

US General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

MULTIPLE AWARD SCHEDULE  
Federal Supply Group: Professional Services

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Contract GS-07F-045CA  
CONTRACT PERIOD December 5, 2019 – December 4, 2024  
Business Size: SMALL  
Set Aside: WOSB  
PRODUCT CODES: R701, R708, Y1PB

PRICE LIST IS CURRENT AS OF MODIFICATION #PS-0042 Effective August 25, 2022

*On-line access to contract ordering information, terms, and conditions, up-to-date*

*Pricing, and the option to create an electronic delivery order are available through*

*GSA Advantage!®, a menu-driven database system. The INTERNET address*

*GSA Advantage!® is: [GSAAvantage.gov](http://GSAAvantage.gov).*

*For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).*

*Prices shown herein are net (discount taken)*



**We use creativity to solve problems  
and help our clients succeed.**

CATVIDEO, Inc. d/b/a  
CATMEDIA  
3776 LaVista Road, Suite 200  
Tucker, Georgia 30084  
T: (404) 315-9700  
F: (404) 315-0020  
[www.CATMEDIA.com](http://www.CATMEDIA.com)

CONTRACT CONTACT:  
Catherine A. Downey, CEO  
[catherine.downey@catmedia.com](mailto:catherine.downey@catmedia.com)  
Ronetta L. Andrus, Senior VP of Operations  
[ronetta.l.andrus@catmedia.com](mailto:ronetta.l.andrus@catmedia.com)



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## ABOUT US

CATMEDIA employs creativity, solving problems that help our clients succeed through Program Management and Human Resource Management in the fields of marketing/advertising/public relations and consulting services. Based in Atlanta, Georgia, we are process developers, communication strategists, and information designers. Patent pending on several technologies and processes, we are problem solvers and thought leaders.

Regardless of the size of the client or project, CATMEDIA is committed to providing the highest quality product and world-class customer satisfaction within the scope of your budget and schedule. Let the CATMEDIA team use our creative business and technical skills to help you achieve your organizational goals and objectives with:

- Integrated Marketing Services
- Public Relations
- Web Based Marketing
- Market Research and Analysis
- Advertising
- Creative Services
- Consulting Services

We combine creative thinking with appropriate technologies and professionals to create the tools and/or environment needed to successfully support your leadership, technologies, programs, and organizations. **WE TURN VISIONS INTO MOTION**

## WHY CATMEDIA?

- ✓✓ **RELIABILITY** | Two decades of providing expertise, award-winning services and personnel to a host of government agencies shows the dedication of our team to our work and a track record that government agencies can rely upon.
- ✓✓ **RESPONSIVENESS** | CATMEDIA will work with government agencies throughout the *entire* program and project management process—from planning and development through delivery.
- ✓✓ **DEPTH OF EXPERIENCE** | Our wealth of experience gives us a deep understanding of all the needs associated with supporting Federal agencies, programs, missions, and objectives. We understand government contracting, the procurement process, and the type of seamless support that program managers and leaders need and want.
- ✓✓ **BREADTH OF EXPERIENCE** | Our honed processes and proven methodologies to approach strategic planning and execution of contract tasks through the years gives us the expertise to provide comprehensive support services. We've faced, innovated around, and successfully navigated through all types of challenges. That experience now enables us to deliver industry-leading program management consulting services, methods, and tools to federal customers.
- ✓✓ **COMMITMENT TO EXCELLENCE** | Our record of excellence in client support services is demonstrated:
  - Rating of 93 on our Dun & Bradstreet Customer Service Satisfaction Survey
  - "Exceptional" in our CPARS scores

## HOW MAY WE HELP YOUR ORGANIZATION SUCCEED?



1A **Awarded Special Item Numbers (SINs)**

SIN	Description
512110	Video/Film Production
541219	Budget and Financial Management Service
541430	Graphic Design Services
541511	Web Based Marketing
541611	Management & Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541613	Marketing Consulting Services
541612HC	Agency Human Capital Strategy, Policy and Operations
541810	Advertising Services
541820	Public Relations Services
541910	Market Research and Analysis
541810ODC	Other Direct Costs for Marketing and Public Relations Services
611430	Professional and Management Development Training
ANCILLARY	
OLM	Order Level Materials (OLM)

1B **Pricing Model** | Please refer to CATMEDIA pricelists in Appendix A. *Prices shown in pricelists are net, all discounts deducted, and valid for all domestic areas.* Rates are Effective: December 5, 2014 – December 4, 2024.

1C **Labor Category Descriptions** | Please refer to CATMEDIA labor categories described in Appendices B and C.

2 **Maximum Order\*** | \$1,000,000.00  
\*If the best value selection places your order over the Maximum order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact us directly. We may: (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3 **Minimum Order** | \$100.00

4 **Geographic Coverage (Delivery Area)** | The geographic coverage (delivery area) of this contract is the 50 States, DC, and all U.S. Territories only.

5 **Point(s) of Production** | Tucker, Georgia and throughout the U.S.

6 **Discount from List Prices** | Prices listed are GSA net, discount deducted.

7 **Quantity Discounts** | Not applicable

8 **Prompt Payment Terms** | Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.



9 **Foreign Items – Not applicable**

10 **a. Time of Delivery** | CATMEDIA will deliver on the date (time, day, month, and year) agreed to by CATMEDIA and the Government/Agency Purchase Order.

10B **Expedited Delivery Time** | Expedited deliveries will be addressed on a case-by-case basis depending on the customer's need and the availability of resources. Please contact us directly prior to placing an order to negotiate expedited delivery.

10C **Overnight and 2-Day Delivery Times** | Government customers should call CATMEDIA for the availability of this service.

10D **Urgent Requirements** | CATMEDIA agrees to provide best efforts to give priority to emergency orders. Please contact your CATMEDIA representative to mutually arrange such a delivery.

11 **F.O.B. POINT** | Destination within the 50 States, DC, and U.S. Territories

12A **Ordering Address** | CATMEDIA, 3776 LaVista Road, Suite 200, Tucker, GA 30084-5648

12B **Ordering Procedures** | For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPAs) is found in Federal Acquisition Regulation (FAR) 8.405-3. [www.acquisition.gov/far/current/html/Subpart 8 4.html](http://www.acquisition.gov/far/current/html/Subpart%208.4.html)

13 **Payment Address** | CATMEDIA, Attn: Accounts Payable, 3776 LaVista Road, Suite 200, Tucker, GA 30084-5648

14 **Warranty Provision** | Standard Commercial Warranty Terms & Conditions

15 **Export Packing Charges** | Not Applicable.

16 **Terms and Conditions of rental, maintenance, and repair – Not applicable**

17 **Terms and Conditions of Installation** | Not Applicable

18 **a. Terms and Conditions of repair parts indicating date of parts price lists and any other discounts from list prices** | Not Applicable

**b. Terms and conditions for any other services** – Not applicable

19 **Lists of service and distribution points** | Not Applicable



- 20 **List of participating dealers** | Not Applicable
- 21 **Preventative maintenance** | Not Applicable
- 22 **a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants)** | Not Applicable
- 22 **b. Section 508 Compliance for EIT** | Not Applicable
- 23 **Unique Identifying Number (UEI)** - JPNTU3S97ZJ6
  
- 24 **System for Award Management (SAM)** | CATMEDIA is actively registered in System for Award Management (SAM).



**APPENDIX A**  
**CATMEDIA MULTIPLE AWARD SERVICES PRICELIST**  
**EFFECTIVE THROUGH DECEMBER 4, 2024**

<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
512110, 541430, 541511,	<i>Audio Technician: Field</i>	<i>1/2 Day</i>	\$ 504.28
512110, 541430, 541511,	<i>Audio Technician</i>	<i>Day</i>	\$ 687.66
512110, 541430, 541511,	<i>Audio Technician</i>	<i>hour</i>	\$ 63.84
512110, 541430, 541511,	<i>Communications Consultant 1</i>	<i>Hour</i>	\$ 87.09
512110, 541430, 541511,	<i>Communications Consultant 2</i>	<i>Hour</i>	\$ 114.61
512110, 541430, 541511,	<i>Communications Researcher</i>	<i>Hour</i>	\$ 131.61
512110, 541430, 541511,	<i>Creative Illustrator</i>	<i>Hour</i>	\$ 147.32
512110, 541430, 541511,	<i>Director</i>	<i>Hour</i>	\$ 137.51



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
512110, 541430, 541511,	<i>Editor</i>	<i>Hour</i>	\$ 85.45
512110, 541430, 541511,	<i>Editor: Beta Offline</i>	<i>Hour</i>	\$ 160.45
512110, 541430, 541511,	<i>Editor: Final Cut Pro Online Edit</i>	<i>Hour</i>	\$ 160.45
512110, 541430, 541511,	<i>Gaffer</i>	<i>Hour</i>	\$ 73.66
512110, 541430, 541511,	<i>Gaffer</i>	<i>Day</i>	\$ 736.60
512110, 541430, 541511,	Graphic Artist**	Hour	\$ 137.51
512110, 541430, 541511,	Graphic Artist - 2D, Without Equipment	Hour	\$ 95.36
512110, 541430, 541511,	Graphic Artist - 3D/Animation, Without Equipment	Hour	\$ 110.03
512110, 541430, 541511,	Graphic Artist - After Effects Development	Hour	\$ 160.45
512110, 541430, 541511,	Graphic Artist, Without Equipment	Hour	\$ 95.36





<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
512110, 541430, 541511,	Graphics: CG/Desktop Operator	Day	\$ 715.15
512110, 541430, 541511,	Grip	Hour	\$ 73.66
512110, 541430, 541511,	Grip	½ Day	\$ 550.12
512110, 541430, 541511,	Grip	Day	\$ 736.60
512110, 541430, 541511,	Grip: Key	Hour	\$ 88.39
512110, 541430, 541511,	Grip: Key	½ Day	\$ 577.62
512110, 541430, 541511,	Grip: Key	Day	\$ 883.95
512110, 541430, 541511,	Instructional Designer 1	Hour	\$ 64.18
512110, 541430, 541511,	Instructional Designer 2	Hour	\$ 87.09
512110, 541430, 541511,	Interactive Designer	Hour	\$ 110.99



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
512110, 541430, 541511,	Interactive Director	Hour	\$ 174.83
512110, 541430, 541511,	Make-up Artist	Hour	\$ 86.43
512110, 541430, 541511,	Make-up Artist	½ Day	\$ 578.54
512110, 541430, 541511,	Make-up Artist	Day	\$ 864.32
512110, 541430, 541511,	Original Drawings (Storyboards) - Per Frame	Each	\$ 55.01
512110, 541430, 541511,	Photography: Digital Still**	Hour	\$ 98.22
512110, 541430, 541511,	Photography: Director of Photography	Hour	\$ 97.48
512110, 541430, 541511,	Photography: Director of Photography	Day	\$ 1,430.33
512110, 541430, 541511,	Photography: Still Camera **	Day	\$ 320.91
512110, 541430, 541511,	Producer	Hour	\$ 137.51



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
512110, 541430, 541511,	Producer: Line	Day	\$ 733.49
512110, 541430, 541511,	Producer/Director	Day	\$ 1,100.23
512110, 541430, 541511,	Producer/Director: Live	½ Day	\$ 921.45
512110, 541430, 541511,	Producer/Director: Live	Day	\$ 1,375.29
512110, 541430, 541511,	Production Assistant	Hour	\$ 34.37
512110, 541430, 541511,	Production Assistant/Grip	½ Day	\$ 275.06
512110, 541430, 541511,	Production Assistant/Grip	Day	\$ 412.59
512110, 541430, 541511,	Site Survey	Hour	\$ 110.03
512110, 541430, 541511,	Talent: On Camera	Hour	\$ 324.11
512110, 541430, 541511,	Talent: On Camera	½ Day	\$ 1,535.75



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
512110, 541430, 541511,	Talent: On Camera	Day	\$ 2,292.16
512110, 541430, 541511,	Talent: Voice Over	Hour	\$ 642.34
512110, 541430, 541511,	Teleprompter Operator - With Equipment	½ Day	\$ 583.59
512110, 541430, 541511,	Teleprompter Operator - With Equipment	Day	\$ 871.02
512110, 541430, 541511,	Videography: Beta Crew/Equip Package: 1 Person	½ Day	\$ 1,054.39
512110, 541430, 541511,	Videography: Beta Crew/Equip Package: 1 Person	Day	\$ 1,279.02
512110, 541430, 541511,	Videography: Beta Crew/Equip Package: 2 Person	½ Day	\$ 1,370.71
512110, 541430, 541511,	Videography: Beta Crew/Equip Package: 2 Person	Day	\$ 1,847.48
512110, 541430, 541511,	Videography: Beta Crew/Equip Package: 3 Person	Day	\$ 2,443.44
512110, 541430, 541511,	Videography: Director of Photography	Hour	\$ 98.22



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
512110, 541430, 541511,	Videography: HD Crew/Equip Package: 1 Person	Day	\$ 1,324.87
512110, 541430, 541511,	Videography: HD Crew/Equip Package: 2 Person	Day	\$ 1,966.67
512110, 541430, 541511,	Videography: Stedicam Operator (w/Equipment)	Day	\$ 2,292.16
512110, 541430, 541511,	Videography: Studio Camera Operator	½ Day	\$ 491.44
512110, 541430, 541511,	Videography: Studio Camera Operator	Day	\$ 733.49
512110, 541430, 541511,	Videography: Video Technician	Hour	\$ 58.93
512110, 541430, 541511,	Videography: Videographer	Hour	\$ 83.49
512110, 541430, 541511,	Videography: Videographer	½ Day	\$ 559.00
512110, 541430, 541511,	Videography: Videographer	Day	\$ 834.35
512110, 541430, 541511,	Web Applications Architect	Hour	\$ 165.03



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
512110, 541430, 541511,	Web Database Specialist	Hour	\$ 73.66
512110, 541430, 541511,	Web Database Specialist, Senior	Hour	\$ 152.23
512110, 541430, 541511,	Web Designer	Hour	\$ 108.30
512110, 541430, 541511,	Web Developer 1	Hour	\$ 60.90
512110, 541430, 541511,	Web Developer 2	Hour	\$ 89.85
512110, 541430, 541511,	Web Developer 3	Hour	\$ 110.03
512110, 541430, 541511,	Web Developer, Senior	Hour	\$ 125.71
512110, 541430, 541511,	Writer: General	Hour	\$ 91.35
512110, 541430, 541511,	Writer: General	Day	\$ 907.70
512110, 541430, 541511,	Writer: General - Public Relations	Hour	\$ 91.35



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
512110, 541430, 541511,	Writer: Research (Background/Script Development)	Hour	\$ 131.61
512110, 541430, 541511,	Writer: Script	Hour	\$ 91.35
512110, 541430, 541511,	Writer: Sensitive Writer/Research	Hour	\$ 91.35
541611, 611430, ,	Program Director (FTE)	Hour	\$ 84.11
541611, 611430, ,	Instructor Manager (FTE)	Hour	\$ 69.12
541611, 611430, ,	Program Coordinator/Visiting Program Director - Onsite	Hour	\$ 170.31
541611, 611430, ,	Instructor - Onsite	Hour	\$ 204.39
541611, 611430, ,	Assistant Professor - Onsite	Hour	\$ 204.39
541611, 611430, ,	Associate Professor - Onsite	Hour	\$ 226.23
541611, 611430, ,	Professor - Onsite	Hour	\$ 249.83



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 611430, ,	Special Unique Qualification - Onsite	Hour	\$ 369.04
541611, 541612HC, 611430, ,	Program Manager - Contractor Facility	Hour	\$ 145.19
541611, 541612HC, 611430, ,	Program Manager - Government Facility	Hour	\$ 135.95
541611, 541612HC, 611430, ,	Technical Project Manager - Contractor Facility	Hour	\$ 119.51
541611, 541612HC, 611430, ,	Technical Project Manager - Government Facility	Hour	\$ 111.90
541611, 541612HC, 611430, ,	Administrative Project Manager - Contractor Facility	Hour	\$ 105.98
541611, 541612HC, 611430, ,	Administrative Project Manager - Government Facility	Hour	\$ 99.23
541611, 541612HC, 611430, ,	Task Leader - Contractor Facility	Hour	\$ 115.45





<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 541612HC, 611430, ,	Task Leader - Government Facility	Hour	\$ 108.10
541611, 541612HC, 611430, ,	Project Control Analyst - Contractor Facility	Hour	\$ 68.13
541611, 541612HC, 611430, ,	Project Control Analyst - Government Facility	Hour	\$ 63.80
541611, 541612HC, 611430, ,	Assoc Computer Scientist/Systems Analyst - Contractor Facility	Hour	\$ 54.61
541611, 541612HC, 611430, ,	Assoc Computer Scientist/Systems Analyst - Government Facility	Hour	\$ 51.13
541611, 541612HC, 611430, ,	Int I Computer Scientist/Systems Analyst - Contractor Facility	Hour	\$ 61.36
541611, 541612HC, 611430, ,	Int I Computer Scientist/Systems Analyst - Government Facility	Hour	\$ 57.46
541611, 541612HC, 611430, ,	Int II Computer Scientist/Systems Analyst - Contractor Facility	Hour	\$ 95.16



SIN/SIN(s)	Labor Category/Service Title	Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)	Price Offered to GSA (including IFF)
541611, 541612HC, 611430, ,	Int II Computer Scientist/Systems Analyst - Government Facility	Hour	\$ 89.11
541611, 541612HC, 611430, ,	Senior I Computer Scientist/Systems Analyst - Contractor Facility	Hour	\$ 113.49
541611, 541612HC, 611430, ,	Senior I Computer Scientist/Systems Analyst - Government Facility	Hour	\$ 106.28
541611, 541612HC, 611430, ,	Senior Cert Computer Scientist/Systems Analyst - Contractor Facility	Hour	\$ 120.70
541611, 541612HC, 611430, ,	Senior Cert Computer Scientist/Systems Analyst - Government Facility	Hour	\$ 113.02
541611, 541612HC, 611430, ,	Senior II Computer Scientist/Systems Analyst - Contractor Facility	Hour	\$ 132.73
541611, 541612HC, 611430, ,	Senior II Computer Scientist/Systems Analyst - Government Facility	Hour	\$ 124.28



SIN/SIN(s)	Labor Category/Service Title	Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)	Price Offered to GSA (including IFF)
541611, 541612HC, 611430, ,	Senior PhD Computer Scientist/Systems Analyst - Contractor Facility	Hour	\$ 138.73
541611, 541612HC, 611430, ,	Senior PhD Computer Scientist/Systems Analyst - Government Facility	Hour	\$ 129.89
541611, 541612HC, 611430, ,	Assoc IT Analyst - Contractor Facility	Hour	\$ 56.10
541611, 541612HC, 611430, ,	Assoc IT Analyst - Government Facility	Hour	\$ 52.53
541611, 541612HC, 611430, ,	Int I IT Analyst - Contractor Facility	Hour	\$ 86.29
541611, 541612HC, 611430, ,	Int I IT Analyst - Government Facility	Hour	\$ 80.80
541611, 541612HC, 611430, ,	Int II IT Analyst - Contractor Facility	Hour	\$ 96.29



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 541612HC, 611430, ,	Int II IT Analyst - Government Facility	Hour	\$ 90.17
541611, 541612HC, 611430, ,	Senior I IT Analyst - Contractor Facility	Hour	\$ 102.67
541611, 541612HC, 611430, ,	Senior I IT Analyst - Government Facility	Hour	\$ 96.14
541611, 541612HC, 611430, ,	Senior Cert IT Analyst - Contractor Facility	Hour	\$ 109.06
541611, 541612HC, 611430, ,	Senior Cert IT Analyst - Government Facility	Hour	\$ 102.12
541611, 541612HC, 611430, ,	Senior II IT Analyst - Contractor Facility	Hour	\$ 115.45
541611, 541612HC, 611430, ,	Senior II IT Analyst - Government Facility	Hour	\$ 108.10
541611, 541612HC, 611430, ,	Senior PhD IT Analyst - Contractor Facility	Hour	\$ 128.21



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 541612HC, 611430, ,	Senior PhD IT Analyst - Government Facility	Hour	\$ 120.05
541611, 541612HC, 611430, ,	Assoc Technical Writer - Contractor Facility	Hour	\$ 53.10
541611, 541612HC, 611430, ,	Assoc Technical Writer - Government Facility	Hour	\$ 49.72
541611, 541612HC, 611430, ,	Int I Technical Writer - Contractor Facility	Hour	\$ 68.13
541611, 541612HC, 611430, ,	Int I Technical Writer - Government Facility	Hour	\$ 63.80
541611, 541612HC, 611430, ,	Int II Technical Writer - Contractor Facility	Hour	\$ 82.28
541611, 541612HC, 611430, ,	Int II Technical Writer - Government Facility	Hour	\$ 77.04
541611, 541612HC, 611430, ,	Senior I Technical Writer - Contractor Facility	Hour	\$ 95.14



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 541612HC, 611430, ,	Senior I Technical Writer - Government Facility	Hour	\$ 89.09
541611, 541612HC, 611430, ,	Senior Cert Technical Writer - Contractor Facility	Hour	\$ 108.41
541611, 541612HC, 611430, ,	Senior Cert Technical Writer - Government Facility	Hour	\$ 101.52
541611, 541612HC, 611430, ,	Senior II Technical Writer - Contractor Facility	Hour	\$ 121.89
541611, 541612HC, 611430, ,	Senior II Technical Writer - Government Facility	Hour	\$ 114.14
541611, 541612HC, 611430, ,	Senior PhD Technical Writer - Contractor Facility	Hour	\$ 139.05
541611, 541612HC, 611430, ,	Senior PhD Technical Writer - Government Facility	Hour	\$ 130.21
541611, 541612HC, 611430, ,	Assoc Writer/Editor - Contractor Facility	Hour	\$ 32.07



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 541612HC, 611430, ,	Assoc Writer/Editor - Government Facility	Hour	\$ 30.03
541611, 541612HC, 611430, ,	Int I Writer/Editor - Contractor Facility	Hour	\$ 66.89
541611, 541612HC, 611430, ,	Int I Writer/Editor - Government Facility	Hour	\$ 62.63
541611, 541612HC, 611430, ,	Int II Writer/Editor - Contractor Facility	Hour	\$ 78.95
541611, 541612HC, 611430, ,	Int II Writer/Editor - Government Facility	Hour	\$ 73.93
541611, 541612HC, 611430, ,	Senior I Writer/Editor - Contractor Facility	Hour	\$ 90.66
541611, 541612HC, 611430, ,	Senior I Writer/Editor - Government Facility	Hour	\$ 84.89
541611, 541612HC, 611430, ,	Senior Cert Writer/Editor - Contractor Facility	Hour	\$ 104.55



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 541612HC, 611430, ,	Senior Cert Writer/Editor - Government Facility	Hour	\$ 97.90
541611, 541612HC, 611430, ,	Senior II Writer/Editor - Contractor Facility	Hour	\$ 115.62
541611, 541612HC, 611430, ,	Senior II Writer/Editor - Government Facility	Hour	\$ 108.26
541611, 541612HC, 611430, ,	Senior PhD Writer/Editor - Contractor Facility	Hour	\$ 133.11
541611, 541612HC, 611430, ,	Senior PhD Writer/Editor - Government Facility	Hour	\$ 124.64
541611, 541612HC, 611430, ,	Assoc Acquisition/Procurement/Contract/Analyst - Contractor Facility	Hour	\$ 33.57
541611, 541612HC, 611430, ,	Assoc Acquisition/Procurement/Contract/Analyst - Government Facility	Hour	\$ 31.44





<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 541612HC, 611430, ,	Int I Acquisition/Procurement/Contract/Analyst - Contractor Facility	Hour	\$ 60.61
541611, 541612HC, 611430, ,	Int I Acquisition/Procurement/Contract/Analyst - Government Facility	Hour	\$ 56.76
541611, 541612HC, 611430, ,	Int II Acquisition/Procurement/Contract/Analyst - Contractor Facility	Hour	\$ 78.64
541611, 541612HC, 611430, ,	Int II Acquisition/Procurement/Contract/Analyst - Government Facility	Hour	\$ 73.63
541611, 541612HC, 611430, ,	Senior I Acquisition/Procurement/Contract/Analyst - Contractor Facility	Hour	\$ 84.64
541611, 541612HC, 611430, ,	Senior I Acquisition/Procurement/Contract/Analyst - Government Facility	Hour	\$ 79.26

SIN/SIN(s)	Labor Category/Service Title	Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)	Price Offered to GSA (including IFF)
541611, 541612HC, 611430, ,	Senior Cert Acquisition/Procurement/Contract/Analyst - Contractor Facility	Hour	\$ 90.66
541611, 541612HC, 611430, ,	Senior Cert Acquisition/Procurement/Contract/Analyst - Government Facility	Hour	\$ 84.89
541611, 541612HC, 611430, ,	Senior II Acquisition/Procurement/Contract/Analyst - Contractor Facility	Hour	\$ 96.66
541611, 541612HC, 611430, ,	Senior II Acquisition/Procurement/Contract/Analyst - Government Facility	Hour	\$ 90.51
541611, 541612HC, 611430, ,	Senior PhD Acquisition/Procurement/Contract/Analyst - Contractor Facility	Hour	\$ 108.69
541611, 541612HC, 611430, ,	Senior PhD Acquisition/Procurement/Contract/Analyst - Government Facility	Hour	\$ 101.77

SIN/SIN(s)	Labor Category/Service Title	Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)	Price Offered to GSA (including IFF)
541611, 541612HC, 611430, ,	Assoc Business/Financial/Management/Analyst - Contractor Facility	Hour	\$ 32.97
541611, 541612HC, 611430, ,	Assoc Business/Financial/Management/Analyst - Government Facility	Hour	\$ 30.87
541611, 541612HC, 611430, ,	Int I Business/Financial/Management/Analyst - Contractor Facility	Hour	\$ 61.36
541611, 541612HC, 611430, ,	Int I Business/Financial/Management/Analyst - Government Facility	Hour	\$ 57.46
541611, 541612HC, 611430, ,	Int II Business/Financial/Management/Analyst - Contractor Facility	Hour	\$ 68.12
541611, 541612HC, 611430, ,	Int II Business/Financial/Management/Analyst - Government Facility	Hour	\$ 63.79



SIN/SIN(s)	Labor Category/Service Title	Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)	Price Offered to GSA (including IFF)
541611, 541612HC, 611430, ,	Senior I Business/Financial/Management/Analyst - Contractor Facility	Hour	\$ 81.64
541611, 541612HC, 611430, ,	Senior I Business/Financial/Management/Analyst - Government Facility	Hour	\$ 76.45
541611, 541612HC, 611430, ,	Senior Cert Business/Financial/Management/Analyst - Contractor Facility	Hour	\$ 95.16
541611, 541612HC, 611430, ,	Senior Cert Business/Financial/Management/Analyst - Government Facility	Hour	\$ 89.11
541611, 541612HC, 611430, ,	Senior II Business/Financial/Management/Analyst - Contractor Facility	Hour	\$ 108.69
541611, 541612HC, 611430, ,	Senior II Business/Financial/Management/Analyst - Government Facility	Hour	\$ 101.77



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 541612HC, 611430, ,	Senior PhD Business/Financial/Management/Analyst - Contractor Facility	Hour	\$ 122.21
541611, 541612HC, 611430, ,	Senior PhD Business/Financial/Management/Analyst - Government Facility	Hour	\$ 114.43
541611, 611430, ,	Assoc Trainer/Training Material Specialist - Contractor Facility	Hour	\$ 36.58
541611, 611430, ,	Assoc Trainer/Training Material Specialist - Government Facility	Hour	\$ 34.26
541611, 611430, ,	Int I Trainer/Training Material Specialist - Contractor Facility	Hour	\$ 68.13
541611, 611430, ,	Int I Trainer/Training Material Specialist - Government Facility	Hour	\$ 63.80
541611, 611430, ,	Int II Trainer/Training Material Specialist - Contractor Facility	Hour	\$ 87.05
541611, 611430, ,	Int II Trainer/Training Material Specialist - Government Facility	Hour	\$ 81.52



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 611430, ,	Senior I Trainer/Training Material Specialist - Contractor Facility	Hour	\$ 100.26
541611, 611430, ,	Senior I Trainer/Training Material Specialist - Government Facility	Hour	\$ 93.88
541611, 611430, ,	Senior Cert Trainer/Training Material Specialist - Contractor Facility	Hour	\$ 114.69
541611, 611430, ,	Senior Cert Trainer/Training Material Specialist - Government Facility	Hour	\$ 107.40
541611, 611430, ,	Senior II Trainer/Training Material Specialist - Contractor Facility	Hour	\$ 127.97
541611, 611430, ,	Senior II Trainer/Training Material Specialist - Government Facility	Hour	\$ 119.83
541611, 611430, ,	Senior PhD Trainer/Training Material Specialist - Contractor Facility	Hour	\$ 147.50
541611, 611430, ,	Senior PhD Trainer/Training Material Specialist - Government Facility	Hour	\$ 138.11



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541611, 611430, ,	Administrative Support I - Contractor Facility**	Hour	\$ 33.58
541611, 611430, ,	Administrative Support I - Government Facility**	Hour	\$ 31.44
541611, 611430, ,	Administrative Support II - Contractor Facility**	Hour	\$ 38.08
541611, 611430, ,	Administrative Support II - Government Facility**	Hour	\$ 35.65
541611, 611430, ,	Administrative Support III - Contractor Facility**	Hour	\$ 47.84
541611, 611430, ,	Administrative Support III - Government Facility**	Hour	\$ 44.80
541611, 611430, ,	Administrative Support IV - Contractor Facility	Hour	\$ 54.61
541611, 611430, ,	Administrative Support IV - Government Facility	Hour	\$ 51.13
541613, 541810, 541820, 541910,	Account Assistant	Hour	\$ 69.11

<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820, 541910,	Account Coordinator	Hour	\$ 83.93
541613, 541810, 541820, 541910,	Account Director	Hour	\$ 177.71
541613, 541810, 541820, 541910,	Account Executive	Hour	\$ 88.66
541613, 541810, 541820, 541910,	Account Manager	Hour	\$ 108.59
541613, 541810, 541820, 541910,	Account Supervisor	Hour	\$ 138.24
541613, 541810, 541820, 541910,	Accounting Manager	Hour	\$ 123.43
541613, 541810, 541820, 541910,	Administrative Assistant**	Hour	\$ 44.42
541613, 541810, 541820, 541910,	Art Director	Hour	\$ 98.64



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820, 541910,	Associate Creative Director	Hour	\$ 122.71
541613, 541810, 541820, 541910,	Copywriter	Hour	\$ 113.54
541613, 541810, 541820, 541910,	Creative Director	Hour	\$ 147.34
541613, 541810, 541820, 541910,	Director of Account Services (Director of Accounts)	Hour	\$ 176.83
541613, 541810, 541820, 541910,	Director of Creative Services	Hour	\$ 222.17
541613, 541810, 541820, 541910,	Diversity Outreach Coordinator	Hour	\$ 123.43
541613, 541810, 541820, 541910,	Executive Producer	Hour	\$ 160.94
541613, 541810, 541820, 541910,	Experiential Marketing Coordinator	Hour	\$ 78.88

<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820, 541910,	Experiential Marketing/Event Executive (Experiential Marketing Executive)	Hour	\$ 88.66
541613, 541810, 541820, 541910,	Experiential Marketing/Event Manager (Experiential Marketing Manager)	Hour	\$ 162.22
541613, 541810, 541820, 541910,	Graphic Designer	Hour	\$ 98.73
541613, 541810, 541820, 541910,	Interactive Developer	Hour	\$ 108.59
541613, 541810, 541820, 541910,	Interactive Art Director	Hour	\$ 108.59
541613, 541810, 541820, 541910,	Interactive Producer	Hour	\$ 108.59
541613, 541810, 541820, 541910,	Intern Administrative Assistant**	Hour	\$ 34.56
541613, 541810, 541820, 541910,	Marketing Director	Hour	\$ 122.41

<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820, 541910,	Media Buyer/Planner	Hour	\$ 135.42
541613, 541810, 541820, 541910,	Media Relations Executive	Hour	\$ 98.73
541613, 541810, 541820, 541910,	Media Relations Manager	Hour	\$ 122.71
541613, 541810, 541820, 541910,	Production Artist	Hour	\$ 73.64
541613, 541810, 541820, 541910,	Project Coordinator	Hour	\$ 113.34
541613, 541810, 541820, 541910,	Project Manager	Hour	\$ 156.91
541613, 541810, 541820, 541910,	Public Relations Director	Hour	\$ 112.85
541613, 541810, 541820, 541910,	Senior Strategist	Hour	\$ 197.48

<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820, 541910,	Subject Matter Expert	Hour	\$ 180.08
541613, 541810, 541820, 541910,	Traffic Manager (Creative Traffic Manager)	Hour	\$ 73.44
541613, 541810, 541820, 541910,	Web Designer	Hour	\$ 108.30
541613, 541810, 541820,	<i>Audio Technician: Field</i>	<i>1/2 Day</i>	\$ 504.28
541613, 541810, 541820,	<i>Audio Technician</i>	<i>Day</i>	\$ 687.66
541613, 541810, 541820,	<i>Audio Technician</i>	<i>hour</i>	\$ 63.84
541613, 541810, 541820,	<i>Communications Consultant 1</i>	<i>Hour</i>	\$ 87.09
541613, 541810, 541820,	<i>Communications Consultant 2</i>	<i>Hour</i>	\$ 114.61
541613, 541810, 541820,	<i>Communications Researcher</i>	<i>Hour</i>	\$ 131.61



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820,	<i>Creative Illustrator</i>	<i>Hour</i>	\$ 147.32
541613, 541810, 541820,	<i>Director</i>	<i>Hour</i>	\$ 137.51
541613, 541810, 541820,	<i>Editor</i>	<i>Hour</i>	\$ 85.45
541613, 541810, 541820,	<i>Editor: Beta Offline</i>	<i>Hour</i>	\$ 160.45
541613, 541810, 541820,	<i>Editor: Final Cut Pro Online Edit</i>	<i>Hour</i>	\$ 160.45
541613, 541810, 541820,	<i>Gaffer</i>	<i>Hour</i>	\$ 73.66
541613, 541810, 541820,	<i>Gaffer</i>	<i>Day</i>	\$ 736.60
541613, 541810, 541820,	Graphic Artist**	Hour	\$ 137.51
541613, 541810, 541820,	Graphic Artist - 2D, Without Equipment	Hour	\$ 95.36
541613, 541810, 541820,	Graphic Artist - 3D/Animation, Without Equipment	Hour	\$ 110.03

<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820,	Graphic Artist - After Effects Development	Hour	\$ 160.45
541613, 541810, 541820,	Graphic Artist, Without Equipment	Hour	\$ 95.36
541613, 541810, 541820,	Graphics: CG/ Desktop Operator	Day	\$ 715.15
541613, 541810, 541820,	Grip	Hour	\$ 73.66
541613, 541810, 541820,	Grip	½ Day	\$ 550.12
541613, 541810, 541820,	Grip	Day	\$ 736.60
541613, 541810, 541820,	Grip: Key	Hour	\$ 88.39
541613, 541810, 541820,	Grip: Key	½ Day	\$ 577.62
541613, 541810, 541820,	Grip: Key	Day	\$ 883.95
541613, 541810, 541820,	Instructional Designer 1	Hour	\$ 64.18

<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820,	Instructional Designer 2	Hour	\$ 87.09
541613, 541810, 541820,	Interactive Designer	Hour	\$ 110.99
541613, 541810, 541820,	Interactive Director	Hour	\$ 174.83
541613, 541810, 541820,	Make-up Artist	Hour	\$ 86.43
541613, 541810, 541820,	Make-up Artist	½ Day	\$ 578.54
541613, 541810, 541820,	Make-up Artist	Day	\$ 864.32
541613, 541810, 541820,	Original Drawings (Storyboards) - Per Frame	Each	\$ 55.01
541613, 541810, 541820,	Photography: Digital Still**	Hour	\$ 98.22
541613, 541810, 541820,	Photography: Director of Photography	Hour	\$ 97.48
541613, 541810, 541820,	Photography: Director of Photography	Day	\$ 1,430.33

<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820,	Photography: Still Camera **	Day	\$ 320.91
541613, 541810, 541820,	Producer	Hour	\$ 137.51
541613, 541810, 541820,	Producer: Line	Day	\$ 733.49
541613, 541810, 541820,	Producer/Director	Day	\$ 1,100.23
541613, 541810, 541820,	Producer/Director: Live	½ Day	\$ 921.45
541613, 541810, 541820,	Producer/Director: Live	Day	\$ 1,375.29
541613, 541810, 541820,	Production Assistant	Hour	\$ 34.37
541613, 541810, 541820,	Production Assistant/Grip	½ Day	\$ 275.06
541613, 541810, 541820,	Production Assistant/Grip	Day	\$ 412.59
541613, 541810, 541820,	Site Survey	Hour	\$ 110.03





<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820,	Talent: On Camera	Hour	\$ 324.11
541613, 541810, 541820,	Talent: On Camera	½ Day	\$ 1,535.75
541613, 541810, 541820,	Talent: On Camera	Day	\$ 2,292.16
541613, 541810, 541820,	Talent: Voice Over	Hour	\$ 642.34
541613, 541810, 541820,	Teleprompter Operator - With Equipment	½ Day	\$ 583.59
541613, 541810, 541820,	Teleprompter Operator - With Equipment	Day	\$ 871.02
541613, 541810, 541820,	Videography: Beta Crew/Equip Package: 1 Person	½ Day	\$ 1,054.39
541613, 541810, 541820,	Videography: Beta Crew/Equip Package: 1 Person	Day	\$ 1,279.02
541613, 541810, 541820,	Videography: Beta Crew/Equip Package: 2 Person	½ Day	\$ 1,370.71
541613, 541810, 541820,	Videography: Beta Crew/Equip Package: 2 Person	Day	\$ 1,847.48



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820,	Videography: Beta Crew/Equip Package: 3 Person	Day	\$ 2,443.44
541613, 541810, 541820,	Videography: Director of Photography	Hour	\$ 98.22
541613, 541810, 541820,	Videography: HD Crew/Equip Package: 1 Person	Day	\$ 1,324.87
541613, 541810, 541820,	Videography: HD Crew/Equip Package: 2 Person	Day	\$ 1,966.67
541613, 541810, 541820,	Videography: Steadicam Operator (w/Equipment)	Day	\$ 2,292.16
541613, 541810, 541820,	Videography: Studio Camera Operator	½ Day	\$ 491.44
541613, 541810, 541820,	Videography: Studio Camera Operator	Day	\$ 733.49
541613, 541810, 541820,	Videography: Video Technician	Hour	\$ 58.93
541613, 541810, 541820,	Videography: Videographer	Hour	\$ 83.49
541613, 541810, 541820,	Videography: Videographer	½ Day	\$ 559.00



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820,	Videography: Videographer	Day	\$ 834.35
541613, 541810, 541820,	Web Applications Architect	Hour	\$ 165.03
541613, 541810, 541820,	Web Database Specialist	Hour	\$ 73.66
541613, 541810, 541820,	Web Database Specialist, Senior	Hour	\$ 152.23
541613, 541810, 541820,	Web Designer	Hour	\$ 108.30
541613, 541810, 541820,	Web Developer 1	Hour	\$ 60.90
541613, 541810, 541820,	Web Developer 2	Hour	\$ 89.85
541613, 541810, 541820,	Web Developer 3	Hour	\$ 110.03
541613, 541810, 541820,	Web Developer, Senior	Hour	\$ 125.71
541613, 541810, 541820,	Writer: General	Hour	\$ 91.35



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613, 541810, 541820,	Writer: General	Day	\$ 907.70
541613, 541810, 541820,	Writer: General - Public Relations	Hour	\$ 91.35
541613, 541810, 541820,	Writer: Research (Background/Script Development)	Hour	\$ 131.61
541613, 541810, 541820,	Writer: Script	Hour	\$ 91.35
541613, 541810, 541820,	Writer: Sensitive Writer/Research	Hour	\$ 91.35
541613	Events Coordinator (FTE)	Hour	\$ 56.26
541613	Graphic Artist (FTE)**	Hour	\$ 79.39
541613	Multimedia Specialist (FTE)	Hour	\$ 78.30
541613	Public Affairs/Relations Specialist (FTE)	Hour	\$ 68.63
541613	Public Affairs/Relations Specialist, Senior (FTE)	Hour	\$ 82.16
541613	Strategic Communications Campaign Manager (FTE)	Hour	\$ 126.74



<b>SIN/SIN(s)</b>	<b>Labor Category/Service Title</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</b>	<b>Price Offered to GSA (including IFF)</b>
541613	Video Producer (FTE)	Hour	\$ 84.64
541613	Videographer/Editor (FTE)	Hour	\$ 63.24
541613	Web Developer - Front End (FTE)	Hour	\$ 86.29
512110,541430, 541511,	Graphic Designer	Hour	\$ 98.73
512110,541430, 541511,	Interactive Developer	Hour	\$ 108.59
512110,541430, 541511,	Project Manager	Hour	\$ 156.91



Service Contract Labor Standards (SCLS) Matrix

<b>SCLS Eligible Labor Category</b>	<b>SCLS Equivalent Code Title</b>	<b>Wage Determination No.</b>
Administrative Assistant	01020 – Administrative Assistant	2015-5831
Intern Administrative Assistant	01020 – Administrative Assistant	2015-5831
Graphic Artist	15080 – Graphic Artist	2015-5831
Administrative Support I	01311 - Secretary I	2015-5831
Administrative Support II	01312 – Secretary II	2015-5831
Administrative Support III	01313 – Secretary III	2015-5831
Photography – Digital Still	13075 – Photographer V	2015-5831
Photography – Still camera	13075 - Photographer V	2015-5831

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA Matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<b>SIN 541819ODC - Other Direct Costs Description</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq. Ft)</b>	<b>Ceiling Price/Rate Offered to GSA (including IFF)</b>
Columbus Microsite	Hourly	\$ 592.95
2 Tents and Bags	Each	\$ 1,571.85
22"x28" 3mm White PVC & A Frames & M/F Velcro Tabs & Shipping/Packaging	Each	\$ 1,441.28
Spinning Wheel & H-Frames	Each	\$ 918.01
Columbus, OH Minutes Machine Money & Delivery	Each	\$ 163.87
22"x28" 3mm White PVC S/S & 22"x28" 3mm White PVC S/S & M/F Velcro & 22"x28" 4mm Coroplast S/S & 29"x12" 3mm White PVC S/S & 22"x28" 4mm Coroplast D/S & 4'x5' Vinyl Banner & Reinforced edges + Grommets evenly Spaced all around & Box to Ship & Shipping/Packaging & Sales Tax	Each	\$ 1,391.39
Minneapolis Microsite	Hourly	\$ 474.36
Minneapolis Microsite	Hourly	\$ 474.36
XM Map Minneapolis	Lot	\$ 256.24



<b>SIN 541819ODC - Other Direct Costs Description</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq. Ft)</b>	<b>Ceiling Price/Rate Offered to GSA (including IFF)</b>
User Guide Minneapolis 5x5's	Lot	\$ 1,988.99
120L 3" Round Bustom (One Piece Back); Cyan Imprint & Rush Deadline 8/14	Each	\$ 189.46
Minneapolis Launch Materials	Lot	\$ 246.71
Minneapolis Name Badges & Lanyards	Lot	\$ 298.78
55224 Rival Pen White; Cyan imprint/art on file	Each	\$ 2,001.78
Display ZOOM3 + ZOOM-3-G-S	Each	\$ 3,617.79
Screen Printed Gildan Cotton T-Shirts	Each	\$ 28,271.72
Campaign Toolkit Fulfillment and Distribution Services: 1,000 folders with campaign collateral, drop shipment to 25 locations.	Each	\$ 17,500.35
13 City Community Outreach	Each	\$ 79,260.86
TV Production Services: High-definition broadcast quality TV ads and 2 digital banners. Production, editing, sound, (1 30 second English, 1 15 second English, 1 15 second Spanish.	Each	\$ 107,947.64
Focus Groups: Four traditional Focus Groups, Eight in-depth interviews. Cost includes facility rental/hosting, refreshments, recruiting incentives, audio tapes, video recording, translations for Spanish session.	Each	\$ 37,193.95
Media Stock: DVD or CD for Dubs	Each	\$ 1.58
Media Stock: Tape - Audio Cassette	Each	\$ 5.03
Media Stock: Tape - Beta SP [1/2 Hour]	Each	\$ 38.28
Media Stock: Tape - DV Cam	Each	\$ 40.30
Media Stock: Tape - Mini DV	Each	\$ 20.15
Media Stock: Tape for Dubs - 1 Beta SP & 1 VHS	Set	\$ 70.53
Media Stock: Tape – DV Cam Pro	Each	\$ 61.92
Media Stock: Tape – DV Cam Pro, HD	Each	\$ 198.17
Media Stock: Tape – HD Cam	Each	\$ 74.31
Post Production System: Editing - Media 100	Hour	\$ 87.66
Post Production System: Editing - Media 100	Day	\$ 828.21



<b>SIN 541819ODC - Other Direct Costs Description</b>	<b>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq. Ft)</b>	<b>Ceiling Price/Rate Offered to GSA (including IFF)</b>
Post Production System: Editing -	Hour	\$ 98.22
Avid Media Composer	Hour	\$ 87.66
Post Production System: Editing -	Hour	\$ 828.21
BE-900, 950 or 2000	Hour	\$ 78.57
Post Production System: Editing - BE-900, 950 or 2000	Day	\$ 73.66
Post Production System: Editing - Beta Machine	Hour	\$ 87.66
Post Production System: Editing - Final Cut	Hour	\$ 828.21
Post Production: Media Mastering -DVD Authoring	Hour	\$ 245.55
Post Production: Media Mastering -DVD Encoding	Day	\$ 147.34
Post Production: Media Mastering - Transcription/Logging	Hour	\$ 100.86
Voice Over, Studio Time	Hour	\$ 220.99
Production: Equipment - Backdrop	Day	\$ 458.44
Production: Equipment - Backdrop, Green Screen	Day	\$ 458.44
Production: Equipment - Dolly, Pee Wee w/Tracks	Day	\$ 641.81
Production: Equipment - Jib, Easy w/Tripod	Day	\$ 508.09
Production: Equipment - Lighting, Field Light Kit	Day	\$ 229.22
Production: Equipment - Lighting, HMI Light Rental	Day	\$ 229.22
Production: Equipment - Lighting, Kino Flo Car Light Kit	Day	\$ 183.38
Production: Equipment - Lighting, Sun Gun	Day	\$ 103.13
Production: Equipment - Steadicam	Day	\$ 1,295.18
Production: Location - Studio or Location Fee	Day	\$ 1,712.85
Production System: Graphic Design - Motion Graphics/Animation	Hour	\$ 98.22
Production: Videography - Video Camera Package, Beta SP	Day	\$ 701.56
Production: Videography - Video Camera Package, DV	Day	\$ 431.73
Production: Videography - Video Camera Package, DV Cam	Day	\$ 701.56





SIN 541819ODC - Other Direct Costs Description	Unit of Issue (e.g. Hour, Daily Rate, Task, Sq. Ft)	Ceiling Price/Rate Offered to GSA (including IFF)
Production: Videography - Video Camera Package, HD	Day	\$ 1,942.78
Production: Videography - Video Camera Package, HDV	½ Day	\$ 544.28
<p>CATMEDIA's BAM Mail®, or "browsable attached media," is an interactive PDF presentation in rich text format. BAM Mail® is delivered through an email attachment and is accessible across operating systems that use Adobe Reader (version 9.0 and later). With BAM Mail®, stakeholders can view documents, pictures and high-definition videos within an interactive 3D carousel layout by opening the attachment sent to them via email.</p>	Each	\$ 10,915.19
<p>CATMEDIA's VORGAR™, or "Visual Organization Architecture" system (a/k/a Technology Hangar) is a patent-pending software technology developed by CATMEDIA. The result is a web application (and/or DVD-ROM, with more limited features) eLearning tool that is a unique systematic learning system with associated processes and method steps.</p>	Each	\$ 67,170.45



## APPENDIX B

### CATMEDIA EQUIVALENCY POLICY | EDUCATION & EXPERIENCE EQUIVALENCIES

For each labor role that CATMEDIA offers under GSA Multiple Award Schedule, our Labor Category Descriptions include:

- Functional responsibilities for the role
- Minimum education and experience required
- Any specific training and/or certification requirements for specialized roles

These definitions are a guide for the types of experience and educational background found in personnel for each labor category, based on duties normally performed by a skilled person assigned to that role.

CATMEDIA also recognizes that successful performance depends on having the right skills and experience. Skills and experience come from a mix of education and professional experience. While traditional education and experience can be the perfect mix for a candidate, CATMEDIA also recognizes that business today—with changes in technology and skills needed—may not always be supported by the traditional combination. So, CATMEDIA offers our equivalencies below and may substitute experience and education in order to provide the quality of services needed by our clients.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.

Should the Contractor propose a labor category where the candidate is qualified based on the substitution equivalents instead of the minimum education and experience requirements stated in the Labor Category Descriptions, the proposed candidate shall be subject to Government approval at the task order level.

DEGREE	EXPERIENCE EQUIVALENCE	OTHER EQUIVALENCE
Associate	1 year relevant experience	Vocational or technical training in work-related fields
Bachelor	1 years relevant experience or 5 Years relevant experience	Professional Certification
Master	Bachelor + 2 years relevant experience or Associate + 4 years relevant experience	Professional License
Doctorate		

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



## APPENDIX C

### MULTIPLE AWARD SERVICES | CATMEDIA LABOR CATEGORY DESCRIPTIONS

Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	<i>Audio Technician: Field</i>	Responsible for the setup, use, and maintenance of highly specialized audio recording equipment. May also be responsible for some postproduction audio editing. Should stay up to date with audio technology and standard concepts, practices, and procedures within the field of audio technology. Field audio technicians are required to work on location.	<i>Associates</i>	2	5 years relevant experience
512110, 541430, 541511,	<i>Audio Technician</i>	Responsible for the setup, use, and maintenance of highly specialized studio audio recording equipment. Also responsible for some postproduction audio editing. Keeps current with audio technology and standard concepts, practices, and procedures within the field of audio technology. Audio technicians work in studio; however, may also serve in Field Audio Technician role.	<i>Bachelors</i>	2	6 years relevant experience
512110, 541430, 541511,	<i>Audio Technician</i>	Responsible for the setup, use, and maintenance of highly specialized studio audio recording equipment. Also responsible for some postproduction audio editing. Keeps current with audio technology and standard concepts, practices, and procedures within the field of audio technology. Audio technicians work in studio; however, may also serve in Field Audio Technician role.	<i>Bachelors</i>	2	6 years relevant experience
512110, 541430, 541511,	<i>Communications Consultant 1</i>	Aids in developing and implementing targeted information campaigns. Contributes to the production and content of information products such as brochures, videos, media, and training programs.	<i>Bachelors</i>	3	7 years of relevant experience

Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	<i>Communications Consultant 2</i>	Leads and implements communication tasks. Conducts targeted information campaigns, arranges press briefings and interviews, coordinates editorial boards, monitors the news, and writes trends analysis. Meets with client as needed to relay progress, propose creative solutions to communication challenges, and establish priorities.	<i>Bachelors</i>	5	9 years relevant experience
512110, 541430, 541511,	<i>Communications Researcher</i>	Gathers data via a variety of electronic search tools, as well as surveys, interviews, and other investigative methods to understand how audiences interpret information. Uses research results in support of communication initiatives.	<i>Bachelors</i>	1	5 years relevant experience
512110, 541430, 541511,	<i>Creative Illustrator</i>	Uses digital tools and software to produce images, which directly enhance writing by providing a visual representation that corresponds to the content of the associated text.	<i>Bachelors</i>	2	6 years relevant experience
512110, 541430, 541511,	<i>Director</i>	Develops the overall vision for a video and carries out that vision by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.	<i>Bachelors</i>	3	7 years of relevant experience
512110, 541430, 541511,	<i>Editor</i>	Makes creative video editing decisions in the post-production of film and video productions. Selects and combines shots into sequences, selects sound effects and music to create a finished commercial or video. Must have experience using non-linear editing software.	<i>Bachelors</i>	2	6 years relevant experience
512110, 541430, 541511,	<i>Editor: Beta Offline</i>	Makes creative video editing decisions in the post-production of film and video productions. Selects and combines shots into sequences using linear editing equipment.	<i>Bachelors</i>	8	12 years of relevant experience
512110, 541430, 541511,	<i>Editor: Final Cut Pro Online Edit</i>	Uses Final Cut Pro software to make creative editing decisions in the post-production of videos.	<i>Bachelors</i>	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	<i>Gaffer</i>	Uses knowledge of lighting techniques to coordinate, execute, and possibly even design, the lighting plan for a production. May report to the Directory of Photography.	<i>Associates</i>	3	6 years relevant experience
512110, 541430, 541511,	<i>Gaffer</i>	Uses knowledge of lighting techniques to coordinate, execute, and possibly even design, the lighting plan for a production. May report to the Directory of Photography.	<i>Associates</i>	3	6 years relevant experience
512110, 541430, 541511,	Graphic Artist**	Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Graphic Artist - 2D, Without Equipment	Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates 2D graphic images, 3D animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Graphic Artist - 3D/Animation, Without Equipment	Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates 2D graphic images, 3D animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Graphic Artist - After Effects Development	Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates 2D graphic images, 3D animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Graphic Artist, Without Equipment	Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates 2D graphic images, 3D animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Graphics: CG/Desktop Operator	Creates graphics for live, on location or in studio productions. May be required to operate a switcher.	Bachelors	5	9 years relevant experience
512110, 541430, 541511,	Grip	Works closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot. Responsible for maintaining all the equipment that supports cameras.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Grip	Works closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot. Responsible for maintaining all the equipment that supports cameras.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Grip	Works closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot. Responsible for maintaining all the equipment that supports cameras.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Grip: Key	Serves as head of the grip department and chief rigging technician on the set. Directs the crew of grips with respect to proper movement and placement of stationary and moving cameras.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Grip: Key	Serves as head of the grip department and chief rigging technician on the set. Directs the crew of grips with respect to proper movement and placement of stationary and moving cameras.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Grip: Key	Serves as head of the grip department and chief rigging technician on the set. Directs the crew of grips with respect to proper movement and placement of stationary and moving cameras.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Instructional Designer 1	Assists in the design, development and modification of instructional programs. Helps employ the use of instructional technology and serves as the technology expert. Must be familiar with a variety of the field's concepts, practices, and procedures.	Bachelors	2	6 years relevant experience
512110, 541430, 541511,	Instructional Designer 2	Designs, develops, modifies and implements instructional programs after determining the current state and needs of the learner. May be required to measure the outcome of such instruction. Employs the use of instructional technology and serves as the technology expert	Bachelors	5	6 years relevant experience
512110, 541430, 541511,	Interactive Designer	Develops and designs the functionality and integration of media into an interactive product.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Interactive Director	Directs all creative and talent for integration into interactive products.	Bachelors	5	9 years relevant experience
512110, 541430, 541511,	Make-up Artist	Applies makeup to on camera talent for productions. Must be familiar with a variety of the field's concepts, practices, and procedures. Requires a minimum of 2 years' experience	High School	2	6 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Make-up Artist	Applies makeup to on camera talent for productions. Must be familiar with a variety of the field's concepts, practices, and procedures. Requires a minimum of 2 years' experience	High School	2	4 years relevant experience
512110, 541430, 541511,	Make-up Artist	Applies makeup to on camera talent for productions. Must be familiar with a variety of the field's concepts, practices, and procedures. Requires a minimum of 2 years' experience	High School	2	4 years relevant experience
512110, 541430, 541511,	Original Drawings (Storyboards) - Per Frame	Graphic Artist creates and prepares original drawings to depict frames of storytelling to allow for tangible review, edit and approval of visual information content, design and flow. Developed as needed and charged per frame.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Photography: Digital Still**	Creates and prepares photographic images to display in a variety of published mediums. Selects and assembles equipment according to subject material, anticipated conditions, and knowledge of function of various types of cameras, lenses, films, and accessories. Views subject and setting and plans composition, camera position, and camera angle to produce desired effect. May spot and retouch prints and negatives.	High School	2	6 years relevant experience
512110, 541430, 541511,	Photography: Director of Photography	Makes artistic and technical decisions related to a film or video to realize the scenes in accordance with the intentions of the director. Supervises camera and lighting crews, and chooses appropriate film or tape stock, lens, filters, etc.	Bachelors	5	9 years relevant experience
512110, 541430, 541511,	Photography: Director of Photography	Makes artistic and technical decisions related to a film or video to realize the scenes in accordance with the intentions of the director. Supervises camera and lighting crews, and chooses appropriate film or tape stock, lens, filters, etc.	Bachelors	5	9 years relevant experience





Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Photography: Still Camera **	Creates and prepares photographic images to display in a variety of published mediums. Selects and assembles equipment according to subject material, anticipated conditions, and knowledge of function of various types of cameras, lenses, films, and accessories. Views subject and setting and plans composition, camera position, and camera angle to produce desired effect. May spot and retouch prints and negatives.	High School	2	4 years relevant experience
512110, 541430, 541511,	Producer	Coordinates various aspects of production such as script writing, audio, camera work, music, etc. Oversees the work of support staff and ensures program scripts meet intentions and requirements expressed by client.	High School	5	9 years relevant experience
512110, 541430, 541511,	Producer: Line	Controls the day-to-day financial concerns and operations of a production. Supports the vision of the director during production. Creates production calendar.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Producer/Director	Oversees and delivers a production to all relevant parties. Preserves the integrity, voice and vision of the film by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.	Bachelors	8	12 years of relevant experience
512110, 541430, 541511,	Producer/Director: Live	Oversees and delivers a live production to all relevant parties. Preserves the integrity, voice and vision of the film by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.	Bachelors	10	14 years of relevant experience
512110, 541430, 541511,	Producer/Director: Live	Oversees and delivers a live production to all relevant parties. Preserves the integrity, voice and vision of the film by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.	Bachelors	10	14 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Production Assistant	Ensures the quality of all productions. Has knowledge of commonly used concepts, practices, and procedures within the field. Assists producer and other crew on the set. Takes notes while on set.	Associates	1	4 Years relevant experience
512110, 541430, 541511,	Production Assistant/Grip	Ensures the quality of all productions by working closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot.	Associates	1	4 Years relevant experience
512110, 541430, 541511,	Production Assistant/Grip	Ensures the quality of all productions by working closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot.	Associates	1	4 Years relevant experience
512110, 541430, 541511,	Site Survey	Thorough review of location for videography or photography shoot. May include location scouting to find and reserve location, including all permits required. Production Manager and/or Director and/or Videographer/Photographer will ensure that the chosen/reserved location is ready for use in a video or photo production. Includes analysis of potential risks, as well as additional video/photo opportunities, offered by the location. Charged by hour.	Associates	2	5 Years relevant experience
512110, 541430, 541511,	Talent: On Camera	Professional on camera/screen actor able to visually and audibly relay story for video. Ability to memorize lines in addition to working with microphone and/or teleprompter systems.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Talent: On Camera	Professional on camera/screen actor able to visually and audibly relay story for video. Ability to memorize lines in addition to working with microphone and/or teleprompter systems.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Talent: On Camera	Professional on camera/screen actor able to visually and audibly relay story for video. Ability to memorize lines in addition to working with microphone and/or teleprompter systems.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Talent: Voice Over	Professional actor providing narration in a video or broadcast, unaccompanied by an image of the speaker. Ability to take direction and/or perform remotely.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Teleprompter Operator - With Equipment	Operator controls teleprompter text, how it's formatted, and the speed with which it scrolls to support the on camera talent. Requires constant attention and adaptability to quick changes and solutions.	Associates	1	4 Years relevant experience
512110, 541430, 541511,	Teleprompter Operator - With Equipment	Operator controls teleprompter text, how it's formatted, and the speed with which it scrolls to support the on camera talent. Requires constant attention and adaptability to quick changes and solutions.	Associates	1	4 Years relevant experience
512110, 541430, 541511,	Videography: Beta Crew/Equip Package: 1 Person	This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
512110, 541430, 541511,	Videography: Beta Crew/Equip Package: 1 Person	This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Videography: Beta Crew/Equip Package: 2 Person	This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
512110, 541430, 541511,	Videography: Beta Crew/Equip Package: 2 Person	This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
512110, 541430, 541511,	Videography: Beta Crew/Equip Package: 3 Person	This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
512110, 541430, 541511,	Videography: Director of Photography	Makes artistic and technical decisions related to a film or video to realize the scenes in accordance with the intentions of the director. Supervises camera and lighting crews, and chooses appropriate film or tape stock, lens, filters, etc.	Bachelors	5	9 years relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Videography: HD Crew/Equip Package: 1 Person	This crew operates and maintains high definition broadcast cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
512110, 541430, 541511,	Videography: HD Crew/Equip Package: 2 Person	This crew operates and maintains high definition broadcast cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
512110, 541430, 541511,	Videography: Steadicam Operator (w/Equipment)	Professional camera operator trained in use of specialized equipment. Steadicam is a brand of camera stabilizer mount for motion picture cameras that mechanically isolates it from the operator's movement. It allows for a smooth shot, even when moving quickly over an uneven surface.	Associates	2	5 Years relevant experience
512110, 541430, 541511,	Videography: Studio Camera Operator	Manages professional video camera, sound, and lighting for in studio productions. Works in conjunction with video production team to capture footage to support the story line and audience specific objectives.	High School	2	5 Years relevant experience
512110, 541430, 541511,	Videography: Studio Camera Operator	Manages professional video camera, sound, and lighting for in studio productions. Works in conjunction with video production team to capture footage to support the story line and audience specific objectives.	High School	2	5 Years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Videography: Video Technician	Specialist in setting up and/or setting up and operating video equipment, including: screens, monitors, recording equipment, wires and cables, and related electronic equipment.	High School	1	2 years of relevant experience
512110, 541430, 541511,	Videography: Videographer	Records moving images and sound on videotape, disk, or other electro-mechanical device for visual information/story telling.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Videography: Videographer	Records moving images and sound on videotape, disk, or other electro-mechanical device for visual information/story telling.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Videography: Videographer	Records moving images and sound on videotape, disk, or other electro-mechanical device for visual information/story telling.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Web Applications Architect	Technical specialist whose primary skills are Internet technologies and who develop computer applications. Includes: analyses of business systems and information architecture, visual design elements, programming, and computer science core skillsets. Studies what people experience to build a software structure that caters to users—their information, understanding and visual appeal.	Bachelors	2	6 years relevant experience
512110, 541430, 541511,	Web Database Specialist	Technical specialist who works with latest information security software and supports business operations by organizing large amounts of data. Includes: identifying user needs, data security, merging data files, maintaining and testing databases.	Associates	2	5 Years relevant experience
512110, 541430, 541511,	Web Database Specialist, Senior	Specialist in setting up and/or setting up and operating video equipment, including: screens, monitors, recording equipment, wires and cables, and related electronic equipment.	Bachelors	5	9 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Web Designer	Development of websites and mobile websites. Develops wireframes and programming code for site integration. Plans site design by clarifying goals; designing functionality. Develops site navigation by categorizing content; funneling traffic through content. Develops site content and graphics by coordinating with copywriters and graphic artists; designing images, icons, banners, audio enhancements, etc. Prepares site by installing and configuring server software; installing programming language using authoring and formatting tools; ensuring cross-platform compatibility; establishing links. Establishes locatability by registering with search engines. Upgrades site by updating content and graphics; monitoring performance and results; identifying and evaluating improvement options; introducing new technology; maintaining links. Protects site by designing and installing security precautions. Maintains site appearance by developing and enforcing content and display standards; editing submissions. Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs. Accomplishes information systems and organization mission by completing related results as needed	Bachelors	2	6 years of relevant experience
512110, 541430, 541511,	Web Developer 1	Technical specialist in production and maintenance of websites. May include: web graphic design, interface design, authoring with standardized code and software, user experience design, and search engine optimization.	Bachelors	1	5 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Web Developer 2	Technical specialist in developing web-based or distributed network applications run over HTTP from a web server to a web browser. Works with team to finalize server-side and front-end logic with implementation of visual elements for clients' applications and interactions between servers.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Web Developer 3	Technical specialist in developing web-based or distributed network applications run over HTTP from a web server to a web browser. Works with team to finalize content, design, database systems, server interactions, and/or overall design & functionality for clients' applications.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Web Developer, Senior	Interdisciplinary technical specialist who develops and/or oversees development of web-based or distributed network applications run over HTTP from a web server to a web browser. Advanced experience in implementing all visual elements, as well as all web services and APIs necessary for application launch/hosting.	Bachelors	5	9 years relevant experience
512110, 541430, 541511,	Writer: General	Technical communications specialist in assessing/compiling subject matter materials and writing to specific audiences in clear, direct language in order to convey information in an engaging way.	Bachelors	2	6 years relevant experience
512110, 541430, 541511,	Writer: General	Technical communications specialist in assessing/compiling subject matter materials and writing to specific audiences in clear, direct language in order to convey information in an engaging way.	Bachelors	2	6 years relevant experience
512110, 541430, 541511,	Writer: General - Public Relations	Technical specialist in assessing/compiling subject matter materials and writing for public audiences, often explaining technical or complex material in an easy to understand vernacular, in order to clarify understanding of the information, foster public trust, and influence behavior.	Bachelors	3	7 years of relevant experience





Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110, 541430, 541511,	Writer: Research (Background/Script Development)	Specialist in researching experience, imagination and reality to draw upon in developing basic story into script for media production.	Bachelors	5	9 years relevant experience
512110, 541430, 541511,	Writer: Script	Specialist in crafting the written copy on which mass media is based: video, broadcast, etc.	Bachelors	3	7 years of relevant experience
512110, 541430, 541511,	Writer: Sensitive Writer/Research	Technical communications specialist in researching and writing about sensitive subject matter materials and writing from perspectives that are sensitive to audiences.	Bachelors	7	11 years of relevant experience
541611, 611430, ,	Program Director (FTE)	Program 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. Program Directors require senior level experience in the strategy development and program management of enterprise-wide efforts. Program Directors manage teams of instructor managers, 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.	Masters	15	Bachelors + 17 years relevant experience; Associates + 22 years relevant experience or 25 years relevant experience
541611, 611430, ,	Instructor Manager (FTE)	Instructor Manager projects, contracts, funds, and resources (or group of projects, contracts, funds, and resources). Duties may include contract management, project management, and interface with the customer. The Instructor Manager is responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals to subordinates and subcontractors. The Instructor Manager organizes resources to support multiple concurrent projects and manages the execution of multiple concurrent projects.	Masters	12	Bachelors + 14 years relevant experience; Associates + 19 years relevant experience or 22 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 611430, ,	Program Coordinator/Visiting Program Director - Onsite	<p>Program Coordinator/ Visiting Program Directors have 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. Visiting Program 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. 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. 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. A Master's Degree in a related field, Doctorate Degree or equivalent experience</p>	Masters	15	Bachelors + 17 years relevant experience; Associates + 22 years relevant experience or 25 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 611430, ,	Instructor - Onsite	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 in instructing, to include but not limited to such areas as instructor lead training, seminars, conferences, focus groups, working groups. A relevant master's degree from an accredited institution or equivalent experience and professional recognition; Interest in and demonstrated or presumptive potential for effective teaching, research, consultation, and other scholarly and professional activities	Masters	4	Bachelors + 6 years relevant experience; Associates + 11 years relevant experience or 14 years relevant experience
541611, 611430, ,	Assistant Professor - Onsite	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 in instructing, to include but not limited to such areas as instructor lead training, seminars, conferences, focus groups, working groups. A relevant earned doctoral degree from an accredited academic institution or equivalent experience and professional recognition; Demonstrated or presumptive potential for effective teaching, research, consultation, and other scholarly and professional activities.	Doctorate	6	



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 611430, ,	Associate Professor - Onsite	They have a good understanding of subject matter, experience in training or public speaking. 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. 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. A relevant earned doctoral degree from an accredited academic institution or an appropriate terminal professional or academic degree; Evidence of sustained teaching effectiveness; research, scholarly, creative, and professional activities including publication in appropriately recognized professional journals (normally refereed archival), books, or monographs; Discipline-related community service; and normally includes a minimum of 3 years of full-time university-level teaching at the rank of Assistant Professor.	Doctorate	3	



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 611430, ,	Professor - Onsite	<p>Has experience in training or public speaking. 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. A relevant earned doctoral degree from an accredited academic institution or an appropriate terminal professional or academic degree; Evidence of maturity as a scholar; An established outstanding reputation in an academic discipline demonstrated through broad recognition of research and service accomplishments, including publications in appropriately recognized professional (normally refereed archival) journals, books, or monographs; and At least 10 full years of applicable professional experience, normally including no less than 10 years of full-time university level teaching with a minimum of 3 years at the rank of Associate Professor. The title "professor" implies national or international recognition and significant contributions as a demonstrated leader in one's field.</p>	Doctorate	10	



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 611430, ,	Special Unique Qualification - Onsite	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. A relevant earned doctoral degree from an accredited academic institution or an appropriate terminal professional or academic degree, or equivalent experience in the specialty field; An established outstanding reputation in the specific area of research and service accomplishments, including publications in appropriately recognized professional (normally refereed archival) journals, books, or monographs. "Specialty" presenters are those whose experiences, research, publications, or other qualification make them so unique that substitution is simply not possible.	Doctorate	10	
541611, 541612HC, 611430, ,	Program Manager - Contractor Facility	Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Designs and enforces quality control programs.	Bachelors	15	9 years relevant experience



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541611, 541612HC, 611430, ,	Program Manager - Government Facility	Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Designs and enforces quality control programs.	Bachelors	15	19 years of relevant experience
541611, 541612HC, 611430, ,	Technical Project Manager - Contractor Facility	Ten years of accounting or financial experience, including 5 years of increasing responsibilities in assignment supervision and management. Additional experience in the direct supervision of cost estimating, procurement strategic planning and execution, or business management. Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical/financial solutions and schedules in the specific delivery orders are associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered within deadlines.	Bachelors	10	14 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Technical Project Manager - Government Facility	Ten years of accounting or financial experience, including 5 years of increasing responsibilities in assignment supervision and management. Additional experience in the direct supervision of cost estimating, procurement strategic planning and execution, or business management. Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical/financial solutions and schedules in the specific delivery orders are associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered within deadlines.	Bachelors	10	14 years of relevant experience
541611, 541612HC, 611430, ,	Administrative Project Manager - Contractor Facility	Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Designs and enforces quality control programs.	Bachelors	10	14 years of relevant experience





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541611, 541612HC, 611430, ,	Administrative Project Manager - Government Facility	Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Designs and enforces quality control programs.	Bachelors	10	14 years of relevant experience
541611, 541612HC, 611430, ,	Task Leader - Contractor Facility	Performs day-to-day management of contract programs/projects. Supervises program/project operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. Manages human and project resources, as well as financial and administrative aspects of the program/project, with respect to contract requirements.	Bachelors	5	9 years relevant experience
541611, 541612HC, 611430, ,	Task Leader - Government Facility	Performs day-to-day management of contract programs/projects. Supervises program/project operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. Manages human and project resources, as well as financial and administrative aspects of the program/project, with respect to contract requirements.	Bachelors	5	9 years relevant experience
541611, 541612HC, 611430, ,	Project Control Analyst - Contractor Facility	Performs day-to-day management of individual contract task orders. Organizes, directs, and coordinates planning and production of all task order support activities. Demonstrates written and oral communication skills. Works, as necessary, with corporate management to direct effective contract support activities.	Bachelors	2	6 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Project Control Analyst - Government Facility	Performs day-to-day management of individual contract task orders. Organizes, directs, and coordinates planning and production of all task order support activities. Demonstrates written and oral communication skills. Works, as necessary, with corporate management to direct effective contract support activities.	Bachelors	2	6 years relevant experience
541611, 541612HC, 611430, ,	Assoc Computer Scientist/S systems Analyst - Contractor Facility	Performs entry-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures.	Bachelors	1	5 years relevant experience
541611, 541612HC, 611430, ,	Assoc Computer Scientist/S systems Analyst - Government Facility	Performs entry-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures.	Bachelors	1	5 years relevant experience
541611, 541612HC, 611430, ,	Int I Computer Scientist/S systems Analyst - Contractor Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	3	7 years of relevant experience
541611, 541612HC, 611430, ,	Int I Computer Scientist/S systems Analyst - Government Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	3	7 years of relevant experience
541611, 541612HC, 611430, ,	Int II Computer Scientist/S systems Analyst - Contractor Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	5	9 years relevant experience



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541611, 541612HC, 611430, ,	Int II Computer Scientist/S systems Analyst - Government Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	5	9 years relevant experience
541611, 541612HC, 611430, ,	Senior I Computer Scientist/S systems Analyst - Contractor Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	8	12 years of relevant experience
541611, 541612HC, 611430, ,	Senior I Computer Scientist/S systems Analyst - Government Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	8	12 years of relevant experience
541611, 541612HC, 611430, ,	Senior Cert Computer Scientist/S systems Analyst - Contractor Facility	Performs midlevel writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity. Certification in specialized skillsets/computer related field. (Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), or Cisco Certified Network Professional (CCNP))	Bachelors + CISCO Cert, CISSP, or similar CERT	10	14 Years relevant experience - with certification



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior Cert Computer Scientist/Systems Analyst - Government Facility	Performs midlevel writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity. Certification in specialized skillsets/computer related field. (Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), or Cisco Certified Network Professional (CCNP))	Bachelors + CISCO Cert, CISSP, or similar CERT	10	14 Years relevant experience - with certification
541611, 541612HC, 611430, ,	Senior II Computer Scientist/Systems Analyst - Contractor Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	15	19
541611, 541612HC, 611430, ,	Senior II Computer Scientist/Systems Analyst - Government Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	15	19 years of relevant experience
541611, 541612HC, 611430, ,	Senior PhD Computer Scientist/Systems Analyst - Contractor Facility	Performs senior-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that may be complex. May provide supervisory management of technical writing/editing team as well as project management for technical operations documents.	Doctorate	10	



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior PhD Computer Scientist/S systems Analyst - Government Facility	Performs senior-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that may be complex. May provide supervisory management of technical writing/editing team as well as project management for technical operations documents.	Doctorate	10	
541611, 541612HC, 611430, ,	Assoc IT Analyst - Contractor Facility	Performs entry-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures.	Bachelors	1	5 years relevant experience
541611, 541612HC, 611430, ,	Assoc IT Analyst - Government Facility	Performs entry-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures.	Bachelors	1	5 years relevant experience
541611, 541612HC, 611430, ,	Int I IT Analyst - Contractor Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	3	6 years relevant experience
541611, 541612HC, 611430, ,	Int I IT Analyst - Government Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	3	6 years relevant experience
541611, 541612HC, 611430, ,	Int II IT Analyst - Contractor Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	5	9 years relevant experience
541611, 541612HC, 611430, ,	Int II IT Analyst - Government Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	5	9 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior I IT Analyst - Contractor Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	8	12 years of relevant experience
541611, 541612HC, 611430, ,	Senior I IT Analyst - Government Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	8	12 years of relevant experience
541611, 541612HC, 611430, ,	Senior Cert IT Analyst - Contractor Facility	Performs midlevel writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity. Certification in specialized skillsets/computer related field. (Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), or Cisco Certified Network Professional (CCNP))	Bachelors + CISCO Cert, CISSP, or similar CERT	10	14 Years relevant experience - with certification
541611, 541612HC, 611430, ,	Senior Cert IT Analyst - Government Facility	Performs midlevel writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity. Certification in specialized skillsets/computer related field.(Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), or Cisco Certified Network Professional (CCNP))	Bachelors + CISCO Cert, CISSP, or similar CERT	10	14 Years relevant experience - with certification



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior II IT Analyst - Contractor Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	15	19 years of relevant experience
541611, 541612HC, 611430, ,	Senior II IT Analyst - Government Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	15	19 years of relevant experience
541611, 541612HC, 611430, ,	Senior PhD IT Analyst - Contractor Facility	Performs senior-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that may be complex. May provide supervisory management of technical writing/editing team as well as project management for technical operations documents.	Doctorate	10	
541611, 541612HC, 611430, ,	Senior PhD IT Analyst - Government Facility	Performs senior-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that may be complex. May provide supervisory management of technical writing/editing team as well as project management for technical operations documents.	Doctorate	10	
541611, 541612HC, 611430, ,	Assoc Technical Writer - Contractor Facility	Performs entry-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures.	Bachelors	1	5 years relevant experience
541611, 541612HC, 611430, ,	Assoc Technical Writer - Government Facility	Performs entry-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures.	Bachelors	1	5 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Int I Technical Writer - Contractor Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	3	7 years of relevant experience
541611, 541612HC, 611430, ,	Int I Technical Writer - Government Facility	Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	3	7 years of relevant experience
541611, 541612HC, 611430, ,	Int II Technical Writer - Contractor Facility	Performs mid-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	5	9 years relevant experience
541611, 541612HC, 611430, ,	Int II Technical Writer - Government Facility	Performs mid-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.	Bachelors	5	9 years relevant experience
541611, 541612HC, 611430, ,	Senior I Technical Writer - Contractor Facility	Performs senior-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that may be highly complex	Bachelors	8	12 years of relevant experience
541611, 541612HC, 611430, ,	Senior I Technical Writer - Government Facility	Performs senior-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that may be highly complex	Bachelors	8	12 years of relevant experience





Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior Cert Technical Writer - Contractor Facility	Performs senior-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical processes, policies, and procedures that may be highly complex. Certification in specialized skillsets for technical writing/editing.	Bachelors+ Certified Professional Technical Communicator (CPTC), Technical Writing Certificate (TWC), or similar certification program	10	14 Years relevant experience - with certification
541611, 541612HC, 611430, ,	Senior Cert Technical Writer - Government Facility	Performs senior-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical processes, policies, and procedures that may be highly complex. Certification in specialized skillsets for technical writing/editing.	Bachelors+ Certified Professional Technical Communicator (CPTC), Technical Writing Certificate (TWC), or similar certification program	10	14 Years relevant experience - with certification
541611, 541612HC, 611430, ,	Senior II Technical Writer - Contractor Facility	Performs senior-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical processes, policies, and procedures that may be highly complex. May provide supervisory management of technical writing/editing team.	Bachelors	15	19 years of relevant experience
541611, 541612HC, 611430, ,	Senior II Technical Writer - Government Facility	Performs senior-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical processes, policies, and procedures that may be highly complex. May provide supervisory management of technical writing/editing team.	Bachelors	15	19 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior PhD Technical Writer - Contractor Facility	Performs senior-level writing/editing for technical operations. Copy is used for internal & external technical processes, policies, and procedures that may be highly complex.	Doctorate	10	
541611, 541612HC, 611430, ,	Senior PhD Technical Writer - Government Facility	May provide supervisory management of technical writing/editing team as well as project management for technical operations documents.	Doctorate	10	
541611, 541612HC, 611430, ,	Assoc Writer/Edit or - Contractor Facility	Performs entry-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages.	Bachelors	1	5 years relevant experience
541611, 541612HC, 611430, ,	Assoc Writer/Edit or - Government Facility	Performs entry-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages.	Bachelors	1	5 years relevant experience
541611, 541612HC, 611430, ,	Int I Writer/Edit or - Contractor Facility	Performs mid-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages.	Bachelors	3	7 years of relevant experience
541611, 541612HC, 611430, ,	Int I Writer/Edit or - Government Facility	Performs mid-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages.	Bachelors	3	7 years of relevant experience
541611, 541612HC, 611430, ,	Int II Writer/Edit or - Contractor Facility	Performs mid-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that are increased in complexity.	Bachelors	5	9 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Int II Writer/Edit or - Government Facility	Performs mid-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that are increased in complexity.	Bachelors	5	9 years relevant experience
541611, 541612HC, 611430, ,	Senior I Writer/Edit or - Contractor Facility	Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex	Bachelors	8	12 years of relevant experience
541611, 541612HC, 611430, ,	Senior I Writer/Edit or - Government Facility	Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex	Bachelors	8	12 years of relevant experience
541611, 541612HC, 611430, ,	Senior Cert Writer/Edit or - Contractor Facility	Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex	Bachelors+ Certified Professional Technical Communicator (CPTC), Technical Writing Certificate (TWC), or similar certification program	10	14 years of relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior Cert Writer/Edit or - Government Facility	Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex	Bachelors+ Certified Professional Technical Communicator (CPTC), Technical Writing Certificate (TWC), or similar certification program	10	14 years of relevant experience
541611, 541612HC, 611430, ,	Senior II Writer/Edit or - Contractor Facility	Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. May provide supervisory management of writing/editing team.	Bachelors	15	19 years of relevant experience
541611, 541612HC, 611430, ,	Senior II Writer/Edit or - Government Facility	Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. May provide supervisory management of writing/editing team.	Bachelors	15	19 years of relevant experience
541611, 541612HC, 611430, ,	Senior PhD Writer/Edit or - Contractor Facility	Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. May provide supervisory management of writing/editing team as well as project management for business operations documents.	Doctorate	10	



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior PhD Writer/Edit or - Government Facility	Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. May provide supervisory management of writing/editing team as well as project management for business operations documents.	Doctorate	10	
541611, 541612HC, 611430, ,	Assoc Acquisition/ Procurement/Contract/ Analyst - Contractor Facility	Provides basic, entry-level project support. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Conducts research and analysis as directed by project/program leadership.	Bachelors	1	5 years of relevant experience
541611, 541612HC, 611430, ,	Assoc Acquisition/ Procurement/Contract/ Analyst - Government Facility	Provides basic, entry-level project support. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Conducts research and analysis as directed by project/program leadership.	Bachelors	1	5 years of relevant experience
541611, 541612HC, 611430, ,	Int I Acquisition/ Procurement/Contract/ Analyst - Contractor Facility	Provides project support at an increased level of complexity. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Conducts research and analysis as directed by project/program leadership.	Bachelors	3	7 years of relevant experience
541611, 541612HC, 611430, ,	Int I Acquisition/ Procurement/Contract/ Analyst - Government Facility	Provides project support at an increased level of complexity. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Conducts research and analysis as directed by project/program leadership.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Int II Acquisition/ Procurement/Contract/ Analyst - Contractor Facility	Provides project support at an increased level of complexity. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Conducts research and analysis as directed by project/program leadership.	Bachelors	5	9 years of relevant experience
541611, 541612HC, 611430, ,	Int II Acquisition/ Procurement/Contract/ Analyst - Government Facility	Provides project support at an increased level of complexity. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Conducts research and analysis as directed by project/program leadership.	Bachelors	5	9 years of relevant experience
541611, 541612HC, 611430, ,	Senior I Acquisition/ Procurement/Contract/ Analyst - Contractor Facility	Provides senior-level project support. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. May supervise, delegate and/or direct research and analysis required by program/project.	Bachelors	8	12 years of relevant experience
541611, 541612HC, 611430, ,	Senior I Acquisition/ Procurement/Contract/ Analyst - Government Facility	Provides senior-level project support. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. May supervise, delegate and/or direct research and analysis required by program/project.	Bachelors	8	12 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior Cert Acquisition/ Procurement/Contract/ Analyst - Contractor Facility	Provides senior-level project support. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. May supervise, delegate and/or direct research and analysis required by program/project. Certification in specialized support skills.	Bachelors + Certified Professional Contract Manager (CPCM) or Certified Federal Contracts Manager (CFCM)	10	14 years of relevant experience+ certification
541611, 541612HC, 611430, ,	Senior Cert Acquisition/ Procurement/Contract/ Analyst - Government Facility	Provides senior-level project support. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. May supervise, delegate and/or direct research and analysis required by program/project. Certification in specialized support skills.	Bachelors + Certified Professional Contract Manager (CPCM) or Certified Federal Contracts Manager (CFCM)	10	14 years of relevant experience+ certification
541611, 541612HC, 611430, ,	Senior II Acquisition/ Procurement/Contract/ Analyst - Contractor Facility	Provides senior-level project support. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Supervises, delegates and/or directs research and analysis required by program/project. May act as project lead or deputy program lead.	Bachelors	15	19 years of relevant experience
541611, 541612HC, 611430, ,	Senior II Acquisition/ Procurement/Contract/ Analyst - Government Facility	Provides senior-level project support. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Supervises, delegates and/or directs research and analysis required by program/project. May act as project lead or deputy program lead.	Bachelors	15	19 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior PhD Acquisition/ Procurement/Contract/ Analyst - Contractor Facility	Provides senior-level project support for multifaceted, complex programs/projects. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Supervises, delegates and/or directs research and analysis required by program/project. Role may be project/program lead.	Doctorate	10	
541611, 541612HC, 611430, ,	Senior PhD Acquisition/ Procurement/Contract/ Analyst - Government Facility	Provides senior-level project support for multifaceted, complex programs/projects. Tasks may include but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Supervises, delegates and/or directs research and analysis required by program/project. Role may be project/program lead.	Doctorate	10	
541611, 541612HC, 611430, ,	Assoc Business/Financial/Management/ Analyst - Contractor Facility	Serves as an entry-level member of group of analysts who collaborate to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Applies an understanding of accounting practices and principles when data gathering, analyzing, and reconciling. Provides support to process improvement analysis assessments. Cognizant of interrelationships between financial management requirements and automated solutions. May be familiar with activity based costing, business case analysis and outsourcing requirements.	Bachelors	1	5 years of relevant experience





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541611, 541612HC, 611430, ,	Assoc Business/Financial/Management/Analyst - Government Facility	Serves as an entry-level member of group of analysts who collaborate to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Applies an understanding of accounting practices and principles when data gathering, analyzing, and reconciling. Provides support to process improvement analysis assessments. Cognizant of interrelationships between financial management requirements and automated solutions. May be familiar with activity based costing, business case analysis and outsourcing requirements.	Bachelors	1	5 years of relevant experience
541611, 541612HC, 611430, ,	Int I Business/Financial/Management/Analyst - Contractor Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements. Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.	Bachelors	3	7 years of relevant experience
541611, 541612HC, 611430, ,	Int I Business/Financial/Management/Analyst - Government Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements. Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.	Bachelors	3	7 years of relevant experience



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541611, 541612HC, 611430, ,	Int II Business/Financial/Management/Analyst - Contractor Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.	Bachelors	5	9 years of relevant experience
541611, 541612HC, 611430, ,	Int II Business/Financial/Management/Analyst - Government Facility	Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.	Bachelors	5	9 years of relevant experience
541611, 541612HC, 611430, ,	Senior I Business/Financial/Management/Analyst - Contractor Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements. Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes. Experience of 8 years in accounting and financial management, including at least 5 years of increasing responsibilities as team leader or first level supervisor. Experience in operational accounting or auditing with demonstrated ability to supervise or lead a team of accounting analysts.	Bachelors	8	12 years of relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior I Business/Financial/Management/Analyst - Government Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements. Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes. Experience of 8 years in accounting and financial management, including at least 5 years of increasing responsibilities as team leader or first level supervisor. Experience in operational accounting or auditing with demonstrated ability to supervise or lead a team of accounting analysts.	Bachelors	8	12 years of relevant experience
541611, 541612HC, 611430, ,	Senior Cert Business/Financial/Management/Analyst - Contractor Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements. Leadership/supervisory experience and management of accounting systems/processes.	Bachelors + Certified Public Accountant (CPA) or Certified Federal Contracts Manager (CFCM)	10	14 Years relevant experience - with certification
541611, 541612HC, 611430, ,	Senior Cert Business/Financial/Management/Analyst - Government Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements. Leadership/supervisory experience and management of accounting systems/processes.	Bachelors + Certified Public Accountant (CPA) or Certified Federal Contracts Manager (CFCM)	10	14 Years relevant experience - with certification



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541611, 541612HC, 611430, ,	Senior II Business/Financial/Management/Analyst - Contractor Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements. Senior leadership/supervisory experience and management of accounting systems/processes.	Bachelors	15	19 years of relevant experience
541611, 541612HC, 611430, ,	Senior II Business/Financial/Management/Analyst - Government Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements. Senior leadership/supervisory experience and management of accounting systems/processes.	Bachelors	15	19 years of relevant experience
541611, 541612HC, 611430, ,	Senior PhD Business/Financial/Management/Analyst - Contractor Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements. Senior leadership/supervisory experience and management of accounting systems/processes/departments/programs.	Doctorate	10	



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 541612HC, 611430, ,	Senior PhD Business/Financial/Management/Analyst - Government Facility	Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements. Senior leadership/supervisory experience and management of accounting systems/processes/departments/programs.	Doctorate	10	
541611, 611430, ,	Assoc Trainer/Training Material Specialist - Contractor Facility	Entry-level training/training material specialist role. Work performed includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.	Bachelors	1	5 years of relevant experience
541611, 611430, ,	Assoc Trainer/Training Material Specialist - Government Facility	Entry-level training/training material specialist role. Work performed includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.	Bachelors	1	5 years of relevant experience
541611, 611430, ,	Int I Trainer/Training Material Specialist - Contractor Facility	Performs mid-level training/training material specialist role. Work performed (performed with higher degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 611430, ,	Int I Trainer/Training Material Specialist - Government Facility	Performs mid-level training/training material specialist role. Work performed (performed with higher degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.	Bachelors	3	7 years of relevant experience
541611, 611430, ,	Int II Trainer/Training Material Specialist - Contractor Facility	Performs mid-level training/training material specialist role. Work (performed with higher degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.	Bachelors	5	9 years of relevant experience
541611, 611430, ,	Int II Trainer/Training Material Specialist - Government Facility	Performs mid-level training/training material specialist role. Work (performed with higher degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.	Bachelors	5	9 years of relevant experience
541611, 611430, ,	Senior I Trainer/Training Material Specialist - Contractor Facility	Provides senior-level training/training material specialist support. Work performed (performed with high degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training. May supervise a training team and/or project.	Bachelors	8	12 years of relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 611430, ,	Senior I Trainer/Training Material Specialist - Government Facility	Provides senior-level training/training material specialist support. Work performed (performed with high degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training. May supervise a training team and/or project.	Bachelors	8	12 years of relevant experience
541611, 611430, ,	Senior Cert Trainer/Training Material Specialist - Contractor Facility	Provides senior-level training/training material specialist support. Work performed (with high degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training. May supervise a training team and/or project. Certification in specialized training/instructional design skillsets.	Bachelors+ Instructional Design Cert (IDC), Certified Instructional Trainer (CIT), or similar certificate program	10	14 Years relevant experience - with certification
541611, 611430, ,	Senior Cert Trainer/Training Material Specialist - Government Facility	Provides senior-level training/training material specialist support. Work performed (with high degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training. May supervise a training team and/or project. Certification in specialized training/instructional design skillsets.	Bachelors+ Instructional Design Cert (IDC), Certified Instructional Trainer (CIT), or similar certificate program	10	14 Years relevant experience - with certification



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 611430, ,	Senior II Trainer/Training Material Specialist - Contractor Facility	Provides senior-level training/training material specialist support. Work performed (performed with high degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training. May supervise/manage a training program, project or team of trainers/training material specialists.	Bachelors	15	19 years of relevant experience
541611, 611430, ,	Senior II Trainer/Training Material Specialist - Government Facility	Provides senior-level training/training material specialist support. Work performed (performed with high degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training. May supervise/manage a training program, project or team of trainers/training material specialists.	Bachelors	15	19 years of relevant experience
541611, 611430, ,	Senior PhD Trainer/Training Material Specialist - Contractor Facility	Provides senior-level training/training material specialist support. Work performed (performed with high degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training. May supervise/manage a training program, project or team of trainers/training material specialists.	Doctorate	10	
541611, 611430, ,	Senior PhD Trainer/Training Material Specialist - Government Facility	Provides senior-level training/training material specialist support. Work performed (performed with high degree of complexity) includes but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training. May supervise/manage a training program, project or team of trainers/training material specialists.	Doctorate	10	





Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 611430, ,	Administrative Support I - Contractor Facility**	Entry-level clerical/administrative functional role. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution.	High School	1	2 years of relevant experience
541611, 611430, ,	Administrative Support I - Government Facility**	Entry-level clerical/administrative functional role. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution.	High School	1	2 years of relevant experience
541611, 611430, ,	Administrative Support II - Contractor Facility**	Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution in greater degrees of complexity and support.	High School	3	5 years relevant experience
541611, 611430, ,	Administrative Support II - Government Facility**	Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution in greater degrees of complexity and support.	High School	3	5 years relevant experience
541611, 611430, ,	Administrative Support III - Contractor Facility**	Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution, with high degree of complexity and support skills needed. May also correlate to technical support roles, with similar levels of education/experience.	High School	6	7 years relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541611, 611430, ,	Administrative Support III - Government Facility**	Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution, with high degree of complexity and support skills needed. May also correlate to technical support roles, with similar levels of education/experience.	High School	6	7 years relevant experience
541611, 611430, ,	Administrative Support IV - Contractor Facility	Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution, with highest degree of complexity and support skills needed. May correlate to an office manager position. May also correlate to technical support roles, with similar levels of education/experience.	High School	10	10 years relevant experience
541611, 611430, ,	Administrative Support IV - Government Facility	Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution, with highest degree of complexity and support skills needed. May correlate to an office manager position. May also correlate to technical support roles, with similar levels of education/experience.	High School	10	10 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Account Assistant	Assists with administrative tasks for all client work. Manages media lists and databases involved in client activity. Documents and tracks account activity, such as conference reports, account status reports, etc. Organizes and manages internal account systems, such as project timelines, budget tracking systems, job tracking systems, etc. Mentors and gives assignments to interns and part-time junior staff. Provides general support duties, including faxing, photocopying, organizing materials. Prepares written correspondence. Assist in preparation for client meetings. Assist in preparation of proposals. Coordinate special events.	Bachelors	1	5 years of relevant experience
541613, 541810, 541820, 541910,	Account Coordinator	Supports account managers with setting meetings, taking adequate notes, tracking task order status. Writes key documents, including job planners, creative briefs, client memos, letters, research summaries, proposals, and media advisories and releases. Conducts research, synthesizes information and provides analysis. Initiates ideas for the proactive planning of accounts. Manages projects and follows internal work processes by completing job planners, preparing job jackets, estimates and timelines. Keep supervisors informed and updated on all efforts concerning client projects and updates activity reports, as needed. Assumes some client contact and participates in client meetings and conference calls. Prepares meeting agendas and summaries for team and client. Coordinates account projects, such as planning events and preparing materials for print, broadcast or the Internet. Prepares client presentations.	Bachelors	1	5 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Account Director	Produce full communications plans by analyzing client input, background information, research, and field feedback. Work closely with account, creative, experiential marketing, media, and interactive staff to provide clients' marketing plans with the greatest amount of added value. Work closely with account planners/researchers to develop strategic, measurable campaigns. Build and maintain the highest possible department quality control. Be responsible for identifying new strategies and campaigns for clients. Be responsible for client/project/brand strategy problem solving at a senior level. Oversee account supervisors, account managers, and account executives in developing strategic directions for proposals and briefs. When assigned, guide new business proposals from inception to completion and assign agency resources to deliver the proposal and pitch. Oversee account service staff in the preparation of monthly billing and manage billing where appropriate. Serve as the primary liaison with the agency's Finance and Administration Department on client financial issues. Prepare monthly and quarterly revenue forecasts and gross profit reports, and be responsible for meeting revenue and margin goals.	Bachelors	5	9 years of relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Account Executive	Drives and conducts daily activities for clients in a way that exceeds client expectations. Oversees execution of all client activities. Conducts regular client meetings and provides a summary of client meeting to the client and account service team. Produces monthly activity reports for each client served. Oversees the maintenance of good records on estimates and billings. Writes strategic documents and produces creative briefs. Bring new trends/perspectives/media coverage ideas to the attention of the account supervisor and the client. Participate in program development for clients. Coordinate with vendors and subcontractors. Oversee job initiation and tracking, including the assignment of projects to the creative and media teams. Secures client and agency sign-off on projects before implementation. Provide quarterly projections/timelines for client activity. Keeps clients and team informed of project status deadlines and client developments. Determines media selection and conducts media relations. Works with the executive producer on broadcast production and works with media planners/buyers.	Bachelors	2	6 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Account Manager	Works day-to-day with clients and other departments to execute deliverables; writes creative briefs for client approval. Provides overall day-to-day client management; manages client and agency; expectations of the work and service; is a champion of smart, creative work. Oversees client communication and agency presentations, maintains quality and budget control; is an environmental and public health steward of the agency and clients; helps oversee the quality of work and services provided, including budget management; develops client confidence and is a client expert with go-to knowledge of the client's organization and industry. Support senior staff with planning, scheduling and overall office coordination and administration; maintain strong internal communication with project teams.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Account Supervisor	Responsible for ensuring campaigns are delivered on strategy, on time, on budget. Oversees strategic and day-to-day client management. Manages client and agency expectations of the work and service. Oversees client communication and agency presentations. Participates in the new business acquisition process. In collaboration with the leadership team, regularly identifies new business prospects; build relationships with tangible prospects. Consistently leads the account team through a methodical, objective-oriented planning process; is the central person in charge of resource allocation. Takes full responsibility for the quality of work and service provided, including account profitability. In collaboration with account directors and other executive managers, supervises, mentors and manages the account service team to ensure the overall team is performing to client and agency expectations. Extends extra value to clients. Manages projects and account profitability; prepares and monitors entire program budgets. Develops complete client confidence with occasional contact; is a client expert with go-to knowledge about the client's organization and industry. Makes recommendations based on the client's big picture, taking into consideration the role of PR and advertising in the larger environment; takes the long-term view in addition to meeting immediate needs.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820, 541910,	Accounting Manager	Manages accounts payable and accounts receivable staff and client invoicing. Manages/Creates Client Rate Tables; posts Client payments; post due to/due from entries related to AR payments; Records any payments; projects profitability analysis on all new business projects. Follows up with vendors and responses.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Administrative Assistant**	Assists various teams with reporting, filing, invoicing, and distribution projects. Duties include, but are not limited to the following: front-desk reception and guest interaction; take messages, field or answer all routine and non-routine calls; mail distribution and response, when required. Serve as the liaison with the finance team (accounts payable/receivable, reimbursements, expense documentation and backup, client invoicing).	Bachelors	1	5 years of relevant experience
541613, 541810, 541820, 541910,	Art Director	The Art Director provides senior design guidance on all accounts and projects. The Art Director is responsible for scheduling all work assigned to the creative team and is also responsible for branding and visually communicating the product or company in a way that will appeal to the target audience under appropriate budget constraints. The Art director will rely on extensive experience and tested judgment to plan and accomplish goals. The Art Director actively participates in discussions of strategy, execution and creative solutions as it relates to current or future projects for a client; maintains a strong working relationship with the Creative Director as an advisor on issues relating to the support, growth, development and well-being of the design staff; collaborates with project teams throughout the creative process and production processes; provides art direction on projects assigned to Graphic Designers; directs photo shoots at times working in conjunction with the Creative Director; leads critiques of work in group and individual sessions (overall team). Responsible for the selection of the best artistic/graphic freelance talent with approval from Creative Director and is also responsible for alerting the Creative Director when freelance help is needed.	Bachelors	3	7 years of relevant experience





Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Associate Creative Director	Responsible for developing overall creative concepts for TV, radio, billboard, web, print; Supervises designers. Acts as a co-lead of the department, supervising projects and new business pitches, but also functioning as our most senior-level art director. Inspire and mentor creative staff — particularly art directors and designers — to develop and deliver creatively and strategically outstanding work. Shepherd assigned broadcast, print, interactive, brand identity and other creative projects from the initial briefing to client sell-through and production. Serve as our “big gun” art director on day-to-day assignments, working solo or with a creative partner. Lead some new business pitches and presentations. Aid in the identification and development of external creative resources, including freelance help, photographers and illustrators.	Bachelors	5	9 years of relevant experience
541613, 541810, 541820, 541910,	Copywriter	A Copywriter is responsible for concept and copy development for a wide variety of creative projects. The Copywriter works closely with creative and account service teams to solve marketing problems through smart, well-written advertising, brochures, web content and other communications. While involved with the entire creative process, the Copywriter is primarily responsible for the written aspects of the creative idea including headlines, sub-heads and body copy. Drafts creative writing for advertising copy, including TV and radio scripts, billboard headlines, print and web headlines and body copy. Utilizes imagination, originality or talent in the field of graphic arts and film.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Creative Director	Develops creative strategy; approves creative briefs. Reviews, critiques and enhances work from all creative team. As a key contributor on the Executive Management Team, the Creative Director is responsible for providing creative leadership and vision for CATMEDIA and our clients while maintaining alignment with our agency's mission and vision; responsible for overseeing the development of effective and innovative concepts that fulfill clear strategic objectives for our clients, the agency, and new business prospects; partner with the Creative Operations Director to oversee the operations of the creative department including production, traditional and digital talent and to develop and fine-tune internal processes to ensure highest quality work and manage workflow and resource allocation; maintain quality of work while proactively managing budgets, freelance talent and vendors .Is responsible for the quality of work and service provided, including account profitability; in collaboration with the Creative Operations Director, supervise, mentor and manage performance of the creative team to ensure the overall department is performing to client and agency expectations. Along with our Creative Operations Director, be responsible for talent management and career development of creative staff; maintain a consistent talent pipeline of the industry's best and brightest and assist with recruiting top creative talent to join our agency; responsible for awards show participation and work selection; generate alignment on creative direction and re-direction with account service on client requests.	Bachelors	5	9 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Director of Account Services (Director of Accounts)	<p>The Director of Account Services supervises the Account Services Team; is a member of the senior agency management team, and is responsible for some day-to-day as well as strategic management of the agency. Advises the staff, produces reports and conducts analysis aimed at continually improving agency performance in terms of results for clients and profitability. Is responsible for producing quarterly reports to the Managing Director and Principals on the profitability and forecasted revenue of each account. Assists Account Supervisors with assuring that campaigns are on strategy, exceed client expectations and are meeting strict budget controls and guidelines. Is the primary staff person responsible for guiding new business proposals from inception to completion and assigns agency resources to deliver proposal and pitch. Selects appropriate team to conduct new business activities by project. Analyzes client input, together with background knowledge, research, field feedback, etc. to produce full communications plans. Works closely, cooperatively and proactively with account, creative, PR, media and Web programming staff to provide clients' marketing plans with the greatest amount of value added through effective communications plans, concepts and media plans to clients; supports creative and media in selling concepts and plans. Responsible for identifying new strategies and campaigns for clients; responsible for client/project/brand strategy problem solving at a senior level. Supervises Account Supervisors and Account Executives in completion of strategic direction for proposals and strategic briefs.</p>	Bachelors	7	11 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Director of Creative Services	Ultimate responsibility for all creative services; supervises graphic design, interactive, broadcast production and experiential marketing teams. Responsibilities include: help train staff and ensure the process is being followed consistently; assign incoming jobs; negotiate timelines, deadlines and staffing requirements; maintain project documentation; create, update and distribute daily production schedule; assign resources; route projects for approvals; monitor project progress; manage quality control checkpoints; relay project status to team members; conduct regular status meetings with the creative team; attend project team meetings to deliver/receive status updates and communicate new developments to appropriate staff; work closely with account and creative teams to ensure all deliverable dates and requirements are met; manage the filing of job jackets and archive samples when jobs close; assist with opening, routing, revising and reconciling purchase orders; facilitate brainstorming, kick-off meetings as needed; prepare budget estimates; manage last-minute requests, Celebrity recruitment/research, and vendor relations.	Bachelors	8	12 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Diversity Outreach Coordinator	Manages relationships with NGOs representing special populations; Develops culturally competent outreach efforts. Autonomously plans and executes community outreach and marketing strategies for client campaigns designed to improve public health and the environment, especially targeted to special populations. Responsibilities include: concept, develop, and execute scalable community outreach events based on each client's strategy and budget; create memorable experiences for customers to interact with during campaigns. Manage the recruitment, selection, training, and supervision of outreach/tour staff. Maintain and grow our vendor database with best-in-class partners. Negotiate the best rates for and procure equipment. Manage event budgets that require frequent client and agency reporting. Oversee equipment and vehicle inventory/maintenance. Communicate and present concepts and results to agency and client executive teams.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820, 541910,	Executive Producer	Leader for all TV, video, radio productions. Ensures quality assurance of vendors for filming, lighting, sound, editing, talent and duplication. Initiates/maintains communications and interactions with client services and creative teams. Directs activities (casting, shooting, creating product) of staff and/or external parties involved in production activities. Traffics finished product to radio and/or television stations. Edits scripts for continuity. Confers with operations and support services personnel to coordinate activities with teams/clients. Reviews and edits audio and videotapes, completed promos and filler continuity and schedules approved production for broadcast. Arranges for timely delivery of materials to Agency and clients	Bachelors	5	9 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Experiential Marketing Coordinator	Provides administrative support to Experiential Marketing department. Creates purchase orders, procures equipment, vehicle maintenance, expense reporting. Maintains company-owned equipment and manages storage needs. Assists Experiential Marketing Executive with event logistics such as hotel reservations, rental vehicles, event supplies. Maintains event photo files. May act as site manager for events.	Bachelors	1	5 years of relevant experience
541613, 541810, 541820, 541910,	Experiential Marketing/ Event Executive (Experiential Marketing Executive)	Assists with event location selection, outreach staff training and serves as site manager for events. Develops tour schedules, recruits tour staff as needed. Serves as timekeeper for event staff. Manages all logistics needed to execute scalable experiential marketing events based on each client's strategy and budget. Compiles end-of-event information for client reporting. Oversee equipment and vehicle inventory/maintenance. Assists with monthly client billing for experiential marketing activities.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820, 541910,	Experiential Marketing/ Event Manager (Experiential Marketing Manager)	Oversee concepting, development, and execution of scalable experiential marketing events based on each client's strategy and budget; create memorable experiences for customers to interact with during our campaigns. Manage staff of outreach executives and coordinators; oversee recruitment, selection, training, and supervision of outreach/tour staff. Maintain and grow our vendor database with best-in class partners. Develops appropriate partnerships and negotiates added value items for each tour. Negotiates the best rates for and authorizes equipment procurement. Manage event budgets that require frequent client and agency reporting. Communicate and present concepts and results to agency and client executive teams. Responsible for monthly client billing for experiential marketing activities.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Graphic Designer	<p>Uses graphic design software, illustration and photography to design print and online ads, signage, and merchandise. Utilizes imagination, originality or talent in the field of graphic arts. Develops and executes creative design concepts illustrating campaign strategy. Designs logos/identity systems, icons and infographics. Designs presentations and templates using Keynote and PowerPoint. Consults regularly with the account service team on communications and the strategic needs of clients. Coordinates with printers to ensure quality and cost-effective printing. Consults with the account service team and provides technical graphic advice and solutions. Keeps abreast of changes and trends in the design and print production industries. Prepares and presents mockups for approval, and formally present final products to the agency staff. Maintains electronic graphic design system components, such as laser printers, scanners, disk drives, and modems. Carries out postproduction on design files. Archives electronic production files.</p>	Bachelors	2	6 years of relevant experience
541613, 541810, 541820, 541910,	Interactive Developer	<p>Designs digital media (websites, mobile websites and apps, banner ads. Be organized and able to work as part of an internal team and be responsible for performing the following: turning PSD files into pixel perfect, functioning websites in WordPress and PHP, with themes made from scratch; ensure all new websites and updates are compliant with Section 508 accessibility standards; checking code in and deploying updates through GIT repositories; Strong organizational and communication skills.</p>	Bachelors	2	6 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Interactive Art Director	Develops creative interactive tools for web and mobile devices. Maintains knowledge on new software advances. Works at all levels – from full Web sites and online rich media campaigns in Flash, to standard banners and simple HTML e-mails. Helps plan, budget and manage multiple projects that are delivered on time. Responsible for designing – GUIs, site architecture, etc. Typical activities include designing the user interface for a new site, creating a complex HTML/CSS-based site for a client; supervising Web game development through an outside vendor; working with an art director to create the kind of Flash banners that don't just function, but win awards; and performing various updates to internal sites. Work closely with our in-house Web Developer, outside specialists and in conjunction with a larger creative team under the direction of a Creative Director.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820, 541910,	Interactive Producer	Manages and schedules vendors developing digital websites, mobile apps. Own each interactive project from conception to post-launch, coordinating with all team members and appropriately communicating every step along the way. Develop scopes of work for sometimes loosely defined projects. Create project estimates and monitor budgets throughout the development process. Supervise development, testing, QA and deployment of interactive projects. Supervise the work of the technical team to ensure all products meet scoped functionality specifications and Section 508 accessibility requirements. Communicate technical recommendations to nontechnical audiences, both internal and external. Think creatively to solve challenges, help teams deliver award-winning work, improve the agency's online capabilities and increase profitability.	Bachelors	2	6 years of relevant experience





Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Intern Administrative Assistant**	Assists various agency teams with administrative work and data entry. Manage media lists and databases involved in client activity. Coordinate distribution and collating tasks. Document and track account activity, such as conference reports, account status reports, etc. Format documents (PowerPoint, Word, Excel). Provide general support duties, including faxing, photocopying, organizing materials (binders, file folders, filing). Assist in preparation for client meetings. Discuss ideas with supervisor. Coordinate topic and market research and print clippings.	High School	1	2 years of relevant experience
541613, 541810, 541820, 541910,	Marketing Director	Develops integrated marketing campaigns and ensures all tactics are integrated with measurable results. Establishes strategic marketing direction, long-range and annual planning for each account in the agency. Participates in new business pitches, with emphasis on the strategic marketing perspective. Maintains up-to-date knowledge in marketing, media, and research theory and technique. Keeps staff aware of new and significant developments and serves as a resource for all the staff. Recruits, hires, manages and evaluates personnel, reviewing compensation, establishing staff account assignments. Makes recommendations to the Executive Committee on terminating or adding people. Actively trains his/her personnel in brand marketing, research and media. Promotes, when appropriate, the use of other agency services in executing the creative product and the total program – research, public relations, etc. Reviews all marketing strategies/research for clients as a “quality control” function. Assumes responsibility for health of agency/client relationships and achievement of client objectives. Assigns manpower (outside of creative) to clients.	Bachelors	8	12 years of relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Media Buyer/Planner	Analyzes media research software to determine best ROI for ad placement. Negotiates lowest rates, PSAs & added value. Lead media department, including managing personnel, in recruiting new employees, evaluating current staff, and mentoring/coaching junior media planners/buyers to help them progress in their careers. Work with account service staff to evaluate client needs with regards to media and advertising. Lead the development of proposals and agency reviews by creating plans, points of view, written summaries, and client presentations. Analyze market research and study demographic data of a wide range of media vehicles to determine the most effective approach to reach target audiences. Represent clients and the agency to the media community in a consistently respectful and professional manner to help promote CATMEDIA and recruit new clients. Communicate with media representatives on behalf of CATMEDIA's clients to negotiate the best placement, highest value add, and optimal use of budgeted funds. Prepare media plan options, analyses, and recommendations based on the strategic direction provided. Provide expert analysis and media plans to help clients and be comfortable speaking in public settings.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Media Relations Executive	<p>Develops plans for obtaining news coverage for clients. Researches best reporters for pitching story ideas. Writes press releases and social media copy. Maintains databases and writes coverage summary reports. Provides strategic public relations and media relations guidance and counsel to client management team. Develops comprehensive strategic media and external placement plans and strategies with the goal of communicating our clients' strategic leadership to top tier media. Develops and implements highly visible strategic public relations and media vehicles and events. Works with account service team to plan strategies for communicating client activities to media. Develops proactive and reactive communications on a broad range of topics including for client and agency activities. Develops strategic relationships with key media editors and reporters from print and broadcast media outlets. Remains abreast of current and emerging issues and trends affecting clients in order to recommend proactive media or other external positioning strategies. Coordinates crisis communications planning and management.</p>	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Media Relations Manager	Supervises media relations staff; Ensures quality assurance on all press releases; Organizes news conferences, meetings with editorial boards. Provides strategic Media Relations and media relations guidance and counsel to client management team. Develops comprehensive strategic media and external placement plans and strategies with the goal of communicating our clients' strategic leadership to top tier media. Develops and implement highly visible strategic Media Relations and media vehicles and events. Works with account service team to plan strategies for communicating client activities to media. Develops proactive and reactive communications on a broad range of topics including for client and agency activities. Develops strategic relationships with key media editors and reporters from print and broadcast media outlets. Remains abreast of current and emerging issues and trends affecting clients in order to recommend proactive media or other external positioning strategies. Coordinates crisis communications planning and management.	Bachelors	5	9 years of relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Production Artist	<p>The Production Artist performs superior graphics design and consultation work. Graphic Design typical involves designing, laying out, illustrating, and producing graphics communications materials using design software and traditional graphics methods. Executive creative design concepts illustrating campaign strategy, and makes changes after proofreading. Coordinates printing needs with printers to ensure quality and cost-effective printing. Consults with account service team and provides technical graphic advice and solutions. Keeps abreast of changes and trends in design and print production industries. Prepares and presents mockups for approval and formally presents final products to agency staff. Maintains electronic graphics design system components such as laser printers, scanners, disk drives, and modems. Carries out post production on design files; archives electronic production files.</p>	Bachelors	1	5 years of relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Project Coordinator	The Project Coordinator will assist in managing and monitoring the progress of numerous ongoing jobs (print, OOH, digital, events, and broadcast) to ensure milestones are met and jobs are completed on schedule. This person monitors budget and scope of work adherence, communicates with internal account and creative teams to ensure timely work flow, manages deadlines, and traffic approvals. Schedule meetings with internal teams and resources to proactively review progress, identify problems, and make changes if necessary. Monitor production status reports to keep account teams up to speed on where each project stands. Initiate ideas for the proactive planning of accounts. Monitor projects and follow internal work and projects through appropriate channels for approvals traffic. Keep supervisors informed and updated on all efforts concerning client projects and update activity reports, as needed. This position reports to the Project Manager.	Bachelors	2	6 years of relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Project Manager	The Project Manager manages and monitors the progress of numerous ongoing jobs (print, OOH, digital, events, and broadcast) to ensure milestones are met and jobs are completed on schedule. This person oversees budget and scope of work adherence, communicates with internal account and creative teams to ensure timely work flow, manage deadlines, and traffic approvals. Manages budgets on a per project or retainer basis. Schedules meetings with internal teams and resources to proactively review progress, identify problems, and make changes if necessary. Manages production status reports to keep account teams up to speed on where each project stands. Initiates ideas for the proactive planning of accounts. Monitors projects and follows internal work and traffic projects through appropriate channels for approvals. Manages vendor invoices to ensure they receive accurate, timely payment. This position reports to the account service project lead.	Bachelors	3	7 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Public Relations Director	<p>The Public Relations Director is responsible for the overall profitability of the Public Relations Department. The Public Relations Director is the top-level liaison with agency principals regarding the Public Relations components of client accounts and is responsible for quarterly reports to the principals on the profitability of each account, the billable hours being spent on accounts and the allocation and use of agency resources in servicing accounts. The Public Relations Director is the person responsible for assuring that campaigns are on strategy, exceed client expectations and are meeting strict budget controls and guidelines. The Public Relations Director has the responsibility to: build and train top-notch Public Relations department members; analyze client input, together with background knowledge, research, field feedback, etc. to produce full communications plans; work closely, cooperatively and proactively with account, creative, media and Web programming staff to provide clients' PR plans with the greatest amount of value added through effective communications plans, concepts and media plans; be an active member of the senior management team in a day-to-day as well as strategic management of the firm; actively participate in new business team activities, including developing proposals and creative pitches; build and maintain highest possible department quality control; prepare monthly and quarterly revenue forecast Responsible for growing and maintaining an excellent relationship with the senior level client contact; works with account service team to plan strategies for communicating client activities to media.</p>	Bachelors	5	9 years of relevant experience





Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Senior Strategist	Develops campaign strategy for clients utilizing market research and analytical tools. Writes planning and evaluation reports. Works with account, creative, media, research teams as well as clients to develop and communicate strategies. Evaluates agency work from a strategic perspective. Conducts secondary research for all accounts and new businesses. Works with media department to research target audiences and develop appropriate media strategies. Ensures clear, concise briefs for agency projects. Monitors cultural and social trends and their impact on attitudes, behavior, and perceptions, using a variety of market and research data. Successfully manages assigned account(s), with supervision from departmental Director.	Bachelors	5	9 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Subject Matter Expert	Conducts research and gives presentations on technical, economic and social aspects of health or environmental issues. Provides insight into analyses of current customer business processes and recommendations for process improvements or organizational optimization. Provides program specific analytical or functional support. Understands research techniques, both qualitative and quantitative, and can recommend and execute various methodologies as needed for behavior-changing social marketing campaigns. Works with account, creative, media, research teams as well as clients to develop and communicate strategies. Evaluates agency work from a strategic perspective. Conducts secondary research for all accounts and new business. Works with media department to research target audiences and develop appropriate media strategies. Ensures clear, concise briefs for agency projects. Monitors cultural and social trends and their impact on attitudes, behavior, and perceptions, using a variety of market and research data. Successfully manages assigned account(s), with supervision from departmental Director.	Bachelors	12	16 years of relevant experience
541613, 541810, 541820, 541910,	Traffic Manager (Creative Traffic Manager)	Coordinates scheduling of all campaign creative deliverables between departments, clients and vendors. Keep all creative projects moving smoothly through the agency. Continually improves the traffic system and project management process, keeping the parts that work well and suggesting ways we can do it better. Works closely with agency creative leadership to balance workloads and advocate for appropriate timelines on creative projects. Works seamlessly with all departments; attends key planning meetings for all clients and help project manage new business pitches.	Bachelors	1	5 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820, 541910,	Web Designer	Development of websites and mobile websites. Develops wireframes and programming code for site integration. Plans site design by clarifying goals; designing functionality. Develops site navigation by categorizing content; funneling traffic through content. Develops site content and graphics by coordinating with copywriters and graphic artists; designing images, icons, banners, audio enhancements, etc. Prepares site by installing and configuring server software; installing programming language using authoring and formatting tools; ensuring cross-platform compatibility; establishing links. Establishes locatability by registering with search engines. Upgrades site by updating content and graphics; monitoring performance and results; identifying and evaluating improvement options; introducing new technology; maintaining links. Protects site by designing and installing security precautions. Maintains site appearance by developing and enforcing content and display standards; editing submissions. Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs. Accomplishes information systems and organization mission by completing related results as needed	Bachelors	2	6 years of relevant experience
541613, 541810, 541820,	<i>Audio Technician: Field</i>	Responsible for the setup, use, and maintenance of highly specialized audio recording equipment. May also be responsible for some postproduction audio editing. Should stay up to date with audio technology and standard concepts, practices, and procedures within the field of audio technology. Field audio technicians are required to work on location.	Associates	2	5 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820,	<i>Audio Technician</i>	Responsible for the setup, use, and maintenance of highly specialized studio audio recording equipment. Also responsible for some postproduction audio editing. Keeps current with audio technology and standard concepts, practices, and procedures within the field of audio technology. Audio technicians work in studio; however, may also serve in Field Audio Technician role.	<i>Bachelors</i>	2	6 years relevant experience
541613, 541810, 541820,	<i>Audio Technician</i>	Responsible for the setup, use, and maintenance of highly specialized studio audio recording equipment. Also responsible for some postproduction audio editing. Keeps current with audio technology and standard concepts, practices, and procedures within the field of audio technology. Audio technicians work in studio; however, may also serve in Field Audio Technician role.	<i>Bachelors</i>	2	6 years relevant experience
541613, 541810, 541820,	<i>Communications Consultant 1</i>	Aids in developing and implementing targeted information campaigns. Contributes to the production and content of information products such as brochures, videos, media, and training programs.	<i>Bachelors</i>	3	7 years of relevant experience
541613, 541810, 541820,	<i>Communications Consultant 2</i>	Leads and implements communication tasks. Conducts targeted information campaigns, arranges press briefings and interviews, coordinates editorial boards, monitors the news, and writes trends analysis. Meets with client as needed to relay progress, propose creative solutions to communication challenges, and establish priorities.	<i>Bachelors</i>	5	9 years relevant experience
541613, 541810, 541820,	<i>Communications Researcher</i>	Gathers data via a variety of electronic search tools, as well as surveys, interviews, and other investigative methods to understand how audiences interpret information. Uses research results in support of communication initiatives.	<i>Bachelors</i>	1	5 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820,	<i>Creative Illustrator</i>	Uses digital tools and software to produce images, which directly enhance writing by providing a visual representation that corresponds to the content of the associated text.	<i>Bachelors</i>	2	6 years relevant experience
541613, 541810, 541820,	<i>Director</i>	Develops the overall vision for a video and carries out that vision by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.	<i>Bachelors</i>	3	7 years of relevant experience
541613, 541810, 541820,	<i>Editor</i>	Makes creative video editing decisions in the post-production of film and video productions. Selects and combines shots into sequences, selects sound effects and music to create a finished commercial or video. Must have experience using non-linear editing software.	<i>Bachelors</i>	2	6 years relevant experience
541613, 541810, 541820,	<i>Editor: Beta Offline</i>	Makes creative video editing decisions in the post-production of film and video productions. Selects and combines shots into sequences using linear editing equipment.	<i>Bachelors</i>	8	12 years of relevant experience
541613, 541810, 541820,	<i>Editor: Final Cut Pro Online Edit</i>	Uses Final Cut Pro software to make creative editing decisions in the post-production of videos.	<i>Bachelors</i>	3	7 years of relevant experience
541613, 541810, 541820,	<i>Gaffer</i>	Uses knowledge of lighting techniques to coordinate, execute, and possibly even design, the lighting plan for a production. May report to the Directory of Photography.	<i>Associates</i>	3	6 years relevant experience
541613, 541810, 541820,	<i>Gaffer</i>	Uses knowledge of lighting techniques to coordinate, execute, and possibly even design, the lighting plan for a production. May report to the Directory of Photography.	<i>Associates</i>	3	6 years relevant experience
541613, 541810, 541820,	Graphic Artist**	Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs	Bachelors	3	7 years of relevant experience

Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820,	Graphic Artist - 2D, Without Equipment	Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates 2D graphic images, 3D animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Graphic Artist - 3D/Animation, Without Equipment	Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates 2D graphic images, 3D animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Graphic Artist - After Effects Development	Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates 2D graphic images, 3D animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Graphic Artist, Without Equipment	Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates 2D graphic images, 3D animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.	Bachelors	3	7 years of relevant experience



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541613, 541810, 541820,	Graphics: CG/Desktop Operator	Creates graphics for live, on location or in studio productions. May be required to operate a switcher.	Bachelors	5	9 years relevant experience
541613, 541810, 541820,	Grip	Works closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot. Responsible for maintaining all the equipment that supports cameras.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Grip	Works closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot. Responsible for maintaining all the equipment that supports cameras.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Grip	Works closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot. Responsible for maintaining all the equipment that supports cameras.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Grip: Key	Serves as head of the grip department and chief rigging technician on the set. Directs the crew of grips with respect to proper movement and placement of stationary and moving cameras.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Grip: Key	Serves as head of the grip department and chief rigging technician on the set. Directs the crew of grips with respect to proper movement and placement of stationary and moving cameras.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Grip: Key	Serves as head of the grip department and chief rigging technician on the set. Directs the crew of grips with respect to proper movement and placement of stationary and moving cameras.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Instructional Designer 1	Assists in the design, development and modification of instructional programs. Helps employ the use of instructional technology and serves as the technology expert. Must be familiar with a variety of the field's concepts, practices, and procedures.	Bachelors	2	6 years relevant experience



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541613, 541810, 541820,	Instructional Designer 2	Designs, develops, modifies and implements instructional programs after determining the current state and needs of the learner. May be required to measure the outcome of such instruction. Employs the use of instructional technology and serves as the technology expert	Bachelors	5	6 years relevant experience
541613, 541810, 541820,	Interactive Designer	Develops and designs the functionality and integration of media into an interactive product.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Interactive Director	Directs all creative and talent for integration into interactive products.	Bachelors	5	9 years relevant experience
541613, 541810, 541820,	Make-up Artist	Applies makeup to on camera talent for productions. Must be familiar with a variety of the field's concepts, practices, and procedures. Requires a minimum of 2 years' experience	High School	2	6 years relevant experience
541613, 541810, 541820,	Make-up Artist	Applies makeup to on camera talent for productions. Must be familiar with a variety of the field's concepts, practices, and procedures. Requires a minimum of 2 years' experience	High School	2	4 years relevant experience
541613, 541810, 541820,	Make-up Artist	Applies makeup to on camera talent for productions. Must be familiar with a variety of the field's concepts, practices, and procedures. Requires a minimum of 2 years' experience	High School	2	4 years relevant experience
541613, 541810, 541820,	Original Drawings (Storyboards) - Per Frame	Graphic Artist creates and prepares original drawings to depict frames of storytelling to allow for tangible review, edit and approval of visual information content, design and flow. Developed as needed and charged per frame.	Bachelors	3	7 years of relevant experience





Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820,	Photography: Digital Still**	Creates and prepares photographic images to display in a variety of published mediums. Selects and assembles equipment according to subject material, anticipated conditions, and knowledge of function of various types of cameras, lenses, films, and accessories. Views subject and setting and plans composition, camera position, and camera angle to produce desired effect. May spot and retouch prints and negatives.	High School	2	6 years relevant experience
541613, 541810, 541820,	Photography: Director of Photography	Makes artistic and technical decisions related to a film or video to realize the scenes in accordance with the intentions of the director. Supervises camera and lighting crews, and chooses appropriate film or tape stock, lens, filters, etc.	Bachelors	5	9 years relevant experience
541613, 541810, 541820,	Photography: Director of Photography	Makes artistic and technical decisions related to a film or video to realize the scenes in accordance with the intentions of the director. Supervises camera and lighting crews, and chooses appropriate film or tape stock, lens, filters, etc.	Bachelors	5	9 years relevant experience
541613, 541810, 541820,	Photography: Still Camera **	Creates and prepares photographic images to display in a variety of published mediums. Selects and assembles equipment according to subject material, anticipated conditions, and knowledge of function of various types of cameras, lenses, films, and accessories. Views subject and setting and plans composition, camera position, and camera angle to produce desired effect. May spot and retouch prints and negatives.	High School	2	4 years relevant experience
541613, 541810, 541820,	Producer	Coordinates various aspects of production such as script writing, audio, camera work, music, etc. Oversees the work of support staff and ensures program scripts meet intentions and requirements expressed by client.	High School	5	9 years relevant experience



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541613, 541810, 541820,	Producer: Line	Controls the day-to-day financial concerns and operations of a production. Supports the vision of the director during production. Creates production calendar.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Producer/Director	Oversees and delivers a production to all relevant parties. Preserves the integrity, voice and vision of the film by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.	Bachelors	8	12 years of relevant experience
541613, 541810, 541820,	Producer/Director: Live	Oversees and delivers a live production to all relevant parties. Preserves the integrity, voice and vision of the film by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.	Bachelors	10	14 years of relevant experience
541613, 541810, 541820,	Producer/Director: Live	Oversees and delivers a live production to all relevant parties. Preserves the integrity, voice and vision of the film by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.	Bachelors	10	14 years of relevant experience
541613, 541810, 541820,	Production Assistant	Ensures the quality of all productions. Has knowledge of commonly used concepts, practices, and procedures within the field. Assists producer and other crew on the set. Takes notes while on set.	Associates	1	4 Years relevant experience
541613, 541810, 541820,	Production Assistant/Grip	Ensures the quality of all productions by working closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot.	Associates	1	4 Years relevant experience
541613, 541810, 541820,	Production Assistant/Grip	Ensures the quality of all productions by working closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot.	Associates	1	4 Years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820,	Site Survey	Thorough review of location for videography or photography shoot. May include location scouting to find and reserve location, including all permits required. Production Manager and/or Director and/or Videographer/Photographer will ensure that the chosen/reserved location is ready for use in a video or photo production. Includes analysis of potential risks, as well as additional video/photo opportunities, offered by the location. Charged by hour.	Associates	2	5 Years relevant experience
541613, 541810, 541820,	Talent: On Camera	Professional on camera/screen actor able to visually and audibly relay story for video. Ability to memorize lines in addition to working with microphone and/or teleprompter systems.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Talent: On Camera	Professional on camera/screen actor able to visually and audibly relay story for video. Ability to memorize lines in addition to working with microphone and/or teleprompter systems.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Talent: On Camera	Professional on camera/screen actor able to visually and audibly relay story for video. Ability to memorize lines in addition to working with microphone and/or teleprompter systems.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Talent: Voice Over	Professional actor providing narration in a video or broadcast, unaccompanied by an image of the speaker. Ability to take direction and/or perform remotely.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Teleprompter Operator - With Equipment	Operator controls teleprompter text, how it's formatted, and the speed with which it scrolls to support the on camera talent. Requires constant attention and adaptability to quick changes and solutions.	Associates	1	4 Years relevant experience
541613, 541810, 541820,	Teleprompter Operator - With Equipment	Operator controls teleprompter text, how it's formatted, and the speed with which it scrolls to support the on camera talent. Requires constant attention and adaptability to quick changes and solutions.	Associates	1	4 Years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820,	Videography: Beta Crew/Equip Package: 1 Person	This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
541613, 541810, 541820,	Videography: Beta Crew/Equip Package: 1 Person	This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
541613, 541810, 541820,	Videography: Beta Crew/Equip Package: 2 Person	This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
541613, 541810, 541820,	Videography: Beta Crew/Equip Package: 2 Person	This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820,	Videography: Beta Crew/Equip Package: 3 Person	This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
541613, 541810, 541820,	Videography: Director of Photography	Makes artistic and technical decisions related to a film or video to realize the scenes in accordance with the intentions of the director. Supervises camera and lighting crews, and chooses appropriate film or tape stock, lens, filters, etc.	Bachelors	5	9 years relevant experience
541613, 541810, 541820,	Videography: HD Crew/Equip Package: 1 Person	This crew operates and maintains high definition broadcast cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience
541613, 541810, 541820,	Videography: HD Crew/Equip Package: 2 Person	This crew operates and maintains high definition broadcast cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.	Associates	5	8 Years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820,	Videography: Steadicam Operator (w/Equipment)	Professional camera operator trained in use of specialized equipment. Steadicam is a brand of camera stabilizer mount for motion picture cameras that mechanically isolates it from the operator's movement. It allows for a smooth shot, even when moving quickly over an uneven surface.	Associates	2	5 Years relevant experience
541613, 541810, 541820,	Videography: Studio Camera Operator	Manages professional video camera, sound, and lighting for in studio productions. Works in conjunction with video production team to capture footage to support the story line and audience specific objectives.	High School	2	5 Years relevant experience
541613, 541810, 541820,	Videography: Studio Camera Operator	Manages professional video camera, sound, and lighting for in studio productions. Works in conjunction with video production team to capture footage to support the story line and audience specific objectives.	High School	2	5 Years relevant experience
541613, 541810, 541820,	Videography: Video Technician	Specialist in setting up and/or setting up and operating video equipment, including: screens, monitors, recording equipment, wires and cables, and related electronic equipment.	High School	1	2 years of relevant experience
541613, 541810, 541820,	Videography: Videographer	Records moving images and sound on videotape, disk, or other electro-mechanical device for visual information/story telling.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Videography: Videographer	Records moving images and sound on videotape, disk, or other electro-mechanical device for visual information/story telling.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Videography: Videographer	Records moving images and sound on videotape, disk, or other electro-mechanical device for visual information/story telling.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Web Applications Architect	Technical specialist whose primary skills are Internet technologies and who develop computer applications. Includes: analyses of business systems and information architecture, visual design elements, programming, and computer science core skillsets. Studies what people experience to build a software structure that caters to users—their information, understanding and visual appeal.	Bachelors	2	6 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820,	Web Database Specialist	Technical specialist who works with latest information security software and supports business operations by organizing large amounts of data. Includes: identifying user needs, data security, merging data files, maintaining and testing databases.	Associates	2	5 Years relevant experience
541613, 541810, 541820,	Web Database Specialist, Senior	Specialist in setting up and/or setting up and operating video equipment, including: screens, monitors, recording equipment, wires and cables, and related electronic equipment.	Bachelors	5	9 years relevant experience
541613, 541810, 541820,	Web Designer	Development of websites and mobile websites. Develops wireframes and programming code for site integration. Plans site design by clarifying goals; designing functionality. Develops site navigation by categorizing content; funneling traffic through content. Develops site content and graphics by coordinating with copywriters and graphic artists; designing images, icons, banners, audio enhancements, etc. Prepares site by installing and configuring server software; installing programming language using authoring and formatting tools; ensuring cross-platform compatibility; establishing links. Establishes locatability by registering with search engines. Upgrades site by updating content and graphics; monitoring performance and results; identifying and evaluating improvement options; introducing new technology; maintaining links. Protects site by designing and installing security precautions. Maintains site appearance by developing and enforcing content and display standards; editing submissions. Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs. Accomplishes information systems and organization mission by completing related results as needed	Bachelors	2	6 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613, 541810, 541820,	Web Developer 1	Technical specialist in production and maintenance of websites. May include: web graphic design, interface design, authoring with standardized code and software, user experience design, and search engine optimization.	Bachelors	1	5 years relevant experience
541613, 541810, 541820,	Web Developer 2	Technical specialist in developing web-based or distributed network applications run over HTTP from a web server to a web browser. Works with team to finalize server-side and front-end logic with implementation of visual elements for clients' applications and interactions between servers.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Web Developer 3	Technical specialist in developing web-based or distributed network applications run over HTTP from a web server to a web browser. Works with team to finalize content, design, database systems, server interactions, and/or overall design & functionality for clients' applications.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Web Developer, Senior	Interdisciplinary technical specialist who develops and/or oversees development of web-based or distributed network applications run over HTTP from a web server to a web browser. Advanced experience in implementing all visual elements, as well as all web services and APIs necessary for application launch/hosting.	Bachelors	5	9 years relevant experience
541613, 541810, 541820,	Writer: General	Technical communications specialist in assessing/compiling subject matter materials and writing to specific audiences in clear, direct language in order to convey information in an engaging way.	Bachelors	2	6 years relevant experience
541613, 541810, 541820,	Writer: General	Technical communications specialist in assessing/compiling subject matter materials and writing to specific audiences in clear, direct language in order to convey information in an engaging way.	Bachelors	2	6 years relevant experience





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541613, 541810, 541820,	Writer: General - Public Relations	Technical specialist in assessing/compiling subject matter materials and writing for public audiences, often explaining technical or complex material in an easy to understand vernacular, in order to clarify understanding of the information, foster public trust, and influence behavior.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Writer: Research (Background/Script Development)	Specialist in researching experience, imagination and reality to draw upon in developing basic story into script for media production.	Bachelors	5	9 years relevant experience
541613, 541810, 541820,	Writer: Script	Specialist in crafting the written copy on which mass media is based: video, broadcast, etc.	Bachelors	3	7 years of relevant experience
541613, 541810, 541820,	Writer: Sensitive Writer/Research	Technical communications specialist in researching and writing about sensitive subject matter materials and writing from perspectives that are sensitive to audiences.	Bachelors	7	11 years of relevant experience
541613	Events Coordinator (FTE)	Coordinates logistics for events, working closely with client. Manages entire event planning including, but not limited to: securing locations, registering attendees, arranging accommodations, hospitality and catering, collaborating with client stakeholders to ensure related activities are scheduled, providing detailed support during and post event. Coordinates collection and organization of attendee feedback. Maintains event files. Provides suggestions for continuous improvements.	Associates	5	8 Years relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613	Graphic Artist (FTE)**	Designs graphics through industry standard hardware systems and software products including, but not limited to: PC or Apple OSX platforms, Flash, HTML5 or above, Adobe CS5 or above, Maya/3D Studio Max, Final Cut Pro, Pro Tools. Professional graphics development will support client media presentations, digital media for web, meeting support materials, briefings, reports, conference exhibits, letters, memos, flyers, pamphlets and executive messaging tools.	Bachelors	5	9 years relevant experience
541613	Multimedia Specialist (FTE)	Develops multimedia designs for use in electronic media or website development and digital and social media. Has specific design training and experience. Has knowledge and experience in working with pertinent software development packages. Uses strong analytical skills, proven problem-solving abilities and develops and follows-through with creative solutions for design and development tasks. Possesses ability to create complete graphics package—from titles to motion graphics to lower thirds, all using similar themes and color palettes. Also conceptualizes and prepares layout of high quality graphics, text and templates for a variety of print media.	Bachelors	5	9 years relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613	Public Affairs/Relations Specialist (FTE)	Provides advice and technical assistance in the planning development and evaluation of the effectiveness of customer's program communications with targeted audiences through a variety of communication methods. Applies advanced competencies and knowledge of effective communication strategies, messaging, and venues for individual audience needs for information. Coordinates news briefings and press conferences. Prepares and provides press kit material. Organizes interviews and photo/video shoots. Develops and maintains local, national, and international media lists. Researches, writes, edits, and packages news releases, video scripts, photo captions, and other promotional material. Manages corporate communications print and broadcast advertising production, directs mail creation, television production, radio and television documentary writing and production, magazine feature writing, and media placement. Researches and writes news releases, video scripts, photo captions, fact sheets and other promotional material. Researches content, writes text, oversees production of video and other media. May serve as communications liaison for customer's internal points of contact and external stakeholders, including the general public.	Bachelors	5	9 years relevant experience



Available in SINS	Labor Category/Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613	Public Affairs/Relations Specialist, Senior (FTE)	Provides integrated public relations and marketing services to clients. Customizes public relations strategies to meet the client's business objectives. Ensures timely turnaround of products while increasing media visibility for businesses and their products. Researches and writes news releases, video scripts, photo captions, fact sheets and other promotional material. Researches content, writes text, and oversees production of video and other media. Monitors media outlets for stories related to customers' business. Analyzes, compiles, and reports on customer business stories via news clipping services for purposes of ensuring news reporting accuracy and promotion of good public relations for customer's business.	Bachelors	8	12 years of relevant experience
541613	Strategic Communications Campaign Manager (FTE)	Analyzes and defines client communications project objectives. Creates and publishes strategic working plan to meet communications objectives with measurable outcomes. Writes and edits copy for each strategic communication tool to targeted audience(s). Manages implementation of strategic communications campaigns to meet client objectives. Utilizes standard project management principles to ensure effective communications projects are deployed in a timely manner. Bachelor's degree in Communications or related field. PMP or MPM certification is a plus.	Bachelors	10	14 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613	Video Producer (FTE)	Leads full team of media professionals to produce broadcast-quality video programs for public outreach, eLearning, interactive training, and/or web hosting. Reads, researches, and assesses ideas and finished scripts. Project manages assets and budget of video project. Sets production schedule to manage all logistics. Organizes shooting schedule(s). Reserves and allocates resources (equipment and talent) to produce video programs. Pulls together all strands of creative and practical talent involved to create a cohesive project team. Meets with project team. Troubleshoots and arrives at workable solutions to project challenges. Supervises progress of project from pre- to post-production. Maintains technical skills according to contemporary industry standards. Develops and maintains network of professional contacts to support productions. May use production scheduling software packages.	Bachelors	8	12 years of relevant experience
541613	Videographer/Editor (FTE)	Multimedia technical specialist with competencies in broadcast-quality videography and in non-linear editing for video programs. Videotapes, according to contemporary industry standards, with HD camera packages. Sets up lighting for studio/set and location videography. Captures raw footage of: on camera interviews by talent and non-professionals; action shots; B-roll shots; to support script. Makes creative video editing decisions in the post-production of film and video productions. Selects and combines shots into sequences, selects sound effects and music to create a finished video. Applies technical proficiencies to correct color and sweeten audio. May use a variety of hardware systems and software products including, but not limited to: PC Windows or Apple OSX platforms, Final Cut Pro, Adobe Creative Suite, etc.	Bachelors	1	5 years relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
541613	Web Developer - Front End (FTE)	<p>Programs interactive webpages for client's internal and external stakeholders. Works with Web Designer to bring design to life. Troubleshoots and provides quality assurance through beta testing and final operability tests to ensure uninterrupted interactivity.</p>	Bachelors	5	9 years relevant experience
512110,541430,541511,	Graphic Designer	<p>Uses graphic design software, illustration and photography to design print and online ads, signage, and merchandise. Utilizes imagination, originality or talent in the field of graphic arts. Develops and executes creative design concepts illustrating campaign strategy. Designs logos/identity systems, icons and infographics. Designs presentations and templates using Keynote and PowerPoint. Consults regularly with the account service team on communications and the strategic needs of clients. Coordinates with printers to ensure quality and cost-effective printing. Consults with the account service team and provides technical graphic advice and solutions. Keeps abreast of changes and trends in the design and print production industries. Prepares and presents mockups for approval, and formally present final products to the agency staff. Maintains electronic graphic design system components, such as laser printers, scanners, disk drives, and modems. Carries out postproduction on design files. Archives electronic production files.</p>	Bachelors	2	6 years of relevant experience



Available in SINS	Labor Category/ Service Title	Labor Category/Service Description	Min Education	Min Yrs Exp	Education and Experience Equivalencies
512110,54 1430, 541511,	Interactive Developer	Designs digital media (websites, mobile websites and apps, banner ads. Be organized and able to work as part of an internal team and be responsible for performing the following: turning PSD files into pixel perfect, functioning websites in WordPress and PHP, with themes made from scratch; ensure all new websites and updates are compliant with Section 508 accessibility standards; checking code in and deploying updates through GIT repositories; Strong organizational and communication skills.	Bachelors	2	6 years of relevant experience
512110,54 1430, 541511,	Project Manager	The Project Manager manages and monitors the progress of numerous ongoing jobs (print, OOH, digital, events, and broadcast) to ensure milestones are met and jobs are completed on schedule. This person oversees budget and scope of work adherence, communicates with internal account and creative teams to ensure timely work flow, manage deadlines, and traffic approvals. Manages budgets on a per project or retainer basis. Schedules meetings with internal teams and resources to proactively review progress, identify problems, and make changes if necessary. Manages production status reports to keep account teams up to speed on where each project stands. Initiates ideas for the proactive planning of accounts. Monitors projects and follows internal work and traffic projects through appropriate channels for approvals. Manages vendor invoices to ensure they receive accurate, timely payment. This position reports to the account service project lead.	Bachelors	3	7 years of relevant experience

