

Core Labor Categories:

1. Program Manager

Plans, supervises, manages, and may participate technically in all projects within the operating unit. Must have the ability to interact effectively with technical and/or business officials involved in the task area(s). Supervises multiple senior and mid level program managers. Provides expertise in meeting specific requirements associated with technical or business related issues. Interprets processes/issues relating to key aspects of program requirements to support solution process. Recommends or develops alternate solutions when applicable.

Education/Experience: Masters Degree in a technical or business area, or a Bachelors Degree and five (5) years of additional experience relevant to the task order can be substituted for the Masters Degree. Must have 10 to 15 years of project-related experience including at least five years experience managing multiple projects and staff of comparable scope to the effort assigned.

2. Project Manager

Plans, supervises, manages, and may participate technically in one or more projects. Maintains project schedule, milestones, correspondence, and other programmatic or managerial tasks. Supervises project personnel. Interprets processes/issues relating to key aspects of project requirements to support solution process. Recommends or develops alternate solutions when applicable.

Education/Experience: Bachelors Degree in a technical or business area discipline from an accredited college or university. Minimum professional experience must include five (5) years of demonstrated experience in managing related projects. Should possess knowledge of technical, business or policy issues pertaining to subject area(s) for which support is being provided.

3. Enterprise Architect

Duties: Provides authoritative technical inputs to project/process system cost estimating/research tasks in the areas of (1) systems hardware design, process re-engineering, or manufacturing engineering, or (2) software design/development and other related tasks. An EAI Architect remains continuously aware of business, technical, and infrastructure issues and acts as sounding board or consultant to aid in the development of creative solutions.

Education/Experience; Masters Degree in a technical or business area, or a Bachelors Degree and five (5) years of additional experience relevant to the task order can be substituted for the Masters Degree. Must have 10 to 15 years of project-related experience including at least five years experience managing multiple projects and staff of comparable scope to the effort assigned.

4. Enterprise Developer

Designs and applies advanced methods, theories, and research techniques in the investigation and solutions of complex and difficult systems design requirements and problems. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering

or functional requirements of operation systems, support systems, or management information systems. Organizes and documents findings of studies and prepares recommendations of implementation. Provides specialized knowledge in specific engineering processes, methods, or disciplines. Plays a key role in driving forward technology initiatives. Assists in development of project plans and provides technical assistance. Analyzes client needs and development specifications. Establishes and maintains project development specifications and standards.

Education/Experience: Master's degree in software engineering, computer science, mathematics or other technical discipline; or Bachelor's degree and four years of specific experience in lieu of a Master's degree. Specialized experience as a computer systems engineer and programmer associated with the design, development, documentation and implementation of software.

5. **Business Management Consultant (Senior)**

Serve as a coach or mentor to the other team members and be recognized as an authority on one or more business improvement subject areas, such as, but not limited to: change management, strategic and business planning, statistical process control, development of leadership/management skills, organizational design, benchmarking, survey analysis, training development, performance measurement, customer analysis, simulation methods and methodology, information management, process modeling and analysis, performance measurement, and Business Process Reengineering (BPR) methodologies. Must demonstrate strong process improvement strategies for difficult projects, business analysis methods and techniques, sophisticated consulting strategies and techniques, functional area test practices, organizational development and systems approaches to integrating total solutions

Education/Experience: Bachelor's degree and 12 years of general experience, 10 years of specific; or Master's degree and 10 years of general experience, 8 years of specific.

6. **Business Management Consultant**

Responsible for applying business improvement and reengineering principles to organizational development and process modernization projects. Responsible for assisting in effectively transitioning existing project teams and facilitating project teams in the accomplishment of project activities and objectives. Provide group facilitation, interviewing, training, and additional forms of knowledge transfer. Skilled in areas such as, but not limited to, methodology development, change management, organizational development, activity and data modeling, performance measurement, benchmarking and identifying best practices. Demonstrate creative "Out-of-the-box" thinking and display strong communication skills. Demonstrate action, implement concepts and seek meaningful results to problems. Assist or lead in the facilitation of discussions and meetings with customer staff.

Education/Experience: Bachelor's degree and 6 years of general experience, 4 years of specific; Master's degree and 4 years of general experience, 2 years of specific.

7. **Business Management Consultant (Junior)**

Responsible for, or assisting with, applying business improvement and reengineering principles to organizational development and process modernization projects. Responsible for assisting in transitioning existing project teams and facilitating project teams in the accomplishment of project activities and objectives. Understand the fundamental drivers of business performance. Interpret data to discern problems, identify opportunities, understand issues, and predict trends. Translate data into powerful displays that facilitate others' understanding. Provide group facilitation, interviewing, training, and additional forms of knowledge transfer.

Education/Experience: Bachelor's degree and 4 years of general experience, 2 years of specific; Master's degree and 2 years of general experience, 1 year of specific.

8. **Business Analyst (Senior)**

Serves as senior subject matter expert associated with business content, processes and procedures. Defines the detailed requirements, analyzes the business needs, and validates solutions with the client. Details requirements through the product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs

Education/Experience: Bachelor's degree and 6 years of general experience, 4 years of specific; Master's degree and 4 years of general experience, 2 years of specific.

9. **Business Analyst**

Serves as subject matter expert associated with content, processes, and procedures associated with enterprise applications. Applies functional knowledge to design and customization of workflow systems that provide seamless integration for client/server applications. Writes functional requirements, develops test plans, and works with production issues.

Education/Experience: Bachelor's degree and 4 years of general experience, 2 years of specific; Master's degree and 2 years of general experience, 1 year of specific; Associate's degree (or equivalent) and 6 years of general experience, 4 years of specific.

10. **Data Analyst**

Focus is on data design, database architecture, metadata and repository creation. Reviews data loaded into the database for accuracy. Responsible for the development, maintenance and support of an enterprise data warehouse system and corresponding data marts. Troubleshoots and tunes existing database applications. Conducts research into new data warehouse applications and determines viability for adoption. Assists in establishing development standards. Evaluates existing subject areas stored in the database. Incorporated existing subject areas into an enterprise model. Creates new or enhanced components of the database.

Educational Requirements: Bachelors degree or equivalent technical training and 1 year related experience.

11. Web Designer

Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Experienced in the design and development, testing, deployment, and maintenance of web or web applications constructed in a business application or survey application mode. Experienced in developing 508 compliant web applications for relational database and/or data retrieval systems. Also maintains basic skills and working knowledge of Web development programming tools, including HTML

Education/Experience: Bachelors degree or equivalent technical training and 1 year experience.

12. Web Developer

Works closely with programmers and Web Designer to design and script highly interactive web interfaces; creates and uses code libraries; ensures cross-browser support and code for efficient use of bandwidth. Also responsible for creating technical methodologies for engineering solutions to Web-based development issues.

Educational Requirements: Bachelors degree or equivalent technical training and 1 year experience.

13. Technical Writer

Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Education/Experience: Bachelor's Degree or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

14. Principal Training Analyst

Provides direct interface with customer technical and management personnel for design and development of training program strategies and associated strategic planning, business process review and improvement, the assessment of alternative training concepts and technologies, the investigation and resolution of emergent training program problems, and life cycle costing and economic business case analysis. Assesses alternative acquisition strategies and provides high order expertise to specify requirements for the development of training program management plans to support acquisition and life cycle support

requirements planning.

Education/Experience: Bachelors degree. Experience in a principal/lead analyst position with over eight years of progressive experience in the training field, including any of the areas of training program planning and concept development; training program management and execution; and training requirements analysis. Experience in instructional design or course instruction with knowledge of digital video, CD-ROM and network delivery techniques. Experience may also include areas of expertise such as media selection, web-based training, interactive video-teletraining, computer-based training, instructional videos, instructor led courses, synchronous/asynchronous training, self-study materials, and training device fabrication/integration. Background or experience in instructional technology, or education.

15. Senior Training Specialist

Supervises training specialists in the development of training products or for providing training services, including training course/curricula design and definition, and/or the authoring, media digitization, and graphics implementation of training products. As an analyst, assesses training program requirements and performs resolution of emergent training problems. Performs analyses and develops training program management plans to support acquisition and life cycle support requirements planning. Monitors training program schedules and integrates/develops recommendations for corrective or remedial action. Provides technical input to customer technical and management reviews. Develops content for contract technical packages (SOW, CDRL, Specifications).

Education/Experience: Bachelors degree; or an Associates degree in a related field with two additional years of experience. Five years of experience in developing computer-based and/or multimedia training products or in the delivery of training curricula. Experience in the planning, implementation, management and execution of training programs. Experience in instructional design or course instruction with knowledge of digital video, CD-ROM and network delivery techniques. Experience may also include areas of expertise such as media selection, web-based training, interactive video-teletraining, computer-based training, instructional videos, instructor led courses, synchronous/asynchronous training, self-study materials, and training device fabrication/integration.

16. Senior Administrative Specialist

Specializes in coordinating and planning office administration and support. Reports directly to a client, usually at the client location, to support its operations as required. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments.

Education/Experience: Bachelors Degree.

	LABOR CATEGORIES	HOURLY
1	Program Manager	\$122.11
2	Project Manager	\$100.38
3	Enterprise Architect	\$108.88
4	Enterprise Developer	\$148.47
5	Business Management Consultant (Senior)	\$232.62
6	Business Management Consultant	\$174.47
7	Business Management Consultant (Junior)	\$87.23
8	Business Analyst (Senior)	\$146.82
9	Business Analyst	\$123.72
10	Data Analyst	\$54.44
11	Web Designer	\$69.28
12	Web Developer	\$54.44
13	Tech Writer	\$41.24
14	Senior Administrative Specialist	\$24.20