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**Government Labor Rates**

**Revised: 9/9/09**

<u>Labor Category</u>	<u>2009</u>
Principal	\$ 149.00
Sr. Project Manager II	\$ 141.00
Sr. Project Manager I	\$ 124.00
Project Manager III	\$ 121.50
Project Manager II	\$ 108.00
Project Manager I	\$ 81.00
Administrative Assistant	\$ 40.00

## Labor Category Job Descriptions

### Principal:

**Job Description:** Is the advisor to the senior project managers and the contracting officer for the firm.

- The Principal shall be involved in all task orders issued against the contract in an oversight capacity.
- Assign appropriate staff for each task order.
- Assist with problem resolution

Refer to the Project Manager's job descriptions below for specific project management functions the Principal may participate in while maintaining oversight of the projects.

**Minimum Education:** Professional degree in a field related to business, management, marketing, architecture, engineering, construction or a minimum of twenty years of related business experience.

**Experience Requirements:** The Principal will have at least twenty years experience in the field.

### Sr. Project Manager II:

**Job Description:** This person will be responsible for the supervision of the staff assigned to the project and provide oversight to the main point of contact assigned to the task order issued against the contract. The role of the Sr. Project Manager II will be to improve the performance, quality, timeliness and efficiency of services for the task orders he\she is assigned to.

Depending on the scope of the task order, the Sr. Project Manager II may:

- Chair all meetings and provide meeting notes with action items assigned to the appropriate parties, keeping the project on schedule
- Establish and track project costs, consultants' fees, invoices, and maintain the records necessary to keep the project on budget
- Oversee the process and provide conflict resolution services
- Report directly to the firm principal
- Attend progress meetings as necessary to bring all parties together as necessary to resolve disputes
- Provide project accounting services by tracking project costs; reviewing and approving invoices relating to the project, as well as provide accounting for the budget and any additions to the contract
- Manage the selection of and provide direction to any related consultants
- Manage the flow of information between all members of the team

- Assist in the analysis of the work product and provide quality control
- Manage the work of any outside vendors to the contract

The position may require that additional services are performed which are not described herein; however they will be incorporated as appropriate to the task order.

**Minimum Education:** Bachelors degree in a field related to business, management, marketing, architecture, engineering, construction or a minimum of twenty years of related business experience.

**Experience Requirements:** Minimum of ten years experience in the field.

### **Sr. Project Manager I:**

**Job Description:** This person will be responsible for the supervision of the staff assigned to the project and provide oversight and may be the main point of contact assigned to the task order issued against the contract. The role of the Sr. Project Manager I will be to improve the performance, quality, timeliness and efficiency of services for the task orders he/she is assigned to. Depending on the scope of the task order, the Sr. Project Manager II may:

- Chair all meetings and provide meeting notes with action items assigned to the appropriate parties, keeping the project on schedule
- Establish and track project costs, consultants' fees, invoices, and maintain the records necessary to keep the project on budget
- Oversee the process and provide conflict resolution services
- Report directly to the firm principal
- Attend progress meetings as necessary to bring all parties together as necessary to resolve disputes
- Provide project accounting services by tracking project costs; reviewing and approving invoices relating to the project, as well as provide accounting for the budget and any additions to the contract
- Manage the selection of and provide direction to any related consultants
- Manage the flow of information between all members of the team
- Assist in the analysis of the work product and provide quality control
- Manage the work of any outside vendors to the contract

The position may require that additional services are performed which are not described herein; however they will be incorporated as appropriate to the task order.

**Minimum Education:** Bachelors degree in a field related to business, management, marketing, architecture, engineering, construction or a minimum of fifteen years of related business experience.

**Experience Requirements:** Eight to ten years experience in related field.

**Project Manager III: Job Description:** This person will be the main point of contact for each task order issued against the contract. The role of the Project Manager III will be to improve the performance, quality, timeliness and efficiency of services for the task orders he/she is assigned to.

Depending on the scope of the task order, the Project Manager III may:

- Chair all meetings and provide meeting notes with action items assigned to the appropriate parties, keeping the project on schedule
- Establish and track project costs, consultants' fees, invoices, change orders and maintain the records necessary to keep the project on budget
- Oversee the project, coordinate other parties involved during the project implementation
- Manage the selection of the additional consultants
- Attend progress meetings and manage change orders bringing all parties together as necessary to resolve disputes
- Coordinate the installations as necessary
- Provide project accounting services by tracking project costs; reviewing and approving invoices, as well as provide accounting for allowances and any additions to the contract.
- Facilitate the flow of information between all members of the team
- Coordinate outside vendors into the project schedule.

The position may require that additional services are performed which are not described herein; however they will be incorporated as appropriate to the task order.

**Minimum Education:** Bachelors degree in a field related to business, management, marketing, architecture, engineering, construction or a minimum of twelve years of related business experience.

**Experience Requirements:** Four to six years experience in related field.

### **Project Manager II:**

**Job Description:** This person will be the main point of contact for each task order issued against the contract. The role of the Project Manager II will be to improve the performance, quality, timeliness and efficiency of services for the task orders he\she is assigned to.

Depending on the scope of the task order, the Project Manager II may:

- Chair all meetings and provide meeting notes with action items assigned to the appropriate parties, keeping the project on schedule
- Establish and track project costs, consultants' fees, invoices, change orders and maintain the records necessary to keep the project on budget
- Oversee the project, coordinate other parties involved during the project implementation
- Manage the selection of the additional consultants
- Attend progress meetings and manage change orders bringing all parties together as necessary to resolve disputes
- Coordinate the installations as necessary
- Provide project accounting services by tracking project costs; reviewing and approving invoices, as well as provide accounting for allowances and any additions to the contract.
- Facilitate the flow of information between all members of the team
- Coordinate outside vendors into the project schedule.

The position may require that additional services are performed which are not described herein; however they will be incorporated as appropriate to the task order.

**Minimum Education:** Bachelors degree in a field related to business, management, marketing, architecture, engineering, construction or a minimum of eight years of related business experience.

**Experience Requirements:** One to three years experience in related field.

### **Project Manager I:**

**Job Description:** The role of the Project Manager I will be to provide assistance to the other project manager's as required. Depending on the scope of the task order, the Project Manager I may:

- Attend meetings and provide meeting notes with action items assigned to the appropriate parties, keeping the project on schedule
- Assist in tracking project costs, consultants' fees, invoices, and maintain the records necessary
- Provide assistance in the coordination of other parties involved in the implementation of the task order
- Assist with the provision of project accounting services
- Facilitate the flow of information between all members of the team
- Coordinate vendors into the project schedule.

The position may require that additional services are performed which are not described herein; however they will be incorporated as appropriate to the task order.

**Minimum Education:** Bachelors degree in a field related to business, management, marketing, architecture, engineering, construction or a minimum of five years of related business experience.

**Experience Requirements:** Entry level position.

### **Administrative Assistant:**

**Job Description:** The administrative assistant will assist the Project Manager in administrative tasks such as typing, filing, collating reports and any other administrative assistance required by a specific task order issued against the contract.

**Minimum Education:** High School Diploma

**Experience Requirements:** Minimum 3 years experience working as an administrative assistant in an office environment.