chief, Mentor, Senior Practice Area Executive, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7



874-M-2B Director

Experience/Description: Directors have fifteen years' experience in: organizational behavior and organizational development devising strategy development; designing, leading, and organizing organizational surveys and focus groups; performing benchmark studies; design and lead business process improvement efforts; conduct training sessions and pilot projects; successfully implement methods, tools, and procedures to execute strategy or change efforts. They provide executive coaching to agency heads and directors on strategy development, implementation and quality improvement engagements. Directors require extensive senior level experience, public visibility, and act in an operationally critical role, having potential significant regulatory or financial impact on the mission of the agency. Recognized as an industry expert, the Director formulates innovative methodologies and techniques based on cutting edge organizational theory. They design, organize, lead and conduct executive level workshops, seminars, training sessions and pilot projects which require senior level application of methods, tools, or theories, or require senior level experience in the strategy development and program management of enterprise-wide change efforts. They facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area where the client determines it is advantageous to utilize personnel with a senior level of experience to ensure the success of pilot projects, and the planning for enterprise-wide implementation. Directors manage teams of senior consultants and analysts supporting an agency's strategy development, implementation and process improvement efforts in initiatives, which have extreme public visibility, operational criticality or potentially significant regulatory or financial impact on the mission of the agency. They give lectures, speeches or write original articles or documents relating to strategy development, implementation and process improvement or technical enhancements to process improvement and customer service.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 15 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Manager, Executive, Administrator, Principal, Chief, Mentor, Practice Area Executive, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-M-3 Program Manager

Experience/Description: Program Managers have over 12 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in managing large complex projects, contracts, funds, and resources (or group of projects, contracts, funds, and resources). Duties may include contract management, large project management, and interface with the customer. The Program Manager serves as GKG's single contract manager, and will be GKG's authorized interface with the Government's Contracting Officer's Representative (COR), other Government management personnel, and customer agency representatives. The Program Manager is responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals of GKG to subordinates and subcontractors. He or she is responsible for the overall contract performance and manages MOBIS services and support operations that may include multiple projects. The Program Manager organizes resources to support multiple concurrent projects and manages the execution of multiple concurrent projects.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 12 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Contract Manager, Project Coordinator, Program Leader, Resource Manager, Staff Manager, Planner, Scheduler, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7



874-M-4A Project Manager I

Experience/Description: The Project Manager I has 6 years' experience in managing projects directly relating to the assigned business segment. He / she has supervisory experience, in a lead or management role, with a demonstrated success in the ability to staff and lead/manage technically oriented projects and personnel. The PM is responsible for the overall performance of the task order such as formulating work standards, assigning contractor schedules and resources, reviewing performance, cost, and budget information; supervising contractor personnel; and communicating policies, purposes, and goals of the organization to subordinates. He / she ensures desired results by determining and implementing objectives, and allocating appropriate resources and interfaces with client sponsor on all aspects of the program.

- ❖ **Qualifications:** Bachelor's Degree or equivalent and at least 6 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Lead Instructor, Senior Technical Advisor, Software Quality Assurance Manager, Senior Software Manager, Information Manager, Environmental Manager, Coding Compliance Manager, Senior Audit Team Leader, Task Leader, Task Manager, Human Capital Project Director, Human Resources Project Director, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-M-4B Project Manager II

Experience/Description: The Project Manager II has 8 years' experience in managing projects directly relating to the assigned business segment. He / she has two years of supervisory experience, in a lead or management role, with a demonstrated success in the ability to staff and lead/manage technically oriented projects and personnel. The Project Manager II is responsible for the overall performance of the task order such as formulating work standards, assigning contractor schedules and resources, reviewing performance, cost, and budget information; supervising contractor personnel; and communicating policies, purposes, and goals of the organization to subordinates. He / she insures desired results by determining and implementing objectives, and allocating appropriate resources. The project manager interfaces with client sponsor on all aspects of the program.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Program Manager, Lead Instructor, Senior Technical Advisor, Software Quality Assurance Manager, Senior Software Manager, Health Information Manager, Environmental Health and Safety Manager, Coding Compliance Manager, Senior Audit Team Leader, Lead Training Manager, Human Capital Project Director, Human Resources Project Director, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-M-4C Project Manager III

Experience/Description: The Project Manager III has over 10 years' experience in managing projects directly relating to the assigned business segment. They have at least two years of supervisory experience, in a lead or management role, with a demonstrated success in the ability to staff and lead/manage technically oriented projects and personnel. The Project Manger serves as the overall manager for a contract, or program, and lead for complex technical projects. He or she is responsible for the administrative, contractual, and financial aspects of projects as well as overseeing the quality assurance efforts of the program, contract or project.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 10 years of experience



- ❖ **Possible Job Titles in This Labor Category:** Program Manager, Lead Instructor, Senior Technical Advisor, Software Quality Assurance Manager, Principal Software Manager, Health Information Manager, Senior Environmental Health and Safety Manager, Principal Coding Compliance Manager, Senior Audit Team Leader, Principal Training Manager, Senior Project Manager, Human Capital Manager, Human Resources Manager or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-M-4D Project Manager IV

Experience/Description: The Project Manager IV has over 12 years of progressive experience (or equivalent combination of education and experience) in managing, directing, and implementing projects. Relevant experience includes, but is not limited to, experience in managing projects, contracts, funds, and resources. They are experienced in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel. A Project Manager serves as the leader of a delivery/task order and assists the Program Manager in working with the Government's COR, other Government management personnel, and customer agency representatives. Under the guidance of the Program Manager, the Project Manager is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. The Project manager performs enterprise-wide horizontal integration planning and interfaces to other functions systems. Project Managers are senior personnel who not only have responsibility for managing projects, but also, for managing people.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 12 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Program Manager, Human Capital Manager, Human Resources Manager, Lead Instructor, Senior Technical Advisor, Senior Software Quality Assurance Manager, Principal Software Manager, Health Information Manager, Senior Environmental Health and Safety Manager, Principal Coding Compliance Manager, Senior Audit Team Leader, Principal Training Manager, Senior Project Manager, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-M-5A Team Leader I

Experience/Description: The Team Leader I leads individual assignments / projects or tasks. He / she is responsible for quality review of all contract deliverables and provides direction to subcontractors and consultants.

- ❖ **Qualifications:** Bachelor's Degree or equivalent and at least 5 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Principal, Practice Area Leader, Corporate Service Team Leaders, or other Mid-level Manager, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-M-5B Team Leader II

Experience/Description: The Team Leader II leads individual assignments / projects or major tasks. He / she is responsible for quality review of all contract deliverables and provides direction to subcontractors and consultants.

- ❖ **Qualifications:** Bachelor's Degree or equivalent and at least 7 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Principal, Practice Area Leader, Corporate Service Team Leaders, Senior Manager, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7



Consulting Categories

874-C-1 C-Level Advisor (Financial / Legal / Policy / Strategy)

Duties and Responsibilities: The C-Level Advisor is recognized as an industry or specialty expert in area of expertise and brings uniquely relevant and specialized perspectives that stem from a deep career in an area of critical importance to the matter at hand and possesses an undisputed authoritative perspective. With over 20 years of progressive experience (or equivalent combination of education and experience), he or she has unequivocal experience that is critical to the success of the project. Relevant experience includes, but is not limited to, experience as a recognized leader in the area in question, with specific experience unparalleled by other experts. The C-Level Advisor is an expert in either functional domains (e.g., Agency-specific experience, Federal human resources, finance, personnel, acquisition, etc.) or technical disciplines (e.g., Pioneering leader in development of the technical field, computer security, network engineering, etc.) with many years of experience. He or she has expert consulting in a specialized subject matter and/or technology and provides highly technical specialized guidance with regard to area of expertise and is often called upon as a recognized expert or expert witness with unique knowledge and skills.

- ❖ **Qualifications:** Master's degree or equivalent in related field and twenty (20) years of experience
- ❖ **Possible Job Titles in This Labor Category:** Lawyer, Senior Federal HR / HC specialist, Senior Policy Advisor, Chief Strategist, Chief Legal Advisor, Head Financial Strategist, Chief Engineer, Chief Scientist, Director, Consultant, Principal, Partner, Chief Engineer, Consultant Scientist, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist Senior Training Program, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-C-2A Subject Matter Expert I

Experience/Description: The Subject Matter Expert I is recognized as an industry or specialty expert in area of expertise, through exposure such as publications, research, teaching, and speeches. SMEs may have expertise in an often-unique specialization. He / she may provide consulting in a specialized subject matter. The SME I provides highly technical specialized guidance with regard to area of expertise and is often called upon as a recognized specialist with unique knowledge and skills. He / she is easily able to communicate with customer and understand customer requirements.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 4 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Federal HR / HC specialist, HR IT Specialist, Personnel Systems Administrator, Engineer, Scientist, Director, Consultant, Web Casting Videographer, Telecommunications Analyst, Chief Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior/Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-C-2B Subject Matter Expert II

Experience/Description: The Subject Matter Expert II is recognized as an industry or specialty expert Recognized as an industry or specialty expert in area of expertise, through exposure such as publications,



research, teaching, and speeches as well experience involving often-unique specialization. The SME II provides expert consulting in a specialized subject matter and/or technology. He / she provides highly technical specialized guidance with regard to area of expertise and is often called upon as a recognized specialist with unique knowledge and skills. He/ she must be able to communicate with customer and understand customer requirements. The SME may be tasked with supervisory duties or may be task lead.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 6 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Federal HR / HC specialist, Senior HR IT Specialist, Chief Engineer, Chief Scientist, Director, Consultant, Web Casting Videographer, Principal Telecommunications Analyst, Chief Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial Engineer, Behavioral Scientist, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist, Instructor, Consultant, Training Program Developer, Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-C-2C Subject Matter Expert III

Experience/Description: The Subject Matter Expert III is recognized as an industry or specialty expert in area of expertise, through exposure such as publications, research, teaching, and speeches. He / she has over 8 years of progressive experience (or equivalent combination of education and experience). The SME III has a great deal of experience that can be leveraged to assist a client or a project. Relevant experience includes, but is not limited to, experience in supporting large projects related to the individual's subject matter expertise. These senior personnel are renowned experts in either functional domains (e.g., Federal human capital, Federal human resources, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.) with many years of experience. He / she has expert consulting in a specialized subject matter and/or technology and provides highly technical specialized guidance with regard to area of expertise. Often called upon as a recognized specialist with unique knowledge and skills, the PM must be able to communicate with customer and understand customer requirements. He / she may be tasked with supervisory duties and may be task lead. Subject Matter Experts prepare and deliver presentations to colleagues, subordinates, and Government representatives. Subject Matter Experts produce or review substantive or complex documentation reflecting detailed knowledge of technical areas as identified in the statement of work. Subject Matter Experts report to the GKG Project Manager.

- ❖ **Qualifications:** Bachelor's in related field or equivalent experience and at least 8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Federal HR / HC SME, Chief Engineer, Chief Scientist, Director, Consultant, Web Casting Videographer, Principal Telecommunications Analyst, Chief Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, HR Information Technology SME, Information Center Manager, BPR Specialist, Knowledge Management Specialist Senior Instructor, Consultant, Senior Training Program Developer, Senior Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7



874-C-3 Executive Consultant

Experience/Description: The Executive Consultant has over 7 years of experience. He / she is a subject matter expert in required areas and insures appropriate corporate resources are made available and that the company standards for quality assurance and quality control are met or exceeded.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 7 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Federal HR / HC specialist, HR IT Specialist, Chief Engineer, Chief Scientist, Director, Consultant, Web Casting Videographer, Principal Telecommunications Analyst, Chief Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist Senior Instructor, Senior Training Program Developer, Senior Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-C-4A Principal Consultant I

Experience/Description: The Principal Consultant I has over 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Principal Consultant supervises other consultant specialists and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Principal Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and process and data modeling in support of the planning and analysis efforts, using both manual and automated (Integrated Computer-Aided Software Engineering (ICASE)) tools. The Principal Consultant develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems— And applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Federal HR / HC specialist, Engineer, Scientist, Director, Consultant, Telecommunications Analyst, Lead Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist Senior Instructor, Consultant, Senior Training Program Developer, Senior Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4



874-C-4B Principal Consultant II

Experience/Description: The Principal Consultant II has over 10 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Principal Consultant supervises other consultant specialists and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Principal Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— And process and data modeling in support of the planning and analysis efforts, using both manual and automated (Integrated Computer-Aided Software Engineering (ICASE)) tools. The Principal Consultant develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems— and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 10 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Federal HR / HC specialist, Lead Engineer, Lead Scientist, Director, Consultant, Lead Telecommunications Analyst, Lead Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist Senior Instructor, Consultant, Senior Training Program Developer, Senior Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-C-4C Principal Consultant III

Experience/Description: The Principal Consultant III has over 12 years of progressive experience (or equivalent combination of education and experience). His / her relevant experience includes leading large and complex project teams and providing services in one or more relevant services areas including: consulting services; facilitation services; survey services; training services; and program integration and program management services. He / she is expert in the use of relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided, including statistical analysis software packages, instructional system design methodologies, or evaluation methodologies; but is not limited to, experience in facilitation, training, data collection, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. He or she is responsible for planning and delivering the relevant set of services. He or she understands the customer requirements, translating those requirements into plans for performing services, supervises the performance of services, performs services, provides advice and counsel, and provides quality control and oversight.



- ❖ **Qualifications:** Master's Degree related field or equivalent experience and at least 12 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Federal HR / HC specialist, Chief Engineer, Chief Scientist, Director, Consultant, Principal Telecommunications Analyst, Chief Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist Senior Instructor, Consultant, Senior Training Program Developer, Senior Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-C-5A Senior Consultant I

Experience/Description: The Senior Consultant I has over 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, data collection, data analysis, or information system development methods and practices. The Senior Consultant supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. The Senior Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 4 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Federal HR / HC specialist, Engineer, Scientist, Director, Consultant, Telecommunications Analyst, Lead Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist Senior Instructor, Consultant, Senior Training Program Developer, Senior Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-C-5B Senior Consultant II

Experience/Description: The Senior Consultant II has over 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management



techniques, organizational development, activity and data modeling, or information system development methods and practices. The Senior Consultant supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Senior Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience
- ❖ **Possible Job Titles in This Labor Category:** Federal HR / HC specialist, Engineer, Scientist, Director, Consultant, Telecommunications Analyst, Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist Senior Instructor, Consultant, Senior Training Program Developer, Senior Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-C-5C Senior Consultant III

Experience/Description: The Senior Consultant III has over 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Senior Consultant supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Senior Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Federal HR / HC specialist, Engineer, Scientist, Director, Consultant, Telecommunications Analyst, Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific



Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist Senior Instructor, Consultant, Senior Training Program Developer, Senior Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.

- ❖ **Available in SIN:** 874-1, 874-4

874-C-6A Consultant I

Experience/Description: The Consultant I has over 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, data collection, data analysis, or information system development methods and practices. The Mid-Level Consultant supervises other consultant specialists and applies process improvement and reengineering methodologies and principals to conduct process modernization projects. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis and process and data modeling in support of the planning and analysis efforts using both manual and automated tools. The Mid-Level Consultant performs data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 4 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Federal HR / HC specialist, Engineer, Scientist, Director, Consultant, Telecommunications Analyst, Lead Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist, Senior Instructor, Consultant, Senior Training Program Developer, Senior Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-C-6B Consultant II

Experience/Description: The Consultant II has over 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Mid-Level Consultant performs data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. The Mid-Level Consultant supervises other consultant specialists and applies process improvement and reengineering methodologies and principals to conduct process modernization projects. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis and process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide



information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 6 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Federal HR / HC specialist, Engineer, Scientist, Director, Consultant, Telecommunications Analyst, Lead Engineer, Consultant, Educator, Professor, Education Principal, Instructor, Military Specialist, Simulator Specialist, Industrial and/or Behavior Science, Media Director, Educational Measurement Specialist, Logistician, Business Subject Matter Specialist, Scientific Subject Matter Specialist, Engineering Subject Matter Specialist, ERP Analysts, Information Center Manager, BPR Specialist, Knowledge Management Specialist Senior Instructor, Consultant, Senior Training Program Developer, Senior Training Systems Instructor, Digital Communication Specialist, Media Production Specialist, Instructional Media Technical Specialist, Architect, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

Training Categories

874-T-1 Master Facilitator

Experience/Description: The Master Facilitator has over 10 years of progressive experience (or equivalent combination of education and experience). General experience includes excellent interpersonal, communication and client management skills. Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Experience is also required in training analysis and design, program design, workshop and focus group facilitation, and documentation preparation. The Master Facilitator utilizes a variety of instructional strategies (methods, techniques, etc.) and resources (media, technologies, etc.), classroom organization skills, and effective, communication techniques to establish and facilitate engaging and meaningful learning environments. He / she may be task lead, or project manager and may be tasked with supervisory duties.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 10 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Instructor, Seminar Leader, Teacher, Guidance Leader, Consultant, Military Trainer, Simulator Trainer, Principal Instructor, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-T-2A Senior Facilitator I

Experience/Description: The Senior Facilitator I has 4-8 years of progressive experience (or equivalent combination of education and experience). He / she has a good understanding of subject matter, experience in training or public speaking. The Senior Facilitator provides guidance, order and assistance to participating members of a class, seminar or conference in order to meet customer objective. He / she leads or assists instructor to include but not limited to such areas as instructor lead training, seminars, conferences, focus groups, working groups. The Senior Facilitator utilizes a variety of instructional strategies (methods, techniques, etc.) and resources (media, technologies, etc.), classroom organization skills, and effective, communication techniques to establish and facilitate engaging and meaningful learning environments. He /



she works with minimum supervision and may be tasked with supervisory duties as task lead, or project manager.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at 4-8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Instructor, Seminar Leader, Teacher, Guidance Leader, Consultant, Military Trainer, Simulator Trainer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-T-2B Senior Facilitator II

Experience/Description: The Senior Facilitator II has over 8 years' experience in applicable discipline with 6 years general experience. He / she has a good understanding of subject matter, experience in training or public speaking. The Senior Facilitator provides guidance, order and assistance to participating members of a class, seminar or conference in order to meet customer objective. Leads or assists instructor to include but not limited to such areas as instructor lead training, seminars, conferences, focus groups, working groups.

The Senior Facilitator II utilizes a variety of instructional strategies (methods, techniques, etc.) and resources (media, technologies, etc.), classroom organization skills, and effective, communication techniques to establish and facilitate engaging and meaningful learning environments. He / she works with little or no supervision on increasingly complex projects and may be task lead, supervisor or project supervisor.

- ❖ **Qualifications:** Bachelor's Degree or related field or equivalent experience and at least 8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Instructor, Seminar Leader, Teacher, Guidance Leader, Consultant, Military Trainer, Simulator Trainer, Principal Instructor, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-T-3 Facilitator

Experience/Description: The Facilitator has 1-4 years of progressive experience (or equivalent combination of education and experience). General experience includes excellent interpersonal, communication and client management skills, as well as a good understating of subject matter, experience in training or public speaking. The facilitator provides guidance, order and assistance to participating members of a class, seminar or conference in order to meet customer objective. He / she leads or assists instructor to include but not limited to such areas as instructor lead training, seminars, conferences, focus groups, working groups. He /she generally works under direct supervision

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at 1-4 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Instructor, Seminar Leader, Teacher, Guidance Leader, Consultant, Military Trainer, Simulator Trainer, Role Player, Assistant Trainer, Teaching Assistant, Assistant Instructor, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-T-4A Instructional Designer I

Experience/Description: The Instructional Designer I has 7 years' experience in training development. He / she has a good knowledge of curriculum development and great abilities to communicate with customers and understand customer requirements. The Instructional Designer I conducts training analysis; and based on that, designs and develops training course content. This content may include interactive presentations, case



studies, simulations, role plays and other appropriate learning activities. He / she observes training delivery to ensure course objectives are met. The Instructional Designer I may develop training scenarios, training plans, and curricula using current technology. He / she may work with Multi-Media specialists as well graphic artists and programmers to produce web-based or blended courseware.

The Instructional Designer I may establish a system to develop, implement, and assess the local curriculum and its alignment to customer requirement. He / she may review and recommend specific training materials or courseware to clients. The Instructional Designer I may provide supervision to others.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 7 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Educational Specialist, Instructional Designer, Publication Designer, Courseware Developer, Senior Training Developer, Training Consultant, Training and Development Specialist, Employee Development Specialist, or others like this.
- ❖ **Available in SIN:** 874-4

874-T-4B Instructional Designer II

Experience/Description: The Instructional Designer II has 10 years' experience in training development. He / she has an excellent knowledge of curriculum development and excellent abilities to communicate with customers and understand customer requirements. The Instructional Designer II conducts training analysis; and based on that, designs and develops training course content. This content may include interactive presentations, case studies, simulations, role plays and other appropriate learning activities. He / she observes training delivery to ensure course objectives are met. The Instructional Designer II may develop training scenarios, training plans, and curricula using current technology. He / she may work with Multi-Media specialists as well graphic artists and programmers to produce web-based or blended courseware.

The Instructional Designer II may establish a system to develop, implement, and assess the local curriculum and its alignment to customer requirement. He / she may review and recommend specific training materials or courseware to clients. The Instructional Designer II may provide supervision to others.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 10 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Lead Educational Specialist, Lead Instructional Designer, Lead Publication Designer, Lead Courseware Developer, Senior Training Developer, Training Consultant, Training and Development Specialist, Employee Development Specialist, or others like this.
- ❖ **Available in SIN:** 874-4

874-T-4C Instructional Designer III

Experience/Description: The Instructional Designer III has 15 years' experience in training development. He / she has a thorough knowledge of curriculum development and outstanding abilities to communicate with customers and understand customer requirements. The Instructional Designer III conducts training analysis; and based on that, designs and develops training course content. This content may include interactive presentations, case studies, simulations, role plays and other appropriate learning activities. He / she observes training delivery to ensure course objectives are met. The Instructional Designer III may develop training scenarios, training plans, and curricula using current technology. He / she may work with Multi-Media specialists as well graphic artists and programmers to produce web-based or blended courseware.



The Instructional Designer III may establish a system to develop, implement, and assess the local curriculum and its alignment to customer requirement. He / she may review and recommend specific training materials or courseware to clients. The Instructional Designer III may provide supervision to others.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 15 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Lead Educational Specialist, Lead Instructional Designer, Lead Publication Designer, Lead Courseware Developer, Senior Training Developer, Senior Training Consultant, Technical Specialist, Training and Development Specialist, Employee Development Specialist, or others like this.
- ❖ **Available in SIN:** 874-4

874-T-5 Junior Instructional Designer

Experience/Description: The Junior Instructional Designer I has 1-3 years' experience in training development. He / she has a basic knowledge of curriculum development and good abilities to communicate with customers and understand customer requirements. The Junior Instructional Designer I assists in conducting training analysis; and based on that, assists in the design and development of training course content. This content may include interactive presentations, case studies, simulations, role plays and other appropriate learning activities. He / she observes training delivery to ensure course objectives are met. The Junior Instructional Designer I may help develop training scenarios, training plans, and curricula using current technology. He / she may work with Multi-Media specialists as well graphic artists and programmers to produce web-based or blended courseware.

The Junior Instructional Designer I may help establish a system to develop, implement, and assess the local curriculum and its alignment to customer requirement.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Junior Educational Specialist, Assistant Instructional Designer, Assistant Publication Designer, Assistant Courseware Developer, Assistant Training Developer, or others like this.
- ❖ **Available in SIN:** 874-4

874-T-6A Multi-Media Specialist I

Experience/Description: The Multimedia Specialist I has 1-4 years' experience in applicable discipline. He / she has some experience with software (e.g, Photoshop, Illustrator, Captivate, Articulate, etc.) required to manipulate electronic images and understands the technology required to create graphic images. The Multimedia Specialist I uses computers and related technologies to create and manipulate electronic images. He / she may assist in the design and production of web or desktop multimedia products including graphic design, digital video, and audio capture, editing digital and conventional still photography, or hand drawn or computer design. The Multimedia Specialist I is good at communicating with customers and understanding customer requirements. Typically, he / she works under direct supervision.

- ❖ **Qualifications:** High School Diploma and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Audio Visual Specialist, Assistant Instructional Systems Designer, Video Producer, Web Based Training Developer, Videographer, Video Editor, Graphic Artist, Military Artist, Simulation Graphic Developer, Web Graphic Designer, Junior Web Page Designer, Visual Information Specialist, or others like this.



- ❖ Available in SIN: 874-1, 874-4

874-T-6B Multi-Media Specialist II

Experience/Description: The Multimedia Specialist II has over 4-8 years' experience in applicable discipline. He / she has experience with software (e.g, Photoshop, Illustrator, Captivate, Articulate, etc.) required to manipulate electronic images and is great in the understanding of technology required to create graphic images. The Multimedia Specialist II uses computers and related technologies to create and manipulate electronic images. He / she may design and produce web or desktop multimedia products including graphic design, digital video, and audio capture, editing digital and conventional still photography, or hand drawn or computer design. The Multimedia Specialist II is great at communicating with customers and understanding customer requirements. Typically, he / she works with minimum supervision on increasingly complex projects and may be task lead or supervisor.

- ❖ **Qualifications:** Associate's degree in related field or equivalent experience and 4-8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Audio Visual Specialist, Instructional Systems Designer, Video Producer, And Web Based Training Developer, Videographer, Video Editor, Graphic Artist, Military Artist, Simulation Graphic Developer, Web Graphic Designer, Web Page Designer, Visual Information Specialist, or others like this.
- ❖ Available in SIN: 874-1, 874-4

874-T-6C Multi-Media Specialist III

Experience/Description: The Multimedia Specialist III has over 8 years' experience in applicable discipline. He / she is very experienced with software (e.g, Photoshop, Illustrator, Captivate, Articulate, etc.) required to manipulate electronic images and is adept in the understanding of technology required to create graphic images. The Multimedia Specialist III uses computers and related technologies to create and manipulate electronic images. He / she may design and produce web or desktop multimedia products including graphic design, digital video, and audio capture, editing digital and conventional still photography, or hand drawn or computer design. The Multimedia Specialist III is excellent at communicating with customers and understanding customer requirements. Typically, he / she works with little or no supervision on increasingly complex projects and may be task lead, supervisor, or project supervisor.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience
- ❖ **Possible Job Titles in This Labor Category:** Illustrator, Audio Visual Specialist, Instructional Systems Designer, Video Producer, Web Based Training Developer, Videographer, Video Editor, Web Designer, Graphic Artist, Military Artist, Simulation Graphic Developer, Web Graphic Designer, Web Page Designer, Visual Information Specialist, or others like this.
- ❖ Available in SIN: 874-1, 874-4

874-T-7 Senior Training Consultant

Experience/Description: Senior Training Consultants have over 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in developing and providing technical and end-user training and preparing appropriate training catalogs. The Senior Training Consultant develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-aided training; and provides daily supervision and direction to staff.



- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 6 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Educational Specialist, Senior Instructional Designer, Publication Designer, Manager of Courseware Development, Senior Training Developer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-T-8 Training Consultant

Experience/Description: Training Consultants have 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in developing and providing technical and end-user training and preparing appropriate training catalogs. The Training Consultant develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); and trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-aided training.

- ❖ **Education:** Bachelor's Degree in related field or equivalent experience and at least 4 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Educational Specialist, Instructional Designer, Publication Designer, Courseware Developer, Training Developer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-T-9 Senior Organizational Trainer

Experience/Description: The Senior Organizational Trainer has over ten years' experience. This senior consultant has extensive expertise in developing / implementing training programs / courses, including needs assessment, instructional design, development, and delivery. Supplies advice and counsel related to training needs to other professionals.

- ❖ **Education:** Bachelor's in related field or equivalent experience and at least 10 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Educational Specialist, Instructional Designer, Publication Designer, Courseware Developer, Training Developer, or others like this.
- ❖ **Available in SIN:** 874-4

874-T-10 Training Manager

Duties and Responsibilities: The Training Manager conducts needs assessment that determines what types of training should be provided to employees and may be involved in designing and developing training programs that will be used in on the job training, professional development and more. He or she is responsible for developing a calendar that details what type of training opportunities are being offered and provides information regarding what classes are being offered, what participants can expect to learn, what prerequisites are necessary, and where classes will be held. The Training Manager is responsible for keeping track of when training spaces are in use and ensuring that no double-booking problem occurs. He or she demonstrates strong interpersonal communication abilities, the ability to multitask and outstanding organizational skills and conducts orientation sessions and arrange on-the-job training for new hires. The Training Manager evaluates instructor performance and the effectiveness of training programs, providing recommendations for improvement; develops testing and evaluation procedures; conducts or arranges for ongoing technical training and personal development classes for staff members; confers with management and conduct surveys to identify training needs based on projected production processes, changes, and other factors; and develops and organizes training manuals, multimedia visual aids, and other educational materials.



- ❖ **Qualifications:** Bachelor's degree or equivalent and eight (8) years of experience
- ❖ **Possible Job Titles in This Labor Category:** Training Director, Learning Manager, Manager of Training Development, Training Delivery Manager, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-T-11 Executive Coach

Duties and Responsibilities: The Executive Coach provides expertise in support of program/project operations by conducting individual leadership and executive coaching. He or she conducts coaching in person or via conference calls, e-mail support, "just-in-time" calls (providing consulting and preparation for important meetings or presentations), and stretch assignments for application and integration of new skills and behaviors as well as providing appropriate resources including current articles and books and executive learning experiences related to mission-oriented business improvement subjects and consults with clients to assist them in becoming more effective in their careers and moving to a higher performance level by challenging ineffective beliefs, emphasizing and documenting accountability, and building on career and organizational mission and goals. The Executive Coach provides coaching on subjects including: time management, ways to influence stakeholders, ways to leverage strengths, focus on organizational and individual goals, awareness and management of self-defeating behaviors, communications skills, leadership styles, and team development and management skills.

- ❖ **Qualifications:** A Bachelor's degree is required and 12 years of increasingly responsible consulting experience, with at least 5 of those years of experience in leadership or executive coaching, or a subject matter discipline required by client. The Executive Coach demonstrates creative thought leadership, and in-depth, top-down, sophisticated understanding of executives' responsibilities, leadership styles, and organizational structures. They must have completed 75 hours of training from an ICF-accredited Coach Training School.
- ❖ **Possible Job Titles in This Labor Category:** Career Coach, Business Coach, Life Coach, Management Coach, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

Administrative and Graphics Categories

874-AG-1A Technical Writer/Editor I

Experience/Description: The Technical Writer/Editor I has 1-4 years' experience in applicable discipline. He / she prepares and reviews technical documentation and training course materials. The Technical Writer/Editor I has communicates skills with customers and understands customer requirements. He / she can then translate those requirements into written material to produce such products as, but not limited to, written documentation, online help screens, and training course material. The Technical Writer/Editor I generally works under direct supervision.

- ❖ **Qualifications:** Associate's Degree or equivalent experience and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Assistant Document Specialist, Junior Editor, Writer, Script Writer, Junior Documentation Specialist, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-AG-1B Technical Writer/Editor II

Experience/Description: The Technical Writer/Editor II has 4-8 years' experience in applicable discipline. He / she prepares and reviews technical documentation and training course materials. The Technical Writer/Editor



II has good communication skills with customers and understands customer requirements. He / she can then translate those requirements into written material to produce such products as, but not limited to, written documentation, online help screens, and training course material. The Technical Writer/Editor II may provide supervision to others.

- ❖ **Qualifications:** Associate's degree in related field or equivalent experience and at least 4-8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Document Specialist, Editor, Writer, Script Writer, and Documentation Specialist, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-AG-1C Technical Writer/Editor III

Experience/Description: The Technical Writer/Editor III has more than 8 years' experience in applicable discipline. He / she prepares and reviews technical documentation and training course materials. The Technical Writer/Editor III has excellent communication skills with customers and thoroughly understands customer requirements. He / she can then translate those requirements into written material to produce such products as, but not limited to, written documentation, online help screens, and training course material. He / she works with little or no supervision on increasingly complex projects and may be task lead, supervisor or project supervisor.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Document Specialist, Chief Editor, Senior Technical Editor, Script Writer, Senior Documentation Specialist, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-AG-2A Administrative Assistant I / Support Specialist I

Experience/Description: The Administrative Assistant I / Support Specialist I has 1-2 years' experience in office administration and performs variety of professional support functions, using organization's office automation systems to perform various general clerical and administrative duties. The Administrative Assistant I / Support Specialist I may conduct research or plan events and schedules and support project team as required and may be required to assist with documentation and graphics as required as well as address facility, logistics and property issues as required. He or she has great communication abilities with the customer and understands customer requirements and generally works under direct supervision. The Administrative Assistant I / Support Specialist I directly supports the Program Manager or Project Manager by maintaining personnel and other files, preparing correspondence and schedules, and coordinating travel. He / she assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents and is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.

- ❖ **Qualifications:** High School Diploma and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Assistant Secretary, Typist, Administrator, Clerk, Office Assistant, Personal Assistant, Scribe, Transcriber, Copyist, Clerk, Meeting Coordinator, Assistant Facilitator or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7



874-AG-2B Administrative Assistant II / Support Specialist II

Experience/Description: The Administrative Assistant II / Support Specialist II has 3 years' experience in office administration and performs variety of professional support functions, using organization's office automation systems to perform various general clerical and administrative duties. The Administrative Assistant II / Support Specialist II may conduct research or plan events and schedules and support project team as required and may be required to assist with documentation and graphics as required as well as address facility, logistics and property issues as required. He or she has great communication abilities with the customer and understands customer requirements and generally works under direct supervision. The Administrative Assistant II / Support Specialist II directly supports the Program Manager or Project Manager by maintaining personnel and other files, preparing correspondence and schedules, and coordinating travel. He / she assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents and is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.

- ❖ **Qualifications:** High School Diploma and at least 5 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Secretary, Typist, Administrator, Clerk, Office Assistant, Personal Assistant, Admin Aide, Illustrator, Scribe, Transcriber, Copyist, Meeting Coordinator, Assistant Facilitator, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-AG-2C Administrative Assistant III / Support Specialist III

Experience/Description: The Administrative Assistant III / Support Specialist III has 5 years' experience in office administration and performs variety of professional support functions, using organization's office automation systems to perform various general clerical and administrative duties. The Administrative Assistant III / Support Specialist III may conduct research or plan events and schedules and support project team as required and may be required to assist with documentation and graphics as required as well as address facility, logistics and property issues as required. He or she has great communication abilities with the customer and understands customer requirements and generally works under direct supervision. The Administrative Assistant III / Support Specialist III directly supports the Program Manager or Project Manager by maintaining personnel and other files, preparing correspondence and schedules, and coordinating travel. He / she assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents and is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.

- ❖ **Qualifications:** High School Diploma and at least 5 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Secretary, Typist, Chief Administrator, Chief Clerk, Lead Office Assistant, Personal Assistant, Admin Aide, Illustrator, Senior Graphics Designer, Graphic Artist, Web Graphic Designer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-AG-3A Graphic Artist I

Experience/Description: The Graphic Artist I has 1-4 years' experience. He / she works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software (e.g, Photoshop, Illustrator, In Design, etc.) to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist I is capable of using specialized hardware and/or software for



video/audio capture and editing of multimedia presentations, incorporates principals of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

- ❖ **Qualifications:** Associate's degree in related field or equivalent experience and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Illustrator, Graphics Designer, Video Producer, Videographer, Video Editor, Web Designer, Graphic Artist, Military Artist, Web Graphic Designer, Web Page Designer, Visual Information Specialist, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-AG-3B Graphic Artist II

Experience/Description: The Graphic Artist II has over 4 years' experience. He / she works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software (e.g, Photoshop, Illustrator, In Design, etc.) to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist II is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principals of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 4 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Chief Illustrator, Head Graphics Designer, Video Producer, Videographer, Video Editor, Senior Web Designer, Graphic Artist, Military Artist, Web Graphic Designer, Web Page Designer, Visual Information Specialist, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-AG-4 Direct Support (DS)

Experience/Description: The Direct Support employee has 1-3 years of experience. The position includes all administrative and non-technical support such as accounting, contracts, project administration, graphical design, etc.

- ❖ **Qualifications:** High School Diploma and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Junior Data Entry Specialist, Junior Administrative Specialist, Project Support Assistant, Administrative Assistant, Training Assistant, Training Aide, Seminar Administrator, Research Assistant, Project Support Specialist, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

Research Categories

874-R-1 Principal Survey Research Consultant

Experience/Description: The Principal Survey Research Consultant has over 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in survey instrument design; pretesting; survey sampling; sample stratification and choice of strata; survey administration including computer-assisted surveying, focus groups, written questionnaires, in person and telephone interviewing mail; nonresponse analysis; correcting for nonresponse bias; weighting; analysis and sampling error, and reporting results. He / she also has general experience which encompasses statistical



analysis and technical report writing including description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of ample characteristics and representativeness of data; analysis of nonresponse; and briefings of results to include discussion of recommendations and follow-up actions. The Principal Survey Research Consultant supervises other survey research consultants.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Chief Statistician, Chief Researcher, Lead Survey Coordinator, Director of Research, Business Process Consultant, Senior Market Research Manager, Research Analyst Organizational Effectiveness Specialist, Clinical Research Coordinator, Research Analyst, Federal Government Research Consultant, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-R-2 Senior Survey Research Consultant

Experience/Description: Senior Survey Research Consultants have over 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in survey instrument design; pretesting; survey sampling; sample stratification and choice of strata; survey administration including computer-assisted surveying, focus groups, written questionnaires, in-person and telephone interviewing mail; nonresponse analysis; correcting for nonresponse bias; weighting; analysis and sampling error, and reporting results. He / she also has general experience encompassing statistical analysis and technical report writing including description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of ample characteristics and representativeness of data; analysis of nonresponse; and briefings of results to include discussion of recommendations and follow-up actions. The Senior Survey Research Consultant supervises other survey research consultants.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 6 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Statistician, Senior Researcher, Survey Coordinator, Manager of Research, Business Process Consultant, Market Research Manager, Research Analyst Organizational Effectiveness Specialist, Clinical Research Coordinator, Research Analyst, Federal Government Research Consultant, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-R-3 Survey Research Consultant

Experience/Description: Survey Research Consultants have at least 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in survey instrument design; pretesting; survey sampling; sample stratification and choice of strata; survey administration including computer-assisted surveying, focus groups, written questionnaires, in person and telephone interviewing mail; nonresponse analysis; correcting for nonresponse bias; weighting; analysis and sampling error, and reporting results. He / she also has general experience encompassing statistical analysis and technical report writing including description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of ample characteristics and representativeness of data; analysis of nonresponse; and briefings of results to include discussion of recommendations and follow-up actions. The Survey Research Consultant supervises other survey research consultants.



- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 4 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Statistician, Researcher, Survey Coordinator, Researcher, Business Process Consultant, Market Research Associate, Research Analyst Organizational Effectiveness Specialist, Clinical Researcher, Research Analyst, Federal Government Research Consultant, Survey Designer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-R-4 Junior Survey Research Consultant

Experience/Description: Junior Survey Research Consultants have up to 2 years of experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in survey instrument design; pretesting; survey sampling; sample stratification and choice of strata; survey administration including computer-assisted surveying, focus groups, written questionnaires, in person and telephone interviewing mail; nonresponse analysis; correcting for nonresponse bias; weighting; analysis and sampling error, and reporting results. He / she also has general experience encompassing statistical analysis and technical report writing including description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of ample characteristics and representativeness of data; analysis of nonresponse; and briefings of results to include discussion of recommendations and follow-up actions.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 2 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Junior Statistician, Assistant Researcher, Survey Coordinator, Market Research Associate, Research Analyst Organizational Effectiveness Specialist, Clinical Research Coordinator, Research Analyst, Federal Government Research Consultant, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-R-5 Organizational Researcher

Experience/Description: The Organizational Researcher has 1-2 years of consulting related experience. He / she performs basic data collection and presentation with minimal analysis required.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Statistician, Researcher, Survey Coordinator, Market Researcher, Organizational Effectiveness Specialist, Research Analyst, Federal Government Research Consultant, Behaviorist, I/O Psychologist, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-R-6A Research Data Assistant I

Experience/Description: The Research Assistant I has 1-2 years of experience. He / she performs various project-related tasks or manages project operations, which may include field operations and data collection. The Research Assistant I implements study guidelines, QA plans, progress reporting, and/or other administrative tasks as assigned and works under direct supervision of others

- ❖ **Qualifications:** High School Diploma and 1-2 years of experience



- ❖ **Possible Job Titles in This Labor Category:** Data Entry Specialist, Junior Research Coordinator, Junior Administrative Specialist, Computer Operator, Project Support, Operations Support, Scheduler, Junior Administrative Assistant, Training Assistant, Junior Research Assistant, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-R-6B Research Data Assistant II

Experience/Description: The Research Assistant II has 3-5 years of experience. He / she performs various project-related tasks or manages project operations, which may include field operations and data collection. The Research Assistant II implements study guidelines, QA plans, progress reporting, and/or other administrative tasks as assigned and works with little supervision.

- ❖ **Qualifications:** High School Diploma and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Data Entry Specialist, Research Coordinator, Administrative Specialist, Computer Operator, Project Support, Operations Support, Scheduler, Administrative Assistant, Training Assistant, Research Assistant, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-R-6C Research Data Assistant III

Experience/Description: The Research Assistant III has 5 years of experience. He / she performs various project-related tasks or manages project operations, which may include field operations and data collection. The Research Assistant III implements study guidelines, QA plans, progress reporting, and/or other administrative tasks as assigned and works with little or no supervision.

- ❖ **Qualifications:** Associate's degree in related field or equivalent experience and at least 5 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Data Entry Specialist, Senior Research Coordinator, Senior Administrative Specialist, Computer Operator, Project Support, Operations Support, Scheduler, Senior Administrative Assistant, Training Assistant, Senior Research Assistant, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7

874-R-7A Data Specialist I

Experience/Description: The Data Specialist I has 1-2 years' experience. He / she performs support tasks that may include data coding, document management, and document tracking. The Data Specialist I follows project guidelines and works under direct supervision of others.

- ❖ **Qualifications:** High School Diploma and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Data Coding Associate, Assistant Document Manager, Junior Quality Control Associate, Computer Operator, Information Technology Expert, Data Collection Specialist, Electronic File Manager, Junior Tester, Data Miner, Data Consultant, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-R-7B Data Specialist II

Experience/Description: The Data Specialist II has 3-6 years' experience. He / she performs support tasks that may include data coding, document management, QA, and adjudication. The Data Specialist II is highly proficient in required coding schemes.



- ❖ **Qualifications:** High School Diploma and additional technical coursework and at least 3 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Data Coding Specialist, Document Manager, Quality Control Associate, Computer Operator, Information Technology Expert, Data Collection Specialist, Electronic File Manager, Tester, Data Miner, Data Consultant, Administrative Support, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-R-7C Data Specialist III

Experience/Description: The Data Specialist III has over 6 years' experience. He / she performs and provides technical leadership of support tasks that may include data coding, document management, QA, and adjudication.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 6 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Data Coding Manager, Senior Document Manager, Senior Quality Control Associate, Senior Computer Operator, Information Technology Expert, Senior Data Collection Specialist, Electronic File Manager, Chief Tester, Senior Data Miner, Data Consultant, Senior Administrative Support, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

Analysis Categories

874-A-1 Senior Organizational Analyst

Experience/Description: The Senior Organizational Analyst has 6-9 years of consulting experience. He / she is a senior consultant who provides technical direction to the team. He / she may be the Work Assignment Manager (WAM). As the WAM, he / she is responsible for timely delivery of all contract required deliverables.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 6 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Chief Business Analyst, Principal Consultant, Chief Government Affairs Program Analyst, Principal Legislative Analyst, Head Management Analyst, Head Organization and Methods Analyst, Chief Organizational Assessment Consultant, Chief Organizational Development Consultant, Chief Planning Analyst, Chief Policy Analyst, Master Presenter, Senior Subject Matter Expert, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4

874-A-2 Organizational Analyst

Experience/Description: The Organizational Analyst has 3-5 years of consulting experience. He / she provides analysis of data and may be responsible for preparing deliverable documents for internal review.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 3 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Business Analyst, Consultant, Government Affairs Program Analyst, Government Compliance Manager, HRIS Analyst, Legislative Analyst, Management Analyst, Management Consultant, Organization and Methods Analyst, Organizational Assessment Consultant, Organizational Development Consultant, Planning Analyst, Policy Analyst, Presenter, Program Analyst, Research Analyst, Subject Matter Expert, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4



874-A-3A Senior Analyst I

Experience/Description: The Senior Analyst I has over 5 years of experience including 3 courses in supervisory management. He / she has demonstrated experience in working independently to develop and implement management and technical plans for projects and has shown the ability to apply a variety of technologies to meet project requirements. The Senior Analyst I may possess significant expertise in relevant topic areas, and as such, may conduct advanced research and publish findings and supervises other analysts in performing their duties.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 5 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Budget Analyst, Business Analyst, Consultant, Government Actuarial Analyst, Government Affairs Program Analyst, Government Compliance Manager, HRIS Analyst, Legislative Analyst, Management Analyst, Management Consultant, Planning Analyst, Policy Analyst, Presenter, Program Analyst, Research Analyst, Security Analyst, Subject Matter Expert, Web Application Support Analyst, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-A-3B Senior Analyst II

Experience/Description: The Senior Analyst II has over 7 years of experience including 4 courses in supervisory management. He / she has demonstrated experience in working independently to develop and implement management and technical plans for single or multiple projects and has shown the ability to apply a variety of technologies to meet project requirements. The Senior Analyst II develops and implements new methodological approaches and is published thought leader on relevant topic areas. Supervising other analysts in performing their duties he / she is considered an emerging thought leader on relevant topic areas, and as such, may conduct advanced research and publish findings.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 7 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Budget Analyst, Lead Business Analyst, Senior Consultant, Lead Data Analyst, Senior Government Actuarial Analyst, Senior Government Affairs Program Analyst, Lead Government Compliance Manager, Senior HRIS Analyst, Lead Legislative Analyst, Senior Management Analyst, Senior Management Consultant, Lead Planning Analyst, Chief Policy Analyst, Presenter, Lead Program Analyst, Chief Research Analyst, Lead Security Analyst, Senior Subject Matter Expert, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-A-3C Senior Analyst III

Experience/Description: The Senior Analyst III has 10 years of experience including 6 courses in supervisory management. He / she develops and implements new methodological approaches and is published thought leader on relevant topic areas. The Senior Analyst III supervises, trains, and provides technical leadership for other analysts in performing their duties. He / she has demonstrated experience in developing and implementing management and technical plans for complex projects and typically supervises other analysts in performing their duties.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 10 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Chief Budget Analyst, Lead Business Analyst, Principal Data Analyst, Lead Government Actuarial Analyst, Head Government Affairs Program Analyst, Chief



Government Compliance Manager, Principal HRIS Analyst, Principal Legislative Analyst, Chief Management Analyst, Chief Planning Analyst, Chief Policy Analyst, Senior Presenter, Lead Program Analyst, Chief Research Analyst, Head Security Analyst, Senior Subject Matter Expert, Chief Web Application Support Analyst, or others like this.

- ❖ **Available in SIN:** 874-1, 874-7

874-A-4A Analyst I

Experience/Description: The Analyst I has over 5 years of experience. He / she provides specialized support services in a functional area, or coordination of a functional activity. The Analyst I may implement pre-specified research or analysis plans and perform moderate to complex data/information manipulation. He / she demonstrates strong working skills in the use of desktop software including Microsoft Office (Word, PowerPoint).

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 5 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Junior Budget Analyst, Business Analyst, Consultant, Associate Data Analyst, Junior Government Actuarial Analyst, Government Affairs Program Analyst, Government Compliance Manager, Associate HRIS Analyst, Legislative Analyst, Associate Management Analyst, Management Consultant, Organization and Methods Analyst, Associate Organizational Development Consultant, Planning Analyst, Policy Analyst, Presenter, Program Analyst, Research Analyst, Security Analyst, Subject Matter Expert, Web Application Support Analyst, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-A-4B Analyst II

Experience/Description: The Analyst II has over 7 years of experience. He / she provides specialized support services in a functional area, or coordination of single or multiple functional activities. The Analyst II may implement pre-specified research or analysis plans; work in a team environment to solve problems; and ensure deadlines are met. He / she demonstrates strong working skills in the use of desktop software and technical applications as it applies to project specific work as well as strong writing and editing skills. The Analyst II has documented experience working on research or similar industry specific projects in addition to the ability to provide oversight to a small team.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 7 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Junior Business Analyst, Junior Consultant, Secondary Data Analyst, Junior Government Actuarial Analyst, Associate Government Affairs Program Analyst, Junior HRIS Analyst, Legislative Analyst, Management Analyst, Management Consultant, Organization and Methods Analyst, Organizational Assessment Consultant, Organizational Development Consultant, Planning Analyst, Policy Analyst, Presenter, Program Analyst, Research Analyst, Junior Security Analyst, Subject Matter Expert, Web Application Support Analyst, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-A-4C Analyst III

Experience/Description: The Analyst III has over 9 years of experience including 2 courses in supervisory management. He / she has demonstrated experience in working independent of daily supervision to develop management and technical plans for projects. The Analyst III has demonstrated proven ability to manage staff or projects and strong knowledge of technical applications or software to provide project related support and



possesses the technical expertise to contribute to the development and implementation of complex research and analysis plans. He / she may supervise other analysts in performing their duties.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 9 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Budget Analyst, Business Analyst, Consultant, Data Analyst, Government Actuarial Analyst, HRIS Analyst, Legislative Analyst, Management Analyst, Management Consultant, Planning Analyst, Policy Analyst, Presenter, Program Analyst, Research Analyst, Security Analyst, Subject Matter Expert, Web Application Support Analyst, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-A-5A Junior Analyst I

Experience/Description: The Junior Analyst II has 1-3 years' experience. He / she, in collaboration with or under the direction of senior staff, implements or delivers research services or functions, such as data/information acquisition, coordination of basic research activities, study progress reporting. The Junior Analyst II, in collaboration with or under direction of senior staff, assists in integration and delivery of assigned activities or tasks.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Assistant Budget Analyst, Associate Business Analyst, Assistant Data Analyst, Assistant Government Actuarial Analyst, Associate Government Affairs Program Analyst, Assistant HRIS Analyst, Associate Legislative Analyst, Assistant Management Analyst, Assistant Planning Analyst, Assistant Policy Analyst, Associate Program Analyst, Assistant Research Analyst, Assistant Security Analyst, Assistant Web Application Support Analyst, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-A-5B Junior Analyst II

Experience/Description: The Junior Analyst II has 3-5 years' experience. He / she performs basic research, including executing pre-specified study plans, acquiring and abstracting data/information, and verifying completeness of data/information in collaboration with or under direction of senior staff, assists in integration and delivery of assigned activities or tasks. The Junior Analyst II offers technical experience and expertise in subject matter and can be responsible for supervising projects and staff with careful oversight.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 3 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Associate Budget Analyst, Junior Business Analyst, Consultant, Associate Data Analyst, Associate Government Actuarial Analyst, Junior Government Affairs Program Analyst, Government Compliance Manager, Associate HRIS Analyst, Legislative Analyst, Associate Management Analyst, Management Consultant, Junior Organization and Methods Analyst, Organizational Assessment Associate, Organizational Development Assistant, Planning Analyst, Junior Policy Analyst, Presenter, Program Analyst, Research Analyst, Junior Security Analyst, Subject Matter Expert, Web Application Support Analyst, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-A-5C Junior Analyst III

Experience/Description: The Junior Analyst III has over 5 years' experience. He / she performs and oversees basic research and utilizes data/information from a range of sources. The Junior Analyst III acquires, abstracts,



manipulates and analyzes data/information and designs methods, forms, and procedures for data acquisition and handling. Working independently, he / she offers technical experience and expertise in subject matter and can be responsible for supervising projects and staff.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 5 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Junior Budget Analyst, Junior Consultant, Data Analyst, Government Affairs Program Analyst, Government Compliance Manager, HRIS Analyst, Legislative Analyst, Management Analyst, Management Consultant, Organization and Methods Analyst, Organizational Assessment Consultant, Organizational Development Consultant, Planning Analyst, Policy Analyst, Presenter, Program Analyst, Research Analyst, Security Analyst, Subject Matter Expert, Web Application Support Analyst, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

Engineering Categories

874-E-1 Senior Systems / Project Engineer

Experience/Description: The Senior Systems / Project Engineer has over 10 years of experience. He / she acts as a senior scientist, or engineer with the experience to provide senior leadership in technical project areas in including systems engineering, information management, operations research, environmental studies, etc.

- ❖ **Qualifications:** Master's Degree in related field or equivalent experience and at least 10 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Scientist, Senior Systems Engineer, Senior Environmental Engineer, Director of Information Management, Chief Environmental Scientist, Chief Software Engineer, Senior Operational Engineer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-E-2 Systems / Project Engineers

Experience/Description: The Systems / Project Engineer has 5-10 years of experience. He / she provides direction for particular tasks and prepares major contract deliverables under the guidance of a Senior Analyst and can provide project integration management and operates as a work assignment manager with budget management responsibilities.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 5 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Project Integration Engineer, Scientist, Systems Engineer, Environmental Engineer, Information Manager, Environmental Scientist, Software Engineer, Operational Engineer, Website Designer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-E-3 Junior Systems / Project Engineers

Experience/Description: The Junior Systems / Project Engineer has 1-5 years of experience. He / she operates under supervision and collects and analyzes data, takes meeting notes, prepares reports and supports project oversight duties.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 1 year of experience



- ❖ **Possible Job Titles in This Labor Category:** Junior Project Integration Engineer, Assistant Scientist, Associate Systems Engineer, Junior Environmental Engineer, Assistant Information Manager, Associate Environmental Scientist, Associate Software Engineer, Junior Operational Engineer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-E-4A Engineer I

Experience/Description: The Engineer I has 1-4 years experience in applicable discipline. He / she has a good ability to communicate with customer and understand customer requirements. The Engineer II analyzes designs, integrates, and installs, to include, but not limited to, analyzes, defines, develops, engineers, implements, installs, and tests solutions to customer requirements. He / she generally works under direct supervision.

- ❖ **Qualifications:** Bachelor's Degree in applicable engineering discipline or equivalent experience and at least 1 year of experience
- ❖ **Possible Job Titles in This Labor Category:** Assistant Systems Engineer, Junior Electrical Engineer, Associate Civil Engineer, Associate Structural Engineer, Junior Mechanical Engineer, Associate Software Engineer, Assistant Military Engineer, Junior Aerospace Engineer, Junior Simulator Engineer, Associate Test Engineer, Junior Web Developer, Associate Web Based Training Developer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-E-4B Engineer II

Experience/Description: The Engineer II has 4-8 years' experience in applicable discipline. He / she has a great ability to communicate with customer and understand customer requirements. The Engineer II analyzes designs, integrates, and installs, to include, but not limited to, analyzes, defines, develops, engineers, implements, installs, and tests solutions to customer requirements. He / she works with minimum supervision and may be tasked with supervisory duties.

- ❖ **Qualifications:** Bachelor's Degree in applicable engineering discipline or equivalent experience and at least 4 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Systems Engineer, Electrical Engineer, Civil Engineer, Structural Engineer, Mechanical Engineer, Software Engineer, Military Engineer, Aerospace Engineer, Simulator Engineer, Test Engineer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7

874-E-4C Engineer III

Experience/Description: The Engineer III has over 8 years' experience in applicable discipline. He / she has an outstanding ability to communicate with customer and understand customer requirements. The Engineer III analyzes, design, integration, and installation, to include, but not limited to, analyzes, defines, develops, engineers, implements, installs, and tests solutions to customer requirements. He / she works with little or no supervision on increasingly complex projects and may be task lead, supervisor or project supervisor.

- ❖ **Qualifications:** Master's Degree in applicable engineering discipline or equivalent experience and at least 8 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Senior Systems Engineer, Lead Electrical Engineer, Chief Civil Engineer, Head Structural Engineer, Senior Mechanical Engineer, Senior Software Engineer, Chief Military Engineer, Head Aerospace Engineer, Senior Simulator Engineer, Chief Test Engineer, or others like this.
- ❖ **Available in SIN:** 874-1, 874-7



874-E-5 Information Center Support Specialist

Experience/Description: The Information Center Support Specialist has 2 years' experience in applicable discipline. Under general direction, he / she advises and assists users in problem-solving activities using information center tools and may assist in training sessions, helping to coordinate and schedule classes. The Information Center Support Specialist must be able to communicate with customer and understand customer requirements. He / she works with minimum supervision and may be tasked with supervisory duties or may be task lead.

- ❖ **Qualifications:** Bachelor's Degree in related field or equivalent experience and at least 2 years of experience
- ❖ **Possible Job Titles in This Labor Category:** Help Desk Specialist, Call Center Operations, Operations Center Specialist, User Specialist, Meeting/Scheduling Coordinator, Training Information Specialist, Queue Coordinator, Work Monitor, or others like this.
- ❖ **Available in SIN:** 874-1, 874-4, 874-7