

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SCHEDULE PRICELIST  
FOR  
MISSION ORIENTED BUSINESS INTEGRATED SERVICES**

**MOBIS**

**FSC Group 874, CLASS R499 NAIC CODE 541611**

Special Item No. 874-1 Integrated Consulting Services  
Special Item No. 874-7 Integrated Business Program Support Services

**CONTRACT NUMBER: GS-10F-0231T**

**CONTRACT PERIOD: 1 May 2007 through 30 April 2017**  
(with 2 Five Year Option Periods)

**StrategicHealthSolutions, LLC**  
4211 South 102<sup>nd</sup> Street  
Omaha, NE 68127  
Tel: 402-452-3333  
FAX: 402-452-3334  
[www.strategichs.com](http://www.strategichs.com)

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA *Advantage!* System. Agencies can browse GSA *Advantage!* by accessing GSA's Home Page via Internet at [www.gsa.gov](http://www.gsa.gov).



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## CUSTOMER INFORMATION

- 1a. AWARDED SPECIAL ITEM NUMBERS (SINS):
  - A. 874-1 Integrated Consulting Services
  - B. 874-7 Integrated Business Program Support Services
- 1b. SEE ATTACHED LIST OF GOVERNMENT LABOR CATEGORIES AND RATES
2. MAXIMUM ORDER THRESHOLD: \$1,000,000.00
3. MINIMUM ORDER: \$100.00
4. GEOGRAPHIC COVERAGE (DELIVERY AREA). DOMESTIC and OVERSEAS
5. PRODUCTIONPOINTS:

**StrategicHealthSolutions, LLC**  
**4211 South 102<sup>nd</sup> Street**  
**Omaha, NE 68127**  
**Tel: 402-452-3333**  
**FAX: 402-452-3334**  
[www.strategichs.com](http://www.strategichs.com)
6. PRICES IN ATTACHED SCHEDULE ARE NET.
7. QUANTITY DISCOUNTS: NONE
8. PROMPT PAYMENT/QUANTITY DISCOUNTS: Net 30 Days
- 9a. GOVERNMENT PURCHASE CREDIT CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.
- 9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD (\$3,000).
10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN): NONE
- 11a. TIME OF DELIVERY: 30 DAYS OR TO BE NEGOTIATED ON THE TASK ORDER BASIS.
- 11b. EXPEDITED DELIVERY: TO BE NEGOTIATED ON THE TASK ORDER BASIS.
- 11c. OVERNIGHT AND 2-DAY DELIVERY: TO BE NEGOTIATED ON THE TASK ORDER BASIS.

- 11d. URGENT REQUIREMENTS: TO BE NEGOTIATED ON THE TASK ORDER BASIS.
12. FOB POINTS: DESTINATION
- 13.a. ORDERING ADDRESS(ES):
- StrategicHealthSolutions, LLC**  
**4211 South 102<sup>nd</sup> Street**  
**Omaha, NE 68127**  
**Tel: 402-452-3333**  
**FAX: 402-452-3334**  
[www.strategichs.com](http://www.strategichs.com)
- 13.b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. PAYMENT ADDRESS(ES):
- StrategicHealthSolutions, LLC**  
**Attn: Accounts Receivable**  
**4211 South 102<sup>nd</sup> Street**  
**Omaha, NE 68127**  
**Tel: 402-452-3333**  
**FAX: 402-452-3334**  
[www.strategichs.com](http://www.strategichs.com)
15. WARRANTY PROVISION: PERSONNEL PROVIDED UNDER THIS CONTRACT BY STRATEGICHEALTHSOLUTIONS, LLC SHALL HAVE THE EXPERIENCE, EDUCATION AND EXPERTISE AS DELINEATED IN THE AUTHORIZED GSA FSS MOBIS SCHEDULE PRICELIST.
16. EXPORT PACKING CHARGES, IF APPLICABLE. N/A
17. GOVERNMENT PURCHASE CREDIT CARDS ARE ACCEPTED UP TO AND ABOVE THE MICRO-PURCHASE THRESHOLD.
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: N/A
19. TERMS AND CONDITIONS OF INSTALLATION: N/A
- 20a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES: N/A
- 20b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: TERMS AND CONDITIONS APPLICABLE TO PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 874-1)
21. LIST OF SERVICE AND DISTRIBUTION POINTS:

**StrategicHealthSolutions, LLC**  
**4211 South 102<sup>nd</sup> Street**  
**Omaha, NE 68127**  
**Tel: 402-452-3333**  
**FAX: 402-452-3334**  
[www.strategichs.com](http://www.strategichs.com)

22. LIST OF PARTICIPATING DEALERS: N/A
23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A
- 24a. ENVIRONMENTAL ATTRIBUTES, E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS: NONE
- 24b. IF APPLICABLE, INDICATE THAT SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES: N/A
- THE EIT STANDARDS CAN BE FOUND AT [www.SECTION508.gov](http://www.SECTION508.gov).
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: **622811847**
26. STRATEGICHEALTHSOLUTIONS, LLC IS REGISTERED IN CENTRAL CONTRACTORREGISTRATION (CCR) DATABASE.
27. STRATEGICHEALTHSOLUTIONS, LLC WILL MAKE PRODUCTS AND SERVICES PURSUANT TO SCHEDULES 874-1DR AND 874-7DR AVAILABLE THROUGH RECOVERY PURCHASING.

**STRATEGICHEALTHSOLUTIONS, LLC**

**MISSION ORIENTED BUSINESS INTEGRATED SERVICES**

**MOBIS**

**GSA FSS AUTHORIZED**

**SCHEDULE PRICELIST**

## GSA MOBIS Price List

#	Labor Category Title	Hourly Rates			
		June 10, 2012- April 30, 2014	May 1, 2014- April 30, 2015	May 1, 2015- April 30, 2016	May 1, 2016- April 30, 2017
1	Program Director	\$177.29	\$182.61	\$188.09	\$193.73
2	Project Manager	\$162.13	\$166.99	\$172.00	\$177.16
3	Senior Consultant IV	\$210.14	\$216.44	\$222.93	\$229.62
4	Senior Consultant III	\$177.88	\$183.22	\$188.72	\$194.38
5	Senior Consultant II	\$172.32	\$177.49	\$182.81	\$188.29
6	Senior Consultant I	\$144.50	\$148.84	\$153.31	\$157.91
7	Senior Analyst V	\$158.68	\$163.44	\$168.34	\$173.39
8	Senior Analyst III	\$131.48	\$135.42	\$139.48	\$143.66
9	Senior Analyst II	\$117.88	\$121.42	\$125.06	\$128.81
10	Senior Analyst I	\$113.16	\$116.55	\$120.05	\$123.65
11	Consultant III	\$78.67	\$81.03	\$83.46	\$85.96
12	Consultant II	\$69.06	\$71.13	\$73.26	\$75.46
13	Consultant I	\$60.35	\$62.16	\$64.02	\$65.94
14	Analyst IV	\$92.42	\$95.19	\$98.05	\$100.99
15	Analyst III	\$90.13	\$92.83	\$95.61	\$98.48
16	Analyst II	\$52.76	\$54.34	\$55.97	\$57.65
17	Analyst I	\$43.97	\$45.29	\$46.65	\$48.05
18	Publication Specialist II	\$69.82	\$71.91	\$74.07	\$76.29
19	Publication Specialist I	\$52.59	\$54.17	\$55.80	\$57.47
20	Administrative Assistant II **	\$34.46	\$35.49	\$36.55	\$37.65
21	Administrative Assistant I **	\$33.83	\$34.84	\$35.89	\$36.97

\*\* Service Contract Act (SCA) eligible labor categories

**Service Contract Act (SCA):** It is Strategic Health Solutions understanding that escalation for the SCA labor categories will be governed by the escalation based on clause 552.216-70, Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts).

Prices for the SCA labor categories meet or exceed those in Wage Determination No. 2005-2325 Revision 13 Dated 06-19-2013

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative II	01312 – Secretary II	05-2325
Administrative I	01311 – Secretary I	05-2325

**STRATEGICHEALTHSOLUTIONS, LLC**

**MOBIS**

**LABOR CATEGORY DESCRIPTIONS**

## **Program Director**

### **Job Summary:**

The purpose of this position is to manage sizeable contract operations involving multiple projects and personnel. As such, is responsible for planning, directing, and coordinating activities of designated projects to ensure that the goals of the projects are accomplished within prescribed time frame and budgetary constraints. Sets and revises (if necessary) management structure to effectively direct project support activities. Frequently meets with client regarding the status of specific projects to discuss issues requiring resolution.

### **Primary Responsibilities:**

- Establish work plan for each project
- Meets with project staff to outline work plan and to assign duties, responsibilities, and scope of authority
- Review status reports prepared by project personnel and modify schedules or plans as required
- Consult with project personnel to provide technical advice and to resolve problems
- Lead complex projects to achieve desired results by setting strategically aligned goals
- Interact with client on issues related to the projects

### **Knowledge and Skill Requirements:**

- Bachelor's degree with an advanced degree preferred but not required typically with a minimum of 10 years of relevant experience.
- A minimum of 10 years experience
- Demonstrated ability to provide guidance and direction to staff
- Significant experience in the management of funds and resources, establishing requirements and procedures for responding to statements of work for task/delivery orders, and preparing deliverables
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG

## **Project Manager**

### **Job Summary:**

The purpose of this position is to manage the day-to-day operations of the project. As such, this individual is responsible for formulating and enforcing work standards, assigning contractor schedules, receiving work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Prepares project estimates and work plans using experience on prior projects and methods and tools for planning and estimating projects. Prepares and presents project status reports to company and client management.

### **Primary Responsibilities:**

- Responsible for all personnel (including consultants and subcontractors) assigned to the project including personnel evaluation
- Monitor status of all project tasks, deliverables, and budget and advise senior management of any significant variations
- Reviews and approves project deliverables and project activities
- Manages staff assigned to the project
- Report as required to the client and manage the expectations of the client
- Provide solutions following established practices, policies, and procedures
- Conducts and or participates in project staff meetings and client meetings
- Participates in complex strategic, business and action planning, process and productivity improvement, and organizational assessments

### **Knowledge and Skill Requirements:**

- Bachelor's degree
- 8-10 years experience that is directly related to the duties and responsibilities specified
- Must be proficient in work processing, spreadsheets, e-mail, database, and Internet
- Must have familiarity with project management tools and methodologies
- Excellent communication, problem solving, and customer service skills
- Not sanctioned or excluded from the Government Programs by the OIG

## **Senior Consultant IV**

### **Job Summary:**

The purpose of this position is to provide business and technical execution of complex projects. As such, this individual must consistently bring in high quality products on time and on budget. Interpret and apply government and industry specifications, guidelines and regulations to the unique requirements of the project. Provide guidance to ensure all project objectives are achieved. Monitor and analyze concept development, requirements determination, requirements analysis, project development, project implementation, and customer support.

### **Primary Responsibilities:**

- Planning, policy development, work methods and procedures, manpower utilization, organizational structures, and information management systems technologies
- Performs project concept evaluation and mission needs activities
- Analyzes and evaluates effectiveness of management controls and channels of communication
- Conducts requirements analysis sessions
- Conducts complex strategic, business, and action planning
- Applies specialized knowledge and skills to projects and recommends solutions
- Performs benchmark needs analysis and requirements definitions
- Advises on business and management improvement issues
- Monitor status of all project tasks, deliverables, and budget
- Interacts with customer on technical issues
- Participate in and contribute to the quality management system

### **Knowledge and Skill Requirements:**

- Master's degree required with a doctorate or Medical Doctor degree preferred
- A minimum of 18 years experience in large-scale management and/or consulting environment or special field of expertise
- Experience analyzing proposed system or process modifications and identifying and designing alternate functional or business solutions
- Possess leadership skills and ability to coach team members
- Possesses strong problem-solving and resolution capabilities
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG
- Depending upon area of expertise, current certification or licensure may be required

### **Senior Consultant III**

#### **Job Summary:**

The purpose of this position is to provide business and technical execution of complex projects. As such, this individual must consistently bring in high quality products on time and on budget. Interpret and apply government and industry specifications, guidelines and regulations to the unique requirements of the project. Provide guidance to ensure all project objectives are achieved. Monitor and analyze concept development, requirements determination, requirements analysis, project development, project implementation, and customer support.

#### **Primary Responsibilities:**

- Planning, policy development, work methods and procedures, manpower utilization, organizational structures, and information management systems technologies
- Performs project concept evaluation and mission needs activities
- Analyzes and evaluates effectiveness of management controls and channels of communication
- Conducts requirements analysis sessions
- Conducts complex strategic, business, and action planning
- Applies specialized knowledge and skills to projects and recommends solutions
- Performs benchmark needs analysis and requirements definitions
- Advises on business and management improvement issues
- Monitor status of all project tasks, deliverables, and budget
- Interacts with customer on technical issues
- Participate in and contribute to the quality management system

#### **Knowledge and Skill Requirements:**

- Bachelor's degree with an advanced degree
- A minimum of 15 years experience in large-scale management and/or consulting environment
- Experience analyzing proposed system or process modifications and identifying and designing alternate functional or business solutions
- Possess leadership skills and ability to coach team members
- Possesses strong problem-solving and resolution capabilities
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG
- Depending upon area of expertise, current certification or licensure may be required

## **Senior Consultant II**

### **Job Summary:**

The purpose of this position is to provide business and technical execution of complex projects. As such, this individual must consistently bring in high quality products on time and on budget. Interpret and apply government and industry specifications, guidelines and regulations to the unique requirements of the project. Provide guidance to ensure all project objectives are achieved. Monitor and analyze concept development, requirements determination, requirements analysis, project development, project implementation, and customer support.

### **Primary Responsibilities:**

- Planning, policy development, work methods and procedures, manpower utilization, organizational structures
- Performs project concept evaluation and mission needs activities
- Analyzes and evaluates effectiveness of management controls and channels of communication
- Conducts requirements analysis sessions
- Conducts complex strategic, business, and action planning
- Applies specialized knowledge and skills to projects and recommends solutions
- Performs benchmark needs analysis and requirements definitions
- Advises on business and management improvement issues
- Monitor status of all project tasks, deliverables, and budget

### **Knowledge and Skill Requirements:**

- Bachelor's degree with an advanced degree preferred but not required typically with a minimum of 12 years experience in large-scale management and/or consulting environment.
- A minimum of 12 years experience in large-scale management and/or consulting environment
- Experience analyzing proposed system or process modifications and identifying and designing alternate functional or business solutions
- Possess leadership skills and ability to coach team members
- Possesses strong problem-solving and resolution capabilities
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG

## **Senior Consultant I**

### **Job Summary:**

The purpose of this position is to assist or lead management, organizational, or business improvement projects including strategic business process reengineering activities, change management, training, facilitation, and program management. This individual is expected to work independently with only very broad direction by more senior personnel. Frequently interfaces with client personnel regarding the project. Provides guidance to ensure all project objectives are achieved.

### **Primary Responsibilities:**

- Responsible for execution of small to medium-size complex projects
- Acts as project manager on projects as assigned
- Assesses, gathers, and evaluates client capabilities and needs
- Facilitates sessions for organizational assessments, organizational development, cost analysis, performance improvement, and the development of a management strategy
- Investigates, analyzes, and resolves routine and non-routine problems
- Provide supervision and direction to support staff
- Prepares project reports and deliverables

### **Knowledge and Skill Requirements:**

- Bachelor's degree with an advanced degree preferred but not required typically with a minimum of 8 years experience in consulting environment.
- A minimum of 8 years experience in consulting environment
- Experience analyzing proposed system or process modifications and identifying and designing alternate functional or business solutions
- Possesses leadership skills and ability to coach team members
- Possesses problem-solving and resolution capabilities
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG

## **Senior Analyst V**

### **Job Summary:**

The purpose of this position is to provide high-level analyses and assessments and to serve as a fully experienced analyst on all assignments relating to client concerns. This individual is expected to work independently with only very broad direction by more senior personnel. Provides analysis and proposes solutions to complex problems, with the ability to perform in any phase of a project from design to implementation. Has extensive knowledge of concepts, principles and methodologies in one or more fields of specialization, which may include medical record audit and review, medical record coding, compliance with government regulations and standards. Frequently interfaces with client personnel regarding the analysis or assessment being performed.

### **Primary Responsibilities:**

- Creates detailed project plans, work assignments, and target dates for assigned projects
- Leads project team to determine project requirements, goals, implementation, and schedules
- Provides expertise in field of specialization for conducted analyses and assessments
- Performs complex analysis and assessments in order to determine compliance
- Conducts organizational and performance assessments
- Prepares project reports and analysis
- Applies specialized knowledge and skills to assessments and propose solutions
- Interacts with customer on issues related to the analysis or assessment
- Participate in and contribute to the quality management system

### **Knowledge and Skill Requirements:**

- Bachelor's degree with an advanced degree preferred but not required
- A minimum of 22 years experience
- Depending upon area of expertise, current certification or licensure may be required, such as an RN, CPC, or CPM
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG

## **Senior Analyst III**

### **Job Summary:**

The purpose of this position is to provide high-level analyses and assessments and to serve as a fully experienced analyst on all assignments relating to client concerns. This individual is expected to work independently with only very broad direction by more senior personnel. Provides analysis and proposes solutions to complex problems, with the ability to perform in any phase of a project from design to implementation. Has extensive knowledge of concepts, principles and methodologies in one or more fields of specialization, which may include medical record audit and review, medical record coding, compliance with government regulations and standards. Frequently interfaces with client personnel regarding the analysis or assessment being performed.

### **Primary Responsibilities:**

- Creates detailed project plans, work assignments, and target dates for assigned projects
- Leads project team to determine project requirements, goals, implementation, and schedules
- Provides expertise in field of specialization for conducted analyses and assessments
- Performs complex analysis and assessments in order to determine compliance
- Conducts organizational and performance assessments
- Prepares project reports and analysis
- Applies specialized knowledge and skills to assessments and propose solutions
- Interacts with customer on issues related to the analysis or assessment
- Participate in and contribute to the quality management system

### **Knowledge and Skill Requirements:**

- Bachelor's degree with an advanced degree preferred but not required
- A minimum of 18 years experience
- Depending upon area of expertise, current certification or licensure may be required, such as an RN, CPC, or CPM
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG

## Senior Analyst II

### Job Summary:

The purpose of this position is to provide high-level analyses and assessments and to serve as a fully experienced analyst on all assignments relating to client concerns. This individual is expected to work independently with only very broad direction by more senior personnel. Provides analysis and proposes solutions to complex problems, with the ability to perform in any phase of a project from design to implementation. Has extensive knowledge of concepts, principles and methodologies in one or more fields of specialization, which may include medical record audit and review, medical record coding, compliance with government regulations and standards. Frequently interfaces with client personnel regarding the analysis or assessment being performed.

### Primary Responsibilities:

- Creates detailed project plans, work assignments, and target dates for assigned projects
- Leads project team to determine project requirements, goals, implementation, and schedules
- Provides expertise in field of specialization for conducted analyses and assessments
- Performs complex analysis and assessments in order to determine compliance
- Conducts organizational and performance assessments
- Prepares project reports and analysis
- Applies specialized knowledge and skills to assessments and propose solutions
- Interacts with customer on issues related to the analysis or assessment
- Participate in and contribute to the quality management system

### Knowledge and Skill Requirements:

- Bachelor's degree with an advanced degree preferred but not required
- A minimum of 15 years experience
- Depending upon area of expertise, current certification or licensure may be required, such as an RN, CPC, or CPM
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG

## **Senior Analyst I**

### **Job Summary:**

The purpose of this position is to provide high-level analyses and assessments and to serve as a fully experienced analyst on all assignments relating to client concerns. This individual is expected to work independently with only very broad direction by more senior personnel. Provides analysis and proposes solutions to complex problems, with the ability to perform in any phase of a project from design to implementation. Has extensive knowledge of concepts, principles and methodologies in one or more fields of specialization, which may include medical record audit and review, medical record coding, compliance with government regulations and standards. Frequently interfaces with client personnel regarding the analysis or assessment being performed.

### **Primary Responsibilities:**

- Creates detailed project plans, work assignments, and target dates for assigned projects
- Leads project team to determine project requirements, goals, implementation, and schedules
- Provides expertise in field of specialization for conducted analyses and assessments
- Performs complex analysis and assessments in order to determine compliance
- Conducts organizational and performance assessments
- Prepares project reports and analysis
- Applies specialized knowledge and skills to assessments and propose solutions
- Interacts with customer on issues related to the analysis or assessment
- Participate in and contribute to the quality management system

### **Knowledge and Skill Requirements:**

- Bachelor's degree with an advanced degree preferred but not required
- A minimum of 10 years experience
- Depending upon area of expertise, current certification or licensure may be required, such as an RN, CPC, or CPM
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG

### **Consultant III**

#### **Job Summary:**

The purpose of this position is to support business and management process teams across a variety of issues with only minimal supervision and direction by more senior personnel. Assists or leads management, organizational, or business improvement projects including strategic consulting, training, facilitation, and program management and integration. Analyzes management effectiveness and evaluates effectiveness of management controls and channels of communication.

#### **Primary Responsibilities:**

- Collects, documents, and analyzes information regarding client business and management processes
- Performs job evaluation and position classification analyses as related to management practices and controls
- Widely applies theories, concepts, and system integration fundamentals
- Determines client requirements and translates these requirements into organizational plans
- Frequently interfaces with client personnel
- Prepares project reports and deliverables
- Applies specialized knowledge and skills to project and proposes solutions
- Participate in and contribute to the quality management system

#### **Knowledge and Skill Requirements:**

- Bachelor's degree required
- A minimum of 8 years experience
- Excellent communication, problem solving, and facilitation skills
- Depending upon area of expertise, current certification or licensure may be required, such as an RN, CPA, or CPC
- Not sanctioned or excluded from the Government Programs by the OIG

## **Consultant II**

### **Job Summary:**

The purpose of this position is to support business and management process teams across a variety of issues with only minimal supervision and direction by more senior personnel. Assists or leads management, organizational, or business improvement projects including strategic consulting, training, facilitation, and program management and integration. Analyzes management effectiveness and evaluates effectiveness of management controls and channels of communication.

### **Primary Responsibilities:**

- Collects, documents, and analyzes information regarding client business and management processes
- Performs job evaluation and position classification analyses as related to management practices and controls
- Widely applies theories, concepts, and system integration fundamentals
- Determines client requirements and translates these requirements into organizational plans
- Frequently interfaces with client personnel
- Prepares project reports and deliverables
- Applies specialized knowledge and skills to project and proposes solutions
- Participate in and contribute to the quality management system

### **Knowledge and Skill Requirements:**

- Bachelor's degree required
- A minimum of 6 years experience
- Excellent communication, problem solving, and facilitation skills
- Depending upon area of expertise, current certification or licensure may be required, such as an RN, CPA, or CPC
- Not sanctioned or excluded from the Government Programs by the OIG

## **Consultant I**

### **Job Summary:**

The purpose of this position is to support business and management process teams across a variety of issues with only minimal supervision and direction by more senior personnel. Assists or leads management, organizational, or business improvement projects including strategic consulting, training, facilitation, and program management and integration. Analyzes management effectiveness and evaluates effectiveness of management controls.

### **Primary Responsibilities:**

- Collects, documents, and analyzes information regarding client business and management processes
- Performs job evaluation and position classification analyses as related to management practices and controls
- Widely applies theories, concepts, and system integration fundamentals
- Determines client requirements and translates these requirements into organizational plans
- Frequently interfaces with client personnel
- Prepares project reports and deliverables
- Applies specialized knowledge and skills to project and proposes solutions

### **Knowledge and Skill Requirements:**

- Bachelor s degree required
- A minimum of 4 years experience
- Excellent communication, problem solving, and facilitation skills
- Depending upon area of expertise, current certification or licensure may be required, such as an RN, CPA, or CPC
- Not sanctioned or excluded from the Government Programs by the OIG

## **Analyst IV**

### **Job Summary:**

The purpose of this position is to provide high-level analyses and assessments and to serve as a fully experienced analyst on all assignments relating to client concerns. This individual is expected to work independently with only very broad direction by more senior personnel. Provides analysis and proposes solutions to complex problems, with the ability to perform in any phase of a project from design to implementation. Has extensive knowledge of concepts, principles and methodologies in one or more fields of specialization, which may include medical record audit and review, medical record coding, compliance with government regulations and standards. Frequently interfaces with client personnel regarding the analysis or assessment being performed.

### **Primary Responsibilities:**

- Creates detailed project plans, work assignments, and target dates for assigned projects
- Leads project team to determine project requirements, goals, implementation, and schedules
- Provides expertise in field of specialization for conducted analyses and assessments
- Performs complex analysis and assessments in order to determine compliance
- Conducts organizational and performance assessments
- Prepares project reports and analysis
- Applies specialized knowledge and skills to assessments and propose solutions
- Interacts with customer on issues related to the analysis or assessment
- Participate in and contribute to the quality management system

### **Knowledge and Skill Requirements:**

- Bachelor's degree with an advanced degree preferred but not required
- A minimum of 12 years experience
- Depending upon area of expertise, current certification or licensure may be required, such as an RN, CPC, or CPM
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG

### **Analyst III**

#### **Job Summary:**

The purpose of this position is to provide high-level analyses and assessments and to serve as a fully experienced analyst on all assignments relating to client concerns. This individual is expected to work independently with only very broad direction by more senior personnel. Provides analysis and proposes solutions to complex problems, with the ability to perform in any phase of a project from design to implementation. Has extensive knowledge of concepts, principles and methodologies in one or more fields of specialization, which may include medical record audit and review, medical record coding, compliance with government regulations and standards. Frequently interfaces with client personnel regarding the analysis or assessment being performed.

#### **Primary Responsibilities:**

- Creates detailed project plans, work assignments, and target dates for assigned projects
- Leads project team to determine project requirements, goals, implementation, and schedules
- Provides expertise in field of specialization for conducted analyses and assessments
- Performs complex analysis and assessments in order to determine compliance
- Conducts organizational and performance assessments
- Prepares project reports and analysis
- Applies specialized knowledge and skills to assessments and propose solutions
- Interacts with customer on issues related to the analysis or assessment

#### **Knowledge and Skill Requirements:**

- Bachelor's degree with an advanced degree preferred but not required typically with a minimum of 10 years of relevant experience.
- A minimum of 10 years experience
- Depending upon area of expertise, current certification or licensure may be required, such as a BS or RN, CPC, or CPM
- Excellent communication, problem solving, and facilitation skills
- Not sanctioned or excluded from the Government Programs by the OIG

## **Analyst II**

### **Job Summary:**

The purpose of this position is to provide analyses and assessments and the individual is expected to work independently with only very broad supervision and direction by more senior personnel, such as an Analyst III. Provides analysis and makes recommendations for solutions to complex problems. Has knowledge and expertise with concepts, principles and methodologies in one or more fields of specialization, which can include medical record audit and review, medical record coding, compliance with government regulations and standards. Frequently interfaces with other analysts regarding the analysis or assessment being performed.

### **Primary Responsibilities:**

- Works as part of a project team to determine project requirements, goals, implementation, and schedules
- Provides expertise in field of specialization for conducted analyses and assessments
- Contributes to writing analytic and assessment reports
- Performs analysis and assessments in order to determine compliance
- Conducts organizational and performance assessments
- Prepares project reports and analysis
- Applies specialized knowledge and skills to assessments and recommends solutions

### **Knowledge and Skill Requirements:**

- Bachelor's degree
- A minimum of 6 years experience
- Depending upon area of expertise, current certification or licensure may be required, such as an RN, CPA, CPC, or CPM
- Excellent communication, problem solving, and customer service skills
- Not sanctioned or excluded from the Government Programs by the OIG

## **Analyst I**

### **Job Summary:**

The purpose of this position is to serve as an experienced analyst on all assignments relating to client concerns and is expected to work independently with only minimal supervision and direction by more senior personnel. Primarily responsible to analyze and evaluate data from a variety of sources to discern problems, identify opportunities, understand issues, and predict trends. An effective contributor to research teams and, in a multidisciplinary setting, shows sufficient independent skill and judgment about topics to pursue and selection of appropriate analytical approaches.

### **Primary Responsibilities:**

- Performs data analysis to identify patterns and trends, vulnerabilities, and opportunities for improvement
- Designs, initiates, and conducts key tasks or smaller projects independently
- Provides reports on identified data issues
- Conducts research on identified issues, as needed
- Translates data into powerful presentations that facilitate others understanding
- Extracts and prepares data reports as requested
- Performs testing and monitors data for quality and integrity
- Prepares independent data studies, proactively, for additional development and assignments
- Maintains a tracking system for all data extraction and reports

### **Knowledge and Skill Requirements:**

- Bachelor's degree
- 2-4 Years experience that is directly related to the duties and responsibilities specified
- Experience with spreadsheet, database, and software applications
- Not sanctioned or excluded from the Government Programs by the OIG

## **Publication Specialist II**

### **Job Summary:**

The purpose of this position is to assist with the design, development, and preparation of plain language reports, articles, brochures, training and educational materials, and other technical publications. This will involve writing, editing, or graphic design.

### **Primary Responsibilities:**

- Use technical writing knowledge to write, edit, or revise a variety of documents or products
- Collaborate with Subject Matter Experts regarding information included in documents
- Ensure all work follows company and customer editorial policies and standards
- Design and develop graphics, page layouts, charts, and other components using various computer based graphics software
- Review completed products for compliance with Section 508 of the Rehabilitation Act

### **Knowledge and Skill Requirements:**

- Bachelor's degree or equivalent experience
- Minimum of 5 years related experience
- Excellent knowledge of proper language usage and conventions
- Working knowledge and proficiency of design or word processing software
- Excellent communication and problem solving skills
- Not sanctioned or excluded from Government Programs by the OIG

## **Publication Specialist I**

### **Job Summary:**

The purpose of this position is to assist with the design, development, and preparation of plain language reports, articles, brochures, training and educational materials, and other technical publications. This will involve writing, editing, or graphic design.

### **Primary Responsibilities:**

- Use technical writing knowledge to write, edit, or revise a variety of documents or products
- Collaborate with Subject Matter Experts regarding information included in documents
- Ensure all work follows company and customer editorial policies and standards
- Design and develop graphics, page layouts, charts, and other components using various computer based graphics software
- Review completed products for compliance with Section 508 of the Rehabilitation Act

### **Knowledge and Skill Requirements:**

- Bachelor's degree or equivalent experience
- Minimum of 2 years related experience
- Excellent knowledge of proper language usage and conventions
- Working knowledge and proficiency of design or word processing software
- Excellent communication and problem solving skills
- Not sanctioned or excluded from Government Programs by the OIG

## **Administrative Assistant II**

### **Job Summary:**

The purpose of this position is to perform moderately complex administrative management tasks such as word processing, spreadsheet development, administrative typing, and filing. As such this individual is responsible for supporting management with activities such as recording minutes, and preparing meeting notes.

### **Primary Responsibilities:**

- Provide administrative support for the department independently with only minimal supervision and direction by more senior personnel
- Operate personal computer to compose and edit correspondence, prepare and distribute agendas and meeting minutes
- Give/receive routine information requiring high level discretion and courtesy
- Independently plans, develops, and maintains administrative hard copy and electronic files for the organization and/or a department
- Integrates inputs from various sources to create a cohesive product
- Prepares both graphical and narrative presentation material
- Document office procedures, constantly working with other staff members to keep office procedures updated
- Prepare, or assist with, the preparation of scheduled and/or ad hoc statistical and narrative reports as directed

### **Knowledge and Skill Requirements:**

- High School diploma required, Associate Degree or completion of courses in office support training preferred
- 3 Years experience that is directly related to the duties and responsibilities specified
- Knowledge and application experience with Microsoft Office Suite Software
- Knowledgeable in computer based documentation and presentation techniques
- Possesses progressive experience in office automation tools
- Possesses excellent verbal and written communications skills
- Not sanctioned or excluded from the Government Programs by the OIG

## **Administrative Assistant I**

### **Job Summary:**

The purpose of this position is to perform a variety of administrative and staff support for the assigned department or project. These activities include word processing, administrative typing, resolving administrative problems and inquiries, edit and proofread correspondence, and prepare a range of administrative documents.

### **Primary Responsibilities:**

- Provide administrative support for the project with minimal supervision to include, but not limited to: answering copying, faxing, ordering supplies, logging incoming and outgoing mail, preparing mailings, etc.
- Operate personal computer to edit correspondence and/or memoranda from dictation or verbal direction
- Prepare, transcribe, compose, type, edit, and distribute agendas and/or meeting minutes
- Give/receive routine information requiring high level discretion and courtesy
- Maintain files and computer file organization and templates
- Possesses excellent verbal and written communications skills
- Assist with the preparation of scheduled and/or ad hoc statistical and narrative reports as directed

### **Knowledge and Skill Requirements:**

- High School diploma or GED required
- 1-3 Years experience that is directly related to the duties and responsibilities specified
- Knowledge and application experience with Microsoft Office Suite Software
- Knowledge of general office equipment and accepted administrative procedures
- Not sanctioned or excluded from the Government Programs by the OIG