



**FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE
PRICELIST FOR**

**MISSION ORIENTED BUSINESS INTEGRATED SERVICES
"MOBIS"**

**FSC GROUP: 874-1, 874-7
Contract Number: GS-10F-0134J
Modification FX21 dtd 20 December 2005**

Contract Ordering Period: JUNE 15, 1999 THROUGH JUNE 14, 2009

Contract Pricing: JUNE 15, 2004 THROUGH JUNE 14, 2009

DCS Corporation

**1330 Braddock Place
Alexandria, VA 22314
571-227-6192
FAX 571-227-6006**

<http://www.dcscorp.com>

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

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GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Pricelist

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Schedule for: **MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**

Federal Supply Class: 874-1, 874-7

Contract Number: GS-10F-0134J

Contract Period: 15 June 1999

Contract End Date: 14 June 2009

Contractor: DCS CORPORATION

Business Size: Large 541330

1330 Braddock Place

Small 541710

Alexandria, Virginia 22314

DUNS No.: 08-366-2916

Telephone: (571) 227-6192

Fax Number: (571) 227-6006

Contract Administrator: Perry Gann, Contracts Manager,
pgann@dcscorp.com

CUSTOMER INFORMATION

1a. Special Item Number(s): 874-1 Consulting Services, 874-7 Program Integration and Project Management Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded (see Attachment One)

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$300.00

4. Geographic Coverage: 48 contiguous states and the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and overseas locations as required

5. Point(s) of production: DCS CORPORATION
1330 Braddock Place, Alexandria, Virginia 22314
46641 Corporate Drive, Lexington Park, MD 20653
51 Third St., Bldg. 10, Shalimar, FL 32579
620 Discovery Drive, Lakeside Bldg. II, Huntsville, AL 35806
117 S. Gold Canyon Drive, Ridgecrest, CA 93555
7676 Hazard Center Drive, Suite 750, San Diego, CA 92108
6. Discount from list prices or statement of net price: N/A
7. Quantity Discounts: None
8. Prompt Payment Terms: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later
- 9a. Annotate if Government commercial credit card is accepted: (X) YES () NO
- 9b. Discount for payment by Government commercial credit card: None
10. Foreign Items: None
11. Delivery Schedule: Specific timing determined by the ordering agency
- 11a. Time of delivery: N/A
12. FOB Point: Alexandria, Virginia
13. Ordering Address: DCS Corporation
1330 Braddock Place
Alexandria VA 22314
14. Payment Address: DCS Corporation
1330 Braddock Place
Alexandria VA 22314
Attn: Accounts Payable
15. Warranty provision: Standard commercial warranty
16. Export Packing: N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): NONE
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A

FORWARD

INTRODUCTION

DCS Corporation, located in Alexandria, Virginia, provides a full spectrum of management consulting functions, including implementation and continuation of management, organizational and business improvement efforts. DCS has considerable experience with business process reengineering and organizational dynamics. The highly skilled staff of professionals is qualified to assist with strategic planning and development efforts. With tailored solutions to unique business planning problems, DCS Corporation can analyze and support complex business organizations and decision points. With quality management through performance measurement and clear communications, significant transitions such as downsizing, outsourcing, and privatizing can be accomplished with minimum business disruption. For the government customer, DCS can provide the expertise required for developing acquisition strategies that fully support acquisition reform and maximize joint interoperability and commonality.

DCS Corporation maintains seven office facilities strategically located throughout the United States. Each facility is connected to DCS Corporation's wide area network (WAN) system and Video Teleconference Networking Center, creating a single virtual office facility. All facilities are cleared for classified work and various facilities include special in-house laboratories.

DCS Corporation employs a diverse team of approximately 400 subject matter experts and professionals from leading and emerging fields serving our customers' diverse needs. DCS Corporation has seven customer-focused locations throughout the country. The company is entering its third decade of service since 1977, with steady fiscal growth.

For information regarding the GSA Schedule, please contact Perry Gann, Contracts Manager, at (571) 227-6192.

DCS Corporation		GSA MISSION ORIENTED BUSINESS INTEGRATED SERVICES "MOBIS" GS-10F-0134J			
SINs: 874-1 Consulting Services, 874-7 Program Integration and Project Management Services					
DCS SITE	Opt Yr 1	Opt Yr 2	Opt Yr 3	Opt Yr 4	Opt Yr 5
Hourly Rate (Daily Rate =8 Hrs)	(6/15/04	(6/15/05	(6/15/06	(6/15/07	(6/15/08
LABOR CATEGORY	-6/14/05)	- 6/14/06)	- 6/14/07)	- 6/14/08)	- 6/14/09)
<u>Subject Matter Expert II</u>	\$149.00	\$153.47	\$158.07	\$162.82	167.70*
<u>Subject Matter Expert I</u>	\$137.00	\$141.11	\$145.34	\$149.70	154.19*
<u>Technical Specialist IV</u>	\$118.00	\$121.54	\$125.19	\$128.94	132.81*
<u>Technical Specialist III</u>	\$98.00	\$100.94	\$103.97	\$107.09	110.30*
<u>Technical Specialist II</u>	\$84.00	\$86.52	\$89.12	\$91.79	94.54*
<u>Technical Specialist I</u>	\$70.00	\$72.10	\$74.26	\$76.49	78.78*
<u>Technical Analyst VI</u>	\$110.00	\$113.30	\$116.70	\$120.20	123.81*
<u>Technical Analyst V</u>	\$94.00	\$96.82	\$99.72	\$102.72	105.80*
<u>Technical Analyst IV</u>	\$88.00	\$90.64	\$93.36	\$96.16	99.04*
<u>Technical Analyst III</u>	\$74.00	\$76.22	\$78.51	\$80.86	83.29*
<u>Technical Analyst II</u>	\$60.00	\$61.80	\$63.65	\$65.56	67.53*
<u>Technical Analyst I</u>	\$50.00	\$51.50	\$53.05	\$54.64	56.28*
<u>Engineer VII</u>	\$185.26	\$190.82	\$196.54	\$202.44	\$208.51
<u>Engineer VI</u>	\$132.27	\$136.24	\$140.33	\$144.54	\$148.88
<u>Engineer V</u>	\$102.50	\$105.58	\$108.75	\$112.01	\$115.37
<u>Engineer IV</u>	\$89.75	\$92.44	\$95.22	\$98.07	\$101.01
<u>Engineer III</u>	\$73.97	\$76.19	\$78.48	\$80.84	\$83.25
<u>Engineer II</u>	\$64.88	\$66.83	\$68.83	\$70.89	\$73.02
<u>Engineer I</u>	\$53.52	\$55.13	\$56.78	\$58.48	\$60.23
<u>Staff Scientist</u>	\$104.72	\$107.86	\$111.10	\$114.43	\$117.86
<u>Analyst VI</u>	\$102.69	\$105.77	\$108.94	\$112.21	\$115.58
<u>Analyst V</u>	\$80.42	\$82.83	\$85.31	\$87.87	\$90.51
<u>Analyst IV</u>	\$68.89	\$70.96	\$73.09	\$75.28	\$77.54
<u>Analyst III</u>	\$54.54	\$56.18	\$57.87	\$59.61	\$61.40
<u>Analyst II</u>	\$49.07	\$50.54	\$52.06	\$53.62	\$55.23
<u>Technician IV</u>	\$62.97	\$64.86	\$66.81	\$68.81	\$70.87
<u>Technician III</u>	\$44.61	\$45.95	\$47.33	\$48.75	\$50.21
<u>Technician I</u>	\$47.25	\$48.67	\$50.13	\$51.63	\$53.18
<u>Sr. Assistant</u>	\$44.19	\$45.52	\$46.89	\$48.30	\$49.75
<u>Admin Asst. III</u>	\$41.15	\$42.38	\$43.65	\$44.96	\$46.31
<u>Admin Asst. II</u>	\$34.91	\$35.96	\$37.04	\$38.15	\$39.29
<u>Admin Asst. I</u>	\$28.24	\$29.09	\$29.96	\$30.86	\$31.79
<u>Admin Clerk</u>	\$22.39	\$23.06	\$23.75	\$24.46	\$25.19

3% escalation per year * Rate corrected PA-0006

Job Title: **Subject Matter Expert II** [back to table](#)

Responsibilities: Support the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area. Must be well versed with related technologies, business strategies, acquisition policies
Perform project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems, models/simulations, or architectures
Serve in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs
Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes: Recognized as an expert in a specific are of technology, engineering, or management
Cost/Risk/Technical/Financial Analysis
Excellent verbal and written communication
Knowledge of current policies and trends in acquisition, military operations, and federal programs

Latitude: No supervision.

**Education/
Experience:** Bachelors Degree and 20 years experience in a relevant technical or business discipline or
25 years experience culminating in subject matter expertise in a technical, military, or management field of endeavor

Job Title: **Subject Matter Expert I** [back to table](#)

Responsibilities: Support the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area. Must be well versed with related technologies, business strategies, acquisition policies
Perform project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems, models/simulations, or architectures
Serve in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs
Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes: Recognized as an expert in a specific are of military operations, intelligence, technology, engineering, or management
Cost/Risk/Technical/Financial Analysis
Excellent verbal and written communication

Latitude: Knowledge of current policies and trends in acquisition, military operations, and federal programs
No supervision

Education/ Experience: Bachelors Degree and 15 years experience in a relevant technical or business discipline or
20 years experience culminating in subject matter expertise in a technical, military, or management field of endeavor

Job Title: **Technical Specialist IV** [back to table](#)

Responsibilities: Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models simulations, or architectures
Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
Serve as a key member on Integrated Product Teams as a part of an acquisition, test, or development program
Serve as technical lead on projects

Skills/Aptitudes: Program management skills
Project planning, budgeting, staffing
Effective verbal and written communication
Effective use of software based management tools

Latitude: Minimal supervision

Education/ Experience: Bachelors Degree in a relevant technical discipline and 12 years experience or
Masters Degree in a relevant technical discipline and 8 years experience

Job Title: **Technical Specialist III** [back to table](#)

Responsibilities: Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
Serve as a key member on Integrated Product Teams as a part of an acquisition, test, or development program
Serve in a key technical role in projects

Skills/Aptitudes: Program management skills
Effectively serve as key contributor to a project team
Effective verbal and written communication
Effective use of software based management tools

Latitude: Minimal supervision

**Education/
Experience:** Bachelors Degree in a relevant technical discipline and 9 years
experience or
Masters Degree in a relevant technical discipline and 6 years experience
or Technical School (examples: military tech schools, certificate
programs) and 13 years relevant experience

Job Title: **Technical Specialist II** [back to table](#)

Responsibilities: Perform project tasks involving application of specialized technical skills
and knowledge to development or integration of systems, subsystems,
models/simulations, or architectures
Serve as a technical specialist in execution of program tasks that involve
understanding of concepts in engineering, physics, computer science, or
mathematics
Serve as a support member on Integrated Product Teams as a part of an
acquisition, test, or development program
Serve in a mid-level technical role in projects

Skills/Aptitudes: Effectively serve as key contributor to a project team
Effective verbal and written communication
Effective use of software based tools

Latitude: Minimal supervision

**Education/
Experience:** Bachelors Degree in a relevant technical discipline and 7 years
experience or
Masters Degree in a relevant technical discipline and 4 years experience
or
Technical School (examples: military tech schools, certificate programs)
and 10 years relevant experience

Job Title: **Technical Specialist I** [back to table](#)

Responsibilities: Perform project tasks involving application of specialized technical skills
and knowledge to development or integration of systems, subsystems,
models/simulations, or architectures
Serve as a technical assistant in execution of program tasks that involve
understanding of concepts in engineering, physics, computer science, or
mathematics
Serve as a support member on a project team as a part of an acquisition,
test, or development program
Serve in a journeyman technical role in projects

Skills/Aptitudes: Effectively serve as key contributor to a project team
Effective verbal and written communication
Effective use of software based tools and methods

Latitude: Nominal supervision

**Education/
Experience:** Bachelors Degree in a relevant technical discipline and 3 years
experience or
Masters Degree in a relevant technical discipline and 1 years experience
or
Technical School (examples: military tech schools, certificate programs)
and 7 years relevant experience

Job Title: **Technical Analyst VI** [back to table](#)

Responsibilities: Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
Serve as a specialist in execution of program tasks that involve analysis or evaluation of technical, financial, business or logistics management aspects of programs
Serve as a lead member on Integrated Product Teams as a part of an acquisition, development, validation or test program
Serve as a project leader

Skills/Aptitudes: Program management/logistics management/engineering management/ acquisition management skills
Project planning, budgeting, staffing
Cost/Risk/Technical Analysis
Effective verbal and written communication
Effective use of software based management and analysis tools

Latitude: Minimal supervision

**Education/
Experience:** Bachelors Degree in a relevant technical or business discipline and 10
years experience or
Masters Degree in a relevant technical or business discipline and 7 years
experience or
Technical School (examples: military tech schools, certificate programs,
DSMC/DAU) and 12 years relevant experience or
High School graduate and 20 years relevant experience

Job Title: **Technical Analyst V** [back to table](#)

Responsibilities: Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
Serve as a key role in execution of program tasks that involve analysis or evaluation of technical, financial, business or logistics management aspects of programs

Serve as a key member on Integrated Product Teams as a part of an acquisition, development, validation or test program
Serve in major support role to project leader

Skills/Aptitudes: Program management/logistics engineering/acquisition management skills
Cost/Risk/Technical Analysis
Effective verbal and written communication
Effective use of software based management and analysis tools

Latitude: Minimal supervision

Education/ Experience: Bachelors Degree in a relevant technical or business discipline and 7 years experience or
Masters Degree in a relevant technical or business discipline and 4 years experience or
Technical School (examples: military tech schools, certificate programs, DSMC/DAU) and 10 years relevant experience or
High School graduate and 14 years relevant experience

Job Title: **Technical Analyst IV** [back to table](#)

Responsibilities: Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
Serve as a support role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs
Serve as a support member on Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes: Program management/logistics management/engineering management/ acquisition management skills
Cost/Risk/Technical/Financial Analysis
Effective verbal and written communication
Effective use of software based management and analysis tools

Latitude: Nominal supervision

Education/ Experience: Bachelors Degree in a relevant technical or business discipline and 6 years experience or
Masters Degree in a relevant technical or business discipline and 3 years experience or
Technical School (examples: military tech schools, certificate programs, DSMC/DAU) and 8 years relevant experience or
High School graduate and 12 years relevant experience

Job Title: **Technical Analyst III** [back to table](#)

Responsibilities: Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
Serve as a support role in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business, or logistics management aspects of programs
Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes: Program Technical/Financial/Logistics Analysis
Effective verbal and written communication
Effective use of software based analysis tools
Effective use of software based tools for preparation of reports and presentations

Latitude: Nominal supervision

**Education/
Experience:** Bachelors Degree in a relevant technical or business discipline and 4 years experience or
Masters Degree in a relevant technical or business discipline and 2 years experience or
Technical School (examples: military tech schools, certificate programs, DSMC/ DAU) and 6 years relevant experience or
High School graduate and 8 years relevant experience

Job Title: **Technical Analyst II** [back to table](#)

Responsibilities: Perform project tasks involving application of technical or management skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
Serve as a support role to other project staff in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business, or logistics management aspects of programs
Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes: Program Technical/Financial/Logistics Analysis
Effective verbal and written communication
Effective use of software based tools for preparation of reports and presentations

Latitude: Nominal supervision

**Education/
Experience:** Bachelors Degree in a relevant technical or business discipline and 3 years experience or
Masters Degree in a relevant technical or business discipline and 1 years experience or

Technical School (examples: military tech schools, certificate programs)
and 4 years relevant experience or
High School graduate and 6 years relevant experience

Job Title: **Technical Analyst I** [back to table](#)

Responsibilities: Perform project tasks involving application of technical or management skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
Serve as a support role to other project staff in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business or logistics management aspects of programs
Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes: Effective verbal and written communication
Effective use of software based tools for preparation of reports and presentations

Latitude: Nominal supervision

**Education/
Experience:** Bachelors Degree in a relevant technical or business discipline and 1 year experience or
Technical School (examples: military tech schools, certificate programs) and 2 years relevant experience or
High School graduate and 4 years relevant experience

Job Title: **ENGINEER VII** [back to table](#)

Responsibilities: Conduct all duties assigned to a Division Manager or Executive; serve as technical expert within the scope of work covered in area(s) of responsibility; work within company strategic and policy framework set by Board of Directors; maintain current and long-term profitable operation and growth of an operating unit consisting of at least 50 professional employees and responsible for at least \$5 million in annual sales; oversee multiple significant programs encompassing a variety of projects involving complex technologies; implement all approved plans; and exert a consistent effective management force for the achievement of Corporate objectives; manage product and business development activities; develop standards and guidelines; maintain contacts with key personnel and officials of other organizations; meet regularly with clients

Skills/Aptitudes: Leadership in the area of strategic business development, planning, and negotiation; project planning; ability to train managers and other employees; outstanding verbal and written communication; management abilities and business acumen; knowledge of company policies/procedures; creativity, initiative, and foresight in anticipating and solving unprecedented problems; identifying and assigning priorities for significant corporate projects; developing, maintaining and controlling organization budget; recruiting new

employees; supervising, developing, and disciplining subordinate employees; developing and enforcing quality standards

Latitude: Work independently under policy framework provided by Board of Directors

Education: Advanced Degree in a relevant technical discipline

Experience: Minimum of 15 years

Job Title: **ENGINEER VI** [back to table](#)

Responsibilities: Conduct all duties assigned to a Department Manager; ensure profitability of a unit(s); serve as technical expert in area of responsibility; participate in strategic planning; practice financial planning and control; perform tactical business acquisition; conduct project planning and management; ensure quality control; develop business; supervise personnel staffing and training; provide direction and counseling to direct and indirect reports

Skills/Aptitudes: Negotiation and planning; excellent verbal and written communication; management abilities and business acumen; knowledge of company policies and procedures; recruiting new employees

Latitude: Works within corporate guidelines; considerable decision-making authority

Education: Bachelor's Degree in a relevant technical discipline

Experience: Minimum of 12 years

Job Title: **ENGINEER V** [back to table](#)

Responsibilities: Perform a variety of intensive and diversified project tasks applied to specialized technologies; serve as specialist in the application of advanced technical theories, concepts, principles and processes; ensure growth and profitability of a unit(s); plan and develop engineering projects concerned with unique or controversial problems having an effect on major programs; select problems for investigation

Skills/Aptitudes: Interviewing; problem resolution including contributing new ideas, designs or techniques; excellent verbal and written communication; planning

Latitude: Minimal supervision

Education: Bachelor's Degree in a relevant technical discipline

Experience: Minimum of 10 years

Job Title: **ENGINEER IV** [back to table](#)

Responsibilities: Perform complex project tasks applied to specialized technology problems; develop engineering projects concerned with unique or controversial problems; research complex problem areas of considerable scope; remain current on new technical methods and recommend changes; develop system architecture, evaluate products, and serve as expert on technical specialties and equipment

Skills/Aptitudes: Problem solving; engineering/Math/Physics; excellent verbal and written communication

Latitude: Minimal supervision

Education: Bachelor's Degree in relevant technical discipline

Experience: Minimum of 8 years

Job Title: **ENGINEER III** [back to table](#)

Responsibilities: Perform a limited number of complex project tasks applied to specialized technology problems; develop engineering projects, selecting problems for investigation; perform systems integration; perform systems documentation; design and develop prototypes

Skills/Aptitudes: Problem solving; engineering/Math/Physics; good verbal and written communication

Latitude: Nominal supervision

Education: Bachelor's Degree in a technical discipline

Experience: Minimum of 5 years

Job Title: **ENGINEER II** [back to table](#)

Responsibilities: Perform a limited number of moderately complex project tasks applied to specialized technology; develop engineering projects defining scope of problems for investigation; perform systems integration and documentation of programs and systems; meet with clients to determine system requirements

Skills/Aptitudes: Database programming; systems testing and evaluation; engineering/Math/Physics; good verbal and written communication

Latitude: Detailed supervision

Education: Bachelor's Degree in a technical discipline

Experience: Minimum of 2 years

Job Title: ENGINEER I

[back to table](#)

Responsibilities: Perform relatively routine tasks applied to specialized technology; perform systems integration and programmatic tasks; meet with client engineers to determine requirements

Skills/Aptitudes: Computer and electronics; engineering/Math /Physics; adequate verbal and written communication

Latitude: Close supervision

Education: Bachelor's Degree in a technical discipline

Experience: 0 years

Job Title: STAFF SCIENTIST

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Responsibilities: Serve as a recognized expert in a scientific or engineering discipline; determine program objectives and requirements; perform basic research efforts to generate new knowledge or understanding in assigned scientific discipline; review technical reports for validity and correctness; serve as technical project leader on efforts involving other scientists/engineers; execute operational and profit responsibilities as required

Skills/Aptitudes: Creativity, initiative, foresight and sound judgment; complex problem solving; project planning; training and project management; excellent verbal and written communication; knowledge of company policies and procedures

Latitude: General guidance

Education: Technical Bachelor's Degree

Experience: Minimum of 10 years

Job Title: ANALYST VI

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Responsibilities: Determine program objectives and requirements; organize programs and projects; provide technical and management expertise for executing and coordinating large, complex, highly technical state-of-the art projects; approve all project/contract correspondence; maintain/control project budget; ensure all efforts meet established standards for quality; interview and hire new employees; supervise, train and develop subordinate level employees

Skills/Aptitudes: Trade-off analysis/performance measures/mathematics/ statistics; excellent verbal and written communication; knowledge of all company policies/procedures

Latitude: Minimal supervision

Education: Bachelor's Degree

Experience: Minimum of 10 years

Job Title: **ANALYST V** [back to table](#)

Responsibilities: Serve as technical/administrative leader for major projects/contracts; perform complex analysis tasks on contracts; develop and analyze computational techniques; develop solutions to specific problems, analyze results, complete required reports; recommend and plan efforts concerning original or advanced areas of customer problems; initiate, study and determine techniques or methods involved to accomplish objectives; identify and assign priorities for project accomplishment; ensure plans, policies, deliverables meet user requirements; interface and coordinate with customers; review all project correspondence; supervise, train, develop lower level employees

Skills/Aptitudes: Strong conceptual and analytical abilities; proven planning abilities; sound judgment and management skills (in areas including engineering, business, economics, statistics, and mathematics)

Latitude: General guidance

Education: Bachelor's Degree

Experience: Minimum of 8 years

Job Title: **ANALYST IV** [back to table](#)

Responsibilities: Participate in program/project efforts; serve as on-site representative to provide technical assistance, liaison and consultation; conduct studies/analyses of complex problems; prepare documentation to meet client requirements; advise on appropriateness of system/project management functions, accuracy and validity of contract cost reports, formulation of budget exhibits, trade-off analysis and strategic fiscal planning; determine client requirements for discussion with senior staff or project managers; provide guidance/direction to less experienced personnel as required

Skills/Aptitudes: Proven analytical and technical abilities in business, economics, statistics or mathematics; knowledge of automated financial management systems; sound judgment and initiative

Latitude: Nominal supervision

Education: Bachelor's Degree

Experience: Minimum of 5 years

Job Title: **ANALYST III** [back to table](#)

Responsibilities: Participate in project/program efforts; maintain automated financial systems; maintain budget, develop databases, and hardware requirements; exercise independent judgment in performance of work; prepare appropriate documentation in area of responsibility

Skills/Aptitudes: Analytical and technical abilities in business, economics, statistics, mathematics or financial management; knowledge of automated information systems; familiarity with DoD acquisition cycle

Latitude: Nominal supervision

Education: Bachelor's Degree

Experience: Minimum of 3 years

Job Title: **ANALYST II** [back to table](#)

Responsibilities: Participate in project/program efforts; maintain current knowledge of DoD acquisition cycle; maintain automated financial management system; assemble, format, maintain and review technical, financial and programmatic data; prepare and evaluate expenditure plans, funding documentation and reconciliations; perform database development, spreadsheet formulation, and graphic display of data; interact regularly with clients

Skills/Aptitudes: Technical ability in one or more of the following areas: business, economics, statistics, mathematics, computers and financial management

Latitude: Close supervision

Education: Bachelor's Degree

Experience: Minimum of 2 years

Job Title: **TECHNICIAN IV** [back to table](#)

Responsibilities: Perform assignments of substantial complexity; develop, test, evaluate, design standardization, maintenance, operation or installation of systems and equipment; conduct tests and experiments; prepare test procedures; record, analyze and evaluate test data; plan, schedule, coordinate work-flow

and execute all phases of complex projects; provide technical direction and assistance to junior employees and expert consultation on difficult projects

Skills/Aptitudes: Creativity, initiative and sound judgment; technical knowledge in areas such as electronics/electricity, video, engineering, communications or physics; ability to read engineering drawings, specifications or other engineering technician work; excellent verbal and written communication

Latitude: Independent, with conceptual guidance

Education: Technical school graduate

Experience: Minimum of 5 years

Job Title: **TECHNICIAN III** [back to table](#)

Responsibilities: Perform non-routine assignments of moderate complexity; follow test procedures, record measurements using test equipment; provide technical directions and assistance to junior employees; conduct training and development of subordinates from lesson guides; conduct field and/or laboratory testing; provide equipment and instrumentation set-up and operation or system installation and maintenance

Skills/Aptitudes: Creativity, initiative and sound judgment; technical knowledge in one or more of the following: electronics, video, communications, physics; good verbal and written communication

Latitude: Minimal supervision

Education: Some technical school training

Experience: Minimum of 3 years

Job Title: **TECHNICIAN I** [back to table](#)

Responsibilities: Perform basic tasks from detailed instructions; operate and adjust simple computer test equipment; perform data entry and minor computer maintenance

Skills/Aptitudes: Ability to follow written directions, procedures or work methods; good verbal and written communication

Latitude: Close supervision

Education: High school diploma

Experience: 1 year

Job Title: **SENIOR ASSISTANT** [back to table](#)

Responsibilities: Provide general secretarial support to a Department level manager and assist staff; assist with all administrative duties of unit; handle sensitive information and maintain confidentiality; interface with various levels of personnel; receive and screen telephone calls; utilize various software package; establish and maintain records; train/supervise lower level employees

Skills/Aptitudes: Initiative and sound judgment; computer; advanced word processing/spreadsheet/ presentation; excellent spelling, grammar, correspondence; knowledge of company policies/procedures

Latitude: General supervision

Education: Bachelor's Degree

Experience: Minimum of 5 years

Job Title: **ADMINISTRATIVE ASSISTANT III** [back to table](#)

Responsibilities: Provide general secretarial support and assist staff; type, proof, edit and reproduce documents both technical and non-technical; complete complex tasks as assigned; establish and maintain files; compose and edit miscellaneous correspondence; assemble and compile data and references as required

Skills/Aptitudes: Initiative and sound judgment; advanced word processing; excellent spelling, grammar, correspondence; proficiency with office equipment; knowledge of company policies/procedures as they relate to immediate area of responsibility

Latitude: Nominal supervision

Education: High school diploma

Experience: Minimum of 5 years

Job Title: **ADMINISTRATIVE ASSISTANT II** [back to table](#)

Responsibilities: Provide general secretarial support and assist staff; type, edit and reproduce a variety of documents; establish and maintain files; make travel arrangements and answer phones as required

Skill/Aptitudes: Initiative; knowledge of various office equipment, good spelling, grammar, correspondence; basic word processing skills

Latitude: Detailed supervision

Education: High school diploma

Experience: Minimum of 3 years

Job title: **ADMINISTRATIVE ASSISTANT I** [back to table](#)

Responsibilities: Provide general secretarial support and assist staff; type, edit and reproduce a variety of documents; maintain files; make travel arrangements and answer phones as required

Skills/Aptitudes: Some knowledge of office equipment; good spelling, grammar; processing

Latitude: Close supervision

Education: High school diploma

Experience: Minimum of 1 year

Job Title: **ADMINISTRATIVE CLERK** [back to table](#)

Responsibilities: Perform clerical/technical functions based on requirements of supervisor; maintain files and databases; reproduce documents; answer phones; locate and extract materials from files; distribute materials as requested

Skills/Aptitudes: Beginning word processing or typing; basic computer

Latitude: Close supervision

Education: High school diploma (may be a student pursuing a high school education)

Experience: 0 years