



**Standard Technology, Inc.**  
7315 Wisconsin Ave. Suite 900, Bethesda, MD 20814

**Management, Organization and Business Implementation Services**

# **MOBIS**

## **Schedule**

**General Services Administration**

**Federal Supply Services**

**Federal Supply Group: 874**

**Classes: 8742**

**Contract Number: GS-10F-0291K**

**Contract Period: 07/01/2000 through 06/30/2015**

## GENERAL SERVICES ADMINISTRATION

### Federal Supply Service

#### *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.gsa.gov>.

#### **Schedule for – Management, Organizational and Business Improvement Services (MOBIS)**

**Federal Supply Group: 874    Class: 8742**

**Contract Number: GS-10F-0291K**

**For more information on ordering from Federal Supply Schedules**

**click on the FSS Schedules button at <http://www.fss.gsa.gov>**

**Contract Period: 07/01/2000 through 06/30/2015**

**Contractor:**                      **Standard Technology, Inc.**                      **Business Size:**    Small  
7315 Wisconsin Ave. Suite 900 W  
Bethesda, MD 20814

**Telephone:**                      (301) 913-9651- Ext. 305

**FAX Number:**                      (301) 913-0270

**Web Site:**                              [www.stic2.com](http://www.stic2.com)

**E-mail:**                                [behbahanif@stic2.com](mailto:behbahanif@stic2.com)

**POC:**                                    Fred Behbahani, CFO

## CUSTOMER INFORMATION

- 1a. **Table of Awarded Special Item Number(s) Sin's with appropriate cross-reference to page numbers:**  
874-1, 874-2 ,874-3 and 874-7
- 1b. **Identification of the lowest priced item/service and lowest unit price for that item/service for each special item number awarded. (Attach separate sheet if necessary):** See item 6below
2. **Maximum Order Limitation:** \$ 1,000,000.00
3. **Minimum Order:** \$1,000.00
4. **Geographic Coverage (Delivery Area):** FOB Domestic Only
- 4a. **Travel:** Contractor travel will be IAW the Federal Travel Regulation 31.205-46 as applicable
5. **Point(s) of Production (city, county, and state or foreign country):** Same as Contractor
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** None offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted below the micro purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro purchase threshold:** Contact Contractor
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:** Contact Contractor
- 11e. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
12. **FOB Points(s):** Destination
13. **Ordering Address(es):** Same as Contractor
14. **Payment Address(es):** Same as Contractor
15. **Warranty provision:** None
16. **Export Packing Charges:** N/ A
17. **Terms and conditions of Government commercial credit card acceptance (any thresholds above the micropurchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair:** 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 of any other services (if applicable):** N/ A
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
- 24. Year 2000 (Y2K) compliant:** N/ A
- 25. Environmental attributes:** N/ A
- 26. Data Universal Numbering System (DUNS) number:** 14-7225528
- 27. Notification regarding registration in Central Contractor Registration (CCR) database:** Registration Confirmed
- 28. Security Clearances:** The contractor has employees with current security clearances

## CONSULTATION SERVICES SIN 874-1

### **SIN 874-1: Consulting Services**

#### **Strategic, Business, and Action Planning**

STI provides expert consulting during all steps of an agency's change process. A central theme in all of our support service is to help our clients establish what is critical to them; those activities in which they must be uniquely capable – their *core competencies*. This provides focus for the entire organization and offers leaders a means of concentrating available resources, while providing a basis, or vision, to guide the enterprise's strategic business and action planning and its evolution. The services we offer to establish a client's core competencies include such techniques as defining current and alternative organizational designs, evaluating alternative organizations and conducting analyses of current financial management data to advise our clients on where they may be investing in other than their core competencies.

Examples of consultation services include:

- Strategic, Business, and Action Planning
- Process and Productivity Improvement
- Organizational Assessments
- Program Audits
- Performance Measures and Indicators

## CONSULTATION SERVICES *(cont'd)* SIN 874-1 & 1RC

<b>Labor Category</b>	<b>Hourly</b>
Senior Program Manager	\$149.13
Program Manager	\$103.24
Project Manager	\$84.29
Subject Matter Expert I	\$114.22
Subject Matter Expert II	\$146.10
Principal Consultant	\$136.02
Senior Consultant	\$109.23
Consultant	\$81.30
Associate Consultant	\$48.38
Principal Analyst	\$100.76
Senior Analyst	\$71.32
Analyst	\$59.35
Associate Analyst	\$49.38
Logistics Management Specialist	\$67.33
Quality Assurance Specialist	\$72.32
Technical Writer	\$51.37
Senior Graphics Design Specialist	\$62.47
Graphics Design Specialist	\$39.40
Project Support Specialist I	\$25.44
Senior Project Support Specialist	\$38.40
Accounting Technician Junior I	\$19.53
Accounting Technician Junior II	\$21.82
Accounting Technician Junior III	\$23.89
Accounting Technician I	\$26.18
Accounting Technician II	\$28.46
Accounting Technician III	\$30.53
Accounting Technician Senior I	\$32.82
Accounting Technician Senior II	\$34.90
Accounting Technician Senior III	\$36.98
Coding Specialist Junior I	\$30.53
Coding Specialist Junior II	\$32.82
Coding Specialist Junior III	\$34.90
Coding Specialist I	\$36.98
Coding Specialist II	\$39.26
Coding Specialist III	\$41.55
Coding Specialist Senior I	\$44.04
Coding Specialist Senior II	45.62
Coding Specialist Senior III	47.84

## FACILITATION SERVICES SIN 874-2 & 2RC

### **SIN 874-2: Facilitation Services**

STI facilitators are accomplished at providing facilitation and related decision support services to agencies engaged in collaborative efforts, working groups, and integrated product or process teams. We are experienced in bringing together diverse groups with common and divergent interests and functioning as a neutral party to assist them in reaching organizational goals and objectives, or to solve problems. Software tools are used to conduct and electronically capture group brainstorming; vote, rank, and prioritize ideas, options and data; develop, administer, and analyze surveys; resolve disputes and disagreements; and perform process modeling and simulation. We facilitate organizations through their problem solving efforts in an objective and unbiased manner to make the change process easier. We provide assistance in:

- Convening and Leading Large and Small Group Briefings and Discussions
- Resolving Disagreements and Divergent Views
- Focusing on Decision-Making
- Using Problem Solving Techniques
- Overall Planning
- Defining and Refining the Agenda
- Documenting Results and Debriefing

## FACILITATION SERVICES *(cont'd)*

### SIN 874-2 & 2RC

Labor Category	Hourly
Senior Program Manager	\$149.13
Program Manager	\$103.24
Project Manager	\$84.29
Subject Matter Expert I	\$114.22
Subject Matter Expert II	\$146.10
Master Facilitator	\$126.26
Senior Facilitator	\$79.50
Facilitator	\$54.50
Associate Facilitator	\$38.50
Quality Assurance Specialist	\$72.50
Senior Meeting Planner	\$61.50
Meeting Planner	\$49.50
Associate Meeting Planner	\$38.50
Technical Writer	\$51.50
Senior Graphics Design Specialist	\$62.63
Graphics Design Specialist	\$39.50
Project Support Specialist I	\$25.50
Senior Project Support Specialist	\$38.50
Accounting Technician Junior I	\$19.58
Accounting Technician Junior II	\$21.87
Accounting Technician Junior III	\$23.95
Accounting Technician I	\$26.24
Accounting Technician II	\$28.53
Accounting Technician III	\$30.61
Accounting Technician Senior I	\$32.90
Accounting Technician Senior II	\$34.99
Accounting Technician Senior III	\$37.07
Coding Specialist Junior I	\$30.61
Coding Specialist Junior II	\$32.90
Coding Specialist Junior III	\$34.99
Coding Specialist I	\$37.07
Coding Specialist II	\$39.36
Coding Specialist III	\$41.65
Coding Specialist Senior I	\$44.15
Coding Specialist Senior II	\$45.73
Coding Specialist Senior III	\$47.96

## SURVEY SERVICES SIN 874-3 & 3RC

### **SIN 874-3: Survey Services**

STI provides expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Our goal is to help agencies use surveys as another tool in an integrated, total systems approach to management, organizational and business improvement. We offer organizational culture surveys targeted to improve communication and team building, surveys to assess the progress of specific improvement initiatives and customer satisfaction surveys, all planned and designed to support the life cycle of the change process. We provide assistance in:

- Planning Survey Design and Development
- Administering Surveys
- Sampling
- Analysis of Quantitative and Qualitative Data
- Database Administration
- Assessing Reliability and Validity

## SURVEY SERVICES *(cont'd)* SIN 874-3 & 3 RC

<b>Labor Category</b>	<b>Hourly</b>
Senior Program Manager	\$149.50
Program Manager	\$103.50
Project Manager	\$84.50
Subject Matter Expert I	\$114.22
Subject Matter Expert II	\$146.10
Principal Analyst	\$101.01
Senior Analyst	\$71.50
Analyst	\$59.50
Associate Analyst	\$49.50
Principal Survey Consultant	\$116.16
Senior Survey Consultant	\$84.50
Survey Consultant	\$75.76
Associate Survey Consultant	\$54.50
Survey Technician	\$39.50
Quality Assurance Specialist	\$72.50
Technical Writer	\$51.50
Senior Graphics Design Specialist	\$62.63
Graphics Design Specialist	\$39.50
Project Support Specialist I	\$25.50
Senior Project Support Specialist	\$38.50
Accounting Technician Junior I	\$19.58
Accounting Technician Junior II	\$21.87
Accounting Technician Junior III	\$23.95
Accounting Technician I	\$26.24
Accounting Technician II	\$28.53
Accounting Technician III	\$30.61
Accounting Technician Senior I	\$32.90
Accounting Technician Senior II	\$34.99
Accounting Technician Senior III	\$37.07
Coding Specialist Junior I	\$30.61
Coding Specialist Junior II	\$32.90
Coding Specialist Junior III	\$34.99
Coding Specialist I	\$37.07
Coding Specialist II	\$39.36
Coding Specialist III	\$41.65
Coding Specialist Senior I	\$44.15
Coding Specialist Senior II	\$45.73
Coding Specialist Senior III	\$47.96

## Program Integration and Project Management SIN 874-7

### **SIN 874-7: Program Integration and Project Management**

STI provides services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are:

- Project leadership and communications with stakeholders;
- Project planning and scheduling
- Earned value management support
- Project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services
- Program integration services; and project close-out services.

## PROGRAM INTEGRATION AND PROJECT MANAGEMENT SIN 874-7 & 7 RC

<b>Labor Category</b>	<b>Hourly</b>
Senior Program Manager	\$149.13
Program Manager	\$103.24
Project Manager	\$ 84.29
Subject Matter Expert I	\$114.22
Subject Matter Expert II	\$146.10
Principal Consultant	\$136.02
Senior Consultant	\$109.23
Consultant	\$81.30
Associate Consultant	\$48.38
Principal Analyst	\$100.76
Senior Analyst	\$71.32
Analyst	\$59.35
Associate Analyst	\$49.38

**Category Title: 1. Senior Program Manager**

**Functional Description:** Serves as the senior contract manager and as the principal interface between STI and the client for multiple, complex programs. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies and communicating policies, procedures, and goals of the program.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 15

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 2. Program Manager**

**Functional Description:** Serves as the senior contract manager and as the principal interface between STI and the client for complex programs. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies and communicating policies, procedures, and goals of the program.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 10

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 3. Project Manager**

**Functional Description:** Serves as the manager for large task orders or groups of task orders. Interfaces with client personnel. Under guidance of the Program Manager, responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies and communicating policies, procedures, and goals of the program.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 6

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 4. Principal Subject Matter Expert**

**Functional Description:** Posses unique vision and expert knowledge in highly specialized fields. Applies best industry practices and standards and innovative solutions to intractable and complex problems. Works directly with client management to apply advanced principles, theories, and concepts to complex problems. Develops insightful solutions that properly balance fiscal, technological schedule and organizational constraints and limitations. Widely recognized as an expert.

**Minimum Education Level:** Ph. D

**Minimum Experience (Years):** 10

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 5. Senior Subject Matter Expert**

**Functional Description:** Posses broad vision and expert knowledge in highly specialized fields. Applies best industry practices and standards and innovative solutions to complex problems. Works directly with client management to apply advanced principles, theories, and concepts to complex problems. Develops insightful solutions that properly balance fiscal, technological schedule and organizational constraints and limitations. Recognized as an expert.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 8

College degree can be substituted with additional years of experience in related field.

**Category Title: 6. Principal Consultant**

**Functional Description:** Serves as senior-level team member on all consulting assignments. Responsibilities include team performance, project assignments, and mission tracking. Expected to identify and solve work assignment problems. Supervises more junior consultants.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 12

College degree can be substituted with additional years of experience in related field.

**Category Title: 7. Senior Consultant**

**Functional Description:** Serves as a fully experienced consultant on all assignments relating to senior client management concerns. Expected to work independently with only very broad supervision and direction by more senior personnel. Frequently interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 8

College degree can be substituted with additional years of experience in related field.

**Category Title: 8. Consultant**

**Functional Description:** Serves as an experienced consultant on all assignments relating to senior client management concerns. Expected to work independently with only minimal supervision and direction by more senior personnel. Frequently interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 4

College degree can be substituted with additional years of experience in related field.

**Category Title: 9. Associate Consultant**

**Functional Description:** Serves as an experienced consultant on all assignments given by more senior STI personnel. Expected to work independently with periodic supervision and direction by more senior personnel. Frequently interfaces with client technical personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 1

College degree can be substituted with additional years of experience in related field.

**Category Title: 10. Principal Analyst**

**Functional Description:** Supervises teams of analytic personnel assigned to highly complex client problems. Expected to develop and recommend solutions to difficult and frequently intractable problems. Represents STI to the client management in a professional and creditable manner.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 8

College degree can be substituted with additional years of experience in related field.

**Category Title: 11 Senior Analyst**

**Functional Description:** Serves as a fully experienced analyst on all assignments relating to senior client management concerns. Expected to work independently with only very broad supervision and direction

by more senior personnel. Frequently interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 5

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 12. Analyst**

**Functional Description:** Serves as an experienced analyst on all assignments relating to senior client management concerns. Expected to work independently with only minimal supervision and direction by more senior personnel. Frequently interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 2

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 13. Associate Analyst**

**Functional Description:** Serves as an experienced analyst on all assignments given by more senior STI personnel. Expected to work independently with periodic supervision and direction by more senior personnel. Frequently interfaces with client technical personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 1

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 14. Principal Survey Consultant**

**Functional Description:** Supervises teams of survey consultants assigned to highly complex client problems. Expected to develop and recommend solutions to difficult and frequently intractable problems. Expected to identify and resolve work assignment conflicts. Represents STI to the client management in a professional and creditable manner.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 12

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 15. Senior Survey Consultant**

**Functional Description:** Serves as a fully experienced survey consultant on all assignments relating to senior client management concerns. Expected to work independently with only very broad supervision and direction by more senior personnel. Frequently interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 8

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 16. Survey Consultant**

**Functional Description:** Serves as an experienced survey consultant on all assignments relating to senior client management concerns. Expected to work independently with only minimal supervision and direction by more senior personnel. Frequently interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 4

College degree can be substituted with additional years of experience in related field.

**Category Title: 17. Associate Survey Consultant**

**Functional Description:** Serves as an experienced survey consultant on all assignments given by more senior STI personnel. Expected to work independently with periodic supervision and direction by more senior personnel. Frequently interfaces with client technical personnel and expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 1

College degree can be substituted with additional years of experience in related field.

**Category Title: 18. Survey Technician**

**Functional Description:** Serves as an assistant to more senior survey consultants as assigned. Expected to work independently with periodic supervision and direction by more senior personnel. Frequently interfaces with client technical personnel and expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** AA

**Minimum Experience (Years):** 2

College degree can be substituted with additional years of experience in related field.

**Category Title: 19. Master Facilitator**

**Functional Description:** Supervises more junior facilitators assigned to resolving highly complex client problems through collaborative efforts. Expected to develop and recommend solutions to difficult and frequently intractable problems. Expected to identify and resolve work assignment conflicts. Represents STI to the client management in a professional and creditable manner.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 10

College degree can be substituted with additional years of experience in related field.

**Category Title: 20. Senior Facilitator**

**Functional Description:** Serves as a fully experienced facilitator on all assignments relating to senior client management concerns. Expected to work independently with only very broad supervision and direction by more senior personnel. Frequently interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 8

College degree can be substituted with additional years of experience in related field.

**Category Title: 21. Facilitator**

**Functional Description:** Serves as an experienced facilitator on all assignments relating to senior client management concerns. Expected to work independently with only minimal supervision and direction by more senior personnel. Frequently interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 4

College degree can be substituted with additional years of experience in related field.

**Category Title: 22. Associate Facilitator**

**Functional Description:** Serves as an experienced facilitator on all assignments given by more senior STI

personnel. Expected to work independently with periodic supervision and direction by more senior personnel. Frequently interfaces with client technical personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 1

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 23. Logistics Management Specialist**

**Functional Description:** Operates independently to solve logistics systems issues. Uses structured logic and other analytic techniques to fully define logistics issues. Finds solutions that utilize a detailed knowledge of integrated logistics support, life cycle cost analysis and inventory management. Interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 5

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 24. Quality Assurance Specialist**

**Functional Description:** Reviews activities, processes, and products to assure the highest standards of quality are achieved. Reviews to assure correctness, adherence to standards and to assure progress against schedules. Applies established techniques to assist in both formal and informal reviews. Formulates recommendations as needed for process and product improvements. Frequently interfaces with client technical personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 5

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 25. Senior Meeting Planner**

**Functional Description:** Coordinates highly complex symposia, conferences, and special meetings for clients to assure that these events achieve the problem resolution and educational purposes that are their goal. Assists in the preparation of the conference agenda and provides for the capture of a permanent record. Assures the facility requirements of both plenary and small discussion groups facilitate the meeting moving toward problem solving and decision-making. Represents STI to the client management in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 6

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 26. Meeting Planner**

**Functional Description:** Coordinates less complex symposia, conferences, and special meetings for clients to assure that these events achieve the problem resolution and educational purposes that are their goal. Assists in the preparation of the conference agenda and provides for the capture of a permanent record. Assures the facility requirements of both plenary and small discussion groups facilitate the meeting moving toward problem solving and decision-making. Interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 1

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 27. Associate Meeting Planner**

**Functional Description:** Coordinates smaller symposia, conferences, and special meetings for clients to assure that these events achieve the problem resolution and educational purposes that are their goal. Assists in the preparation of the conference agenda and provides for the capture of a permanent record. Assures the facility requirements of both plenary and small discussion groups facilitate the meeting moving toward problem solving and decision-making. Interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** HS

**Minimum Experience (Years):** 1

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 28. Technical Writer**

**Functional Description:** Collects and organizes technical, management and administrative information necessary to prepare proposals, reports, briefings, manuals, and policy guidance. Leads others and performs expository writing to assure adequate communication to and on behalf of the client. Edits documentation prepared by others. May develop and integrate graphic presentations when appropriate. Frequently interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 2

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 29. Senior Graphics Design Specialist**

**Functional Description:** Collects and organizes technical, management and administrative data that can better be communicated in graphic formats. Applies creativity to discern and highlight patterns and relationships within the data that can best be grasped as charts, graphs, or other pictorial representations. Supervises more junior graphic specialist to assure quality and timeliness of their work product. Frequently interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 4

**College degree can be substituted with additional years of experience in related field.**

**Category Title: 30. Graphics Design Specialist**

**Functional Description:** Under supervision, collects and organizes technical, management and administrative data that can better be communicated in graphic formats. Applies creativity to discern and highlight patterns and relationships within the data that can best be grasped as charts, graphs, or other pictorial representations. Occasionally interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** HS

**Minimum Experience (Years):** 1

**Category Title: 31. Project Support Specialist**

**Functional Description:** Under supervision assists in office operational activities to support project and program management. Oversees and provides support in the production of projects reports and other deliverables. Coordinates project meeting schedules, assists in project administration, and supervises project records maintenance. Occasionally interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** HS  
**Minimum Experience (Years):** 1

**Category Title: 32. Senior Project Support Specialist**

**Functional Description:** Supervises office operational activities to support project and program management. Oversees and provides support in the production of projects reports and other deliverables. Coordinates project meeting schedules, assists in project administration, and supervises project records maintenance. Frequently interfaces with client personnel and is expected to represent STI in a professional and creditable manner.

**Minimum Education Level:** HS  
**Minimum Experience (Years):** 4

**Category Title: 33. Accounting Technician Junior Level I**

**Functional Description:** Under supervision, provides assistance to improve accountability and optimize collections of reimbursable accounts. Establishes liaison with other departments and offices, outside agencies, private contractors, or companies, as well as, government officials within and outside the Department of Defense as required to facilitate resolution of legal and contractual matters relating to reimbursement. Assists with claims, validation of payment accuracy, and accounts follow -up. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** HS  
**Minimum Experience (Years):** 1

**Category Title: 34. Accounting Technician Junior Level II**

**Functional Description:** Under supervision, provides assistance to improve accountability and optimize collections of reimbursable accounts. Establishes liaison with other departments and offices, outside agencies, private contractors, or companies, as well as, government officials within and outside the Department of Defense as required to facilitate resolution of legal and contractual matters relating to reimbursement. Assists with claims, validation of payment accuracy, and accounts follow -up. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** HS  
**Minimum Experience (Years):** 2

**Category Title: 35. Accounting Technician Junior Level III**

**Functional Description:** Under supervision, provides assistance to improve accountability and optimize collections of reimbursable accounts. Establishes liaison with other departments and offices, outside agencies, private contractors, or companies, as well as, government officials within and outside the Department of Defense as required to facilitate resolution of legal and contractual matters relating to reimbursement. Assists with claims, validation of payment accuracy, and accounts follow -up. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** HS  
**Minimum Experience (Years):** 3

**Category Title: 36. Accounting Technician Level I**

**Functional Description:** Provides assistance to improve accountability and optimize collections of reimbursable accounts. Establishes liaison with other departments and offices, outside agencies, private contractors, or companies, as well as, government officials within and outside the Department of Defense as required to facilitate resolution of legal and contractual matters relating to reimbursement. Assists with claims, validation of payment accuracy, and accounts follow -up. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** HS  
**Minimum Experience (Years):** 2

**Category Title: 37. Accounting Technician Level II**

**Functional Description:** Provides assistance to improve accountability and optimize collections of reimbursable accounts. Establishes liaison with other departments and offices, outside agencies, private contractors, or companies, as well as, government officials within and outside the Department of Defense as required to facilitate resolution of legal and contractual matters relating to reimbursement. Assists with claims, validation of payment accuracy, and accounts follow-up. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** HS  
**Minimum Experience (Years):** 3

**Category Title: 38. Accounting Technician Level III**

**Functional Description:** Provides assistance to improve accountability and optimize collections of reimbursable accounts. Establishes liaison with other departments and offices, outside agencies, private contractors, or companies, as well as, government officials within and outside the Department of Defense as required to facilitate resolution of legal and contractual matters relating to reimbursement. Assists with claims, validation of payment accuracy, and accounts follow-up. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** HS  
**Minimum Experience (Years):** 4

**Category Title: 39. Accounting Technician Senior Level I**

**Functional Description:** Develops, implements, maintains, and manages the STI Team to improve accountability and optimize collections of reimbursable accounts. Establishes liaison with other departments and offices, outside agencies, private contractors, or companies, as well as, government officials within and outside the Department of Defense as required to facilitate resolution of legal and contractual matters relating to reimbursement. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** HS  
**Minimum Experience (Years):** 3

**Category Title: 40. Accounting Technician Senior Level II**

**Functional Description:** Develops, implements, maintains, and manages the STI Team to improve accountability and optimize collections of reimbursable accounts. Establishes liaison with other departments and offices, outside agencies, private contractors, or companies, as well as, government officials within and outside the Department of Defense as required to facilitate resolution of legal and contractual matters relating to reimbursement. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** HS  
**Minimum Experience (Years):** 5

**Category Title: 41. Accounting Technician Senior Level III**

**Functional Description:** Develops, implements, maintains, and manages the STI Team to improve accountability and optimize collections of reimbursable accounts. Establishes liaison with other departments and offices, outside agencies, private contractors, or companies, as well as, government officials within and outside the Department of Defense as required to facilitate resolution of legal and

contractual matters relating to reimbursement. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** HS

**Minimum Experience (Years):** 7

**Category Title: 42. Coding Specialist Junior Level I**

**Functional Description:** Under supervision, provides coding expertise in all aspects of inpatient and/ or outpatient clinical coding function. Reviews medical record documentation and ambulatory encounter forms to determine appropriate clinical code(s) according to the International Classification of Disease- 9<sup>th</sup> Edition-Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT), and Health Care Financing Procedural Coding System (HCPCS) for direct care and ancillary services. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** Certified Procedural Coder (CPC), Certified Coding Specialist (CCS), Certified Coding Specialist-Physician Based (CCS-P)

**Minimum Experience (Years):** 0 (Exam eligible with one-year ambulatory coding experience may be substituted)

**Category Title: 43. Coding Specialist Junior Level II**

**Functional Description:** Under supervision, provides coding expertise in all aspects of inpatient and/ or outpatient clinical coding function. Reviews medical record documentation and ambulatory encounter forms to determine appropriate clinical code(s) according to the International Classification of Disease- 9<sup>th</sup> Edition-Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT), and Health Care Financing Procedural Coding System (HCPCS) for direct care and ancillary services. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** Certified Procedural Coder (CPC), Certified Coding Specialist (CCS), Certified Coding Specialist-Physician Based (CCS-P)

**Minimum Experience (Years):** 1-2 (Exam eligible with two years ambulatory coding experience may be substituted)

**Category Title: 44. Coding Specialist Junior Level III**

**Functional Description:** Under supervision, provides coding expertise in all aspects of inpatient and/ or outpatient clinical coding function. Reviews medical record documentation and ambulatory encounter forms to determine appropriate clinical code(s) according to the International Classification of Disease- 9<sup>th</sup> Edition-Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT), and Health Care Financing Procedural Coding System (HCPCS) for direct care and ancillary services. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** Certified Procedural Coder (CPC), Certified Coding Specialist (CCS), Certified Coding Specialist-Physician Based (CCS-P)

**Minimum Experience (Years):** 2-3 (Exam eligible with three years ambulatory coding experience may be substituted)

**Category Title: 45. Coding Specialist Level I**

**Functional Description:** Provides coding expertise in all aspects of inpatient and/ or outpatient clinical coding function. Reviews medical record documentation and ambulatory encounter forms to determine appropriate clinical code(s) according to the International Classification of Disease- 9<sup>th</sup> Edition-Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT), and Health Care Financing Procedural Coding System (HCPCS) for direct care and ancillary services. Analyzes accuracy and data quality, disease management practices, product line efficiencies, utilization rates, and demographics. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** AA

**Minimum Experience (Years):** 0 (Exam eligible with 3 years ambulatory coding experience may be substituted)

**Category Title: 46. Coding Specialist Level II**

**Functional Description:** Provides coding expertise in all aspects of inpatient and/ or outpatient clinical coding function. Reviews medical record documentation and ambulatory encounter forms to determine appropriate clinical code(s) according to the International Classification of Disease- 9<sup>th</sup> Edition-Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT), and Health Care Financing Procedural Coding System (HCPCS) for direct care and ancillary services. Analyzes accuracy and data quality, disease management practices, product line efficiencies, utilization rates, and demographics. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** AA

**Minimum Experience (Years):** 1-3 (Exam eligible with 3-5 years ambulatory coding experience may be substituted)

**Category Title: 47. Coding Specialist Level III**

**Functional Description:** Supervises and provides coding expertise and training in all aspects of inpatient and/ or outpatient clinical coding function. Reviews medical record documentation and ambulatory encounter forms to determine appropriate clinical code(s) according to the International Classification of Disease- 9<sup>th</sup> Edition-Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT), and Health Care Financing Procedural Coding System (HCPCS) for direct care and ancillary services. Analyzes accuracy and data quality, disease management practices, product line efficiencies, utilization rates, and demographics. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** AA

**Minimum Experience (Years):** 3 (Exam eligible with 5-10 years ambulatory coding experience may be substituted)

**Category Title: 48. Coding Specialist Senior I**

**Functional Description:** Supervises the coding team providing coding expertise in all aspects of inpatient and/ or outpatient clinical coding function. Audits and monitors coding accuracy through review of medical record documentation and ambulatory encounter forms. Provides initial and on-going training in International Classification of Disease- 9<sup>th</sup> Edition-Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT), Health Care Financing Procedural Coding System (HCPCS), and Evaluation & Management (E&M) coding for providers and administrative staff. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 1-3

**Category Title: 49. Coding Specialist Senior II**

**Functional Description:** Supervises the coding team providing coding expertise in all aspects of inpatient and/ or outpatient clinical coding function. Audits and monitors coding accuracy through review of medical record documentation and ambulatory encounter forms. Provides initial and on-going training in International Classification of Disease- 9<sup>th</sup> Edition-Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT), Health Care Financing Procedural Coding System (HCPCS), and Evaluation & Management (E&M) coding for providers and administrative staff. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** BS

**Minimum Experience (Years):** 3-5

**Category Title: 50. Coding Specialist Senior III**

**Functional Description:** Supervises the coding team providing coding expertise in all aspects of inpatient and/ or outpatient clinical coding function. Audits and monitors coding accuracy through review of medical record documentation and ambulatory encounter forms. Provides initial and on-going training in International Classification of Disease- 9<sup>th</sup> Edition-Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT), Health Care Financing Procedural Coding System (HCPCS), and Evaluation & Management (E&M) coding for providers and administrative staff. Interfaces with client personnel and represents STI in a professional and creditable manner.

**Minimum Education Level:** MS

**Minimum Experience (Years):** 5