



Financial and Business Solutions

Contract Number: GS-23F-0268P
Authorized Federal Supply Schedule Price List

**General Services Administration
Federal Supply Services**



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 are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.fss.gsa.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

FINANCIAL and BUSINESS SOLUTIONS

Federal Supply Schedule

Contract Number: **GS-23F-0268P**

Contract Period: **May 21, 2004 through May 20, 2009**

June 2007

Contractor Name:	Eagan, McAllister Associates, Inc.
Contractor Address:	P.O. Box 986 Lexington Park, Maryland 20653
Contractor Phone Number:	301-863-2192
Contractor Fax Number:	301-863-2308
Contractor Web Site:	www.emainc.com
Contractor Business Size:	Large Business
Contract Administrator:	Daphne Martin daphne_martin@emainc.com

CUSTOMER INFORMATION

- 1a. Table of awarded Special Item Number(s) (SINs):
 - 520-11 Accounting (See Attachment A)
 - 520-12 Budgeting (See Attachment A)
 - 520-13 Complementary Financial Management Services (See Attachment A)
- 1b. Price Model: N/A
- 1c. Hourly rates: See Attachment A
2. Maximum order: \$1,000,000.00 per SIN
3. Minimum order: \$300.00
4. The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico.
5. Points of production: Eagan, McAllister Associates, Inc.
47332 Eagan, McAllister Lane
P.O. Box 986
Lexington Park, Maryland 20653
6. The prices illustrated herein are net prices.
7. Quantity discounts: Not applicable
8. Prompt payment terms: Net 30 days
- 9a. Government purchase cards are accepted up to the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items: Not applicable
- 11a. Time of delivery is as specified by the ordering agency on each task order.
- 11b. Products available for expedited delivery: Not applicable
- 11c. Products available for overnight and 2-day delivery: Not applicable
- 11d. The Urgent Requirements Clause (I-FSS-140B (01/94)) is incorporated in full text in the contract.
12. F.O.B. Point(s): Destination.

- 13a. Ordering Address: Eagan, McAllister Associates, Inc.
 P.O. Box 986
 Lexington Park, Maryland 20653
 ema_contracts@emainc.com

- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

- 14. Payment Address: If sent via electronic payments –
 Wachovia Bank NA
 Acct # 2000020834474
 ABA # 051400549

- 15. Warranty Provision: Not applicable

- 16. Export packing charges: Not applicable

- 17. Terms and conditions of Government purchase card acceptance: See #9 above

- 18. Terms and conditions of rental, maintenance, and repair: Not applicable

- 19. Terms and conditions of installation: Not applicable

- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable

- 20a. Terms and conditions of any other services: Not applicable

- 21. List of service and distribution points: Not applicable

- 22. List of participating dealers: Not applicable

- 23. Preventive maintenance: Not applicable.

- 24a. Special attributes: Not applicable
- 24b. According to 48 CFR 2.101, it appears that Section 508 requirements are not applicable to the financial and business support services EMA is providing under this vehicle. EMA is not providing EIT or IT services as defined in the FAR. Regardless, EMA is committed to ensuring that all users of its services are reasonably accommodated in accordance with the requirements of applicable law, rule or regulation.
- 25. Data Universal Number System (DUNS) number: 13-1875452
- 26. Eagan, McAllister Associates, Inc. is registered in the Central Contractor Registration (CCR) database.

**Attachment A
Awarded Special Item Number(s) (SINs)
and
Authorized Price List**

SIN 520-11 ACCOUNTING

The Contractor shall provide accounting services. This may include but is not limited to the following:

- ♦ Analyze, process, and summarize transactions
- ♦ Assist in devising new or revised accounting policies and procedures
- ♦ Classify accounting transactions
- ♦ Perform special studies to improve accounting operations
- ♦ Resolve accounting issues
- ♦ Resolve and/or implement audit findings
- ♦ Assess or enhance accounting internal controls
- ♦ Improve operating efficiency and effectiveness

SIN 520-12 BUDGETING

The Contractor shall provide budgeting services. This may include but is not limited to the following:

- ♦ Assess and improve the budget formulation process
- ♦ Assess and improve the budget execution process
- ♦ Conduct special reviews of budget formulation or execution issues
- ♦ Review budgetary controls
- ♦ Assist with implementation of corrective actions

SIN 520-13 COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

The Contractor shall provide complementary financial management services. This may include but is not limited to the following:

- ♦ Assess and improve financial management systems
- ♦ Conduct A-127 system compliance reviews
- ♦ Assist with implementation of corrective actions
- ♦ Document systems
- ♦ Identify systems requirements
- ♦ Plan and develop systems
- ♦ Assist in meeting agency financial management system requirements
- ♦ Assess and improve financial reporting and analysis
- ♦ Develop new reporting formats and pro-forma financial reports
- ♦ Assist in improving and streamlining reporting and analysis processes

- ♦ Perform cost-benefit or other special financial analyses
- ♦ Assist with the requirements of the Government Performance & Results Act
- ♦ Assist with devising and implementing performance measures and related processes and systems
- ♦ Assist with strategic and operational financial planning
- ♦ Resolve audit recommendations
- ♦ Assist in managerial cost accounting
- ♦ Assist in financial policy formulation and development
- ♦ Perform economic and regulatory analyses
- ♦ Develop methods for analyzing cost, benefits and impacts of regulations and policies
- ♦ Collect data and prepare Information Collection Requests for approval by OMB
- ♦ Conduct expose and risk analyses
- ♦ Develop, modify or apply risk characterization models to analyze and evaluate policies, programs and regulations
- ♦ Perform actuarial services and/or actuarial data analysis services
 - Collection, analysis, editing, calibration and data entry of Employee Benefit Plan information
 - Conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities
 - Perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or underfunded
- ♦ Assist with quality assurance efforts

Hourly Rates by Labor Category & Site

Labor Category (Contractor Site)	05/21/04-	05/21/05-	05/21/06-	05/21/07-	05/21/08-	05/21/09-	05/21/10-	05/21/11-	05/21/12-	05/21/13-
	05/20/05	05/20/06	05/20/07	05/20/08	05/20/09	05/20/10	05/20/11	05/20/12	05/20/13	05/20/14
Program Manager	\$148.42	\$153.47	\$158.68	\$164.08	\$169.66	\$175.43	\$181.39	\$187.56	\$193.94	\$200.53
Project Manager	\$130.24	\$134.67	\$139.25	\$143.98	\$148.88	\$153.94	\$159.17	\$164.58	\$170.18	\$175.97
Financial Analyst I	\$49.88	\$51.58	\$53.33	\$55.14	\$57.02	\$58.96	\$60.96	\$63.03	\$65.18	\$67.39
Financial Analyst II	\$72.47	\$74.93	\$77.48	\$80.12	\$82.84	\$85.66	\$88.57	\$91.58	\$94.69	\$97.91
Financial Analyst III	\$84.19	\$87.05	\$90.01	\$93.07	\$96.24	\$99.51	\$102.89	\$106.39	\$110.01	\$113.75
Financial Analyst IV	\$94.31	\$97.52	\$100.83	\$104.26	\$107.81	\$111.47	\$115.26	\$119.18	\$123.23	\$127.42
Financial Analyst V	\$108.79	\$112.49	\$116.31	\$120.27	\$124.36	\$128.59	\$132.96	\$137.48	\$142.15	\$146.99
Financial System Analyst I	\$65.74	\$67.98	\$70.29	\$72.68	\$75.15	\$77.70	\$80.34	\$83.08	\$85.90	\$88.82
Financial System Analyst II	\$79.14	\$81.83	\$84.61	\$87.49	\$90.46	\$93.54	\$96.72	\$100.01	\$103.41	\$106.93
Financial System Analyst III	\$83.12	\$85.95	\$88.87	\$91.89	\$95.01	\$98.24	\$101.58	\$105.04	\$108.61	\$112.30
Account Analyst I	\$40.12	\$41.48	\$42.89	\$44.35	\$45.86	\$47.42	\$49.03	\$50.70	\$52.42	\$54.21
Account Analyst II	\$62.03	\$64.14	\$66.32	\$68.57	\$70.91	\$73.32	\$75.81	\$78.39	\$81.05	\$83.81
Account Analyst III	\$89.06	\$92.09	\$95.22	\$98.46	\$101.80	\$105.27	\$108.84	\$112.55	\$116.37	\$120.33
Training Specialist I	\$41.43	\$42.84	\$44.30	\$45.80	\$47.36	\$48.97	\$50.63	\$52.36	\$54.14	\$55.98
Training Specialist II	\$51.14	\$52.88	\$54.68	\$56.54	\$58.46	\$60.45	\$62.50	\$64.63	\$66.82	\$69.09
Training Specialist III	\$63.37	\$65.52	\$67.75	\$70.06	\$72.44	\$74.90	\$77.45	\$80.08	\$82.80	\$85.62
Training Specialist IV	\$87.00	\$89.96	\$93.02	\$96.18	\$99.45	\$102.83	\$106.33	\$109.94	\$113.68	\$117.54
Subject Matter Expert (SME)	\$156.25	\$161.56	\$167.06	\$172.74	\$178.61	\$184.68	\$190.96	\$197.45	\$204.17	\$211.11
Technical Expert	\$131.32	\$135.78	\$140.40	\$145.18	\$150.11	\$155.21	\$160.49	\$165.95	\$171.59	\$177.43
Business Reengineering Specialist I	\$112.07	\$115.88	\$119.82	\$123.89	\$128.11	\$132.46	\$136.97	\$141.62	\$146.44	\$151.42
Business Reengineering Specialist II	\$120.14	\$124.22	\$128.45	\$132.82	\$137.33	\$142.00	\$146.83	\$151.82	\$156.98	\$162.32
Database Administrator I	\$60.63	\$62.69	\$64.82	\$67.03	\$69.31	\$71.66	\$74.10	\$76.62	\$79.22	\$81.92
Database Administrator II	\$67.12	\$69.40	\$71.76	\$74.20	\$76.72	\$79.33	\$82.03	\$84.82	\$87.70	\$90.69
Database Administrator III	\$80.37	\$83.10	\$85.93	\$88.85	\$91.87	\$94.99	\$98.22	\$101.56	\$105.02	\$108.59
Computer Programmer I	\$51.21	\$52.95	\$54.75	\$56.61	\$58.54	\$60.53	\$62.59	\$64.71	\$66.91	\$69.19
Computer Programmer II	\$62.40	\$64.52	\$66.72	\$68.98	\$71.33	\$73.75	\$76.26	\$78.85	\$81.54	\$84.31
Computer Programmer III	\$69.51	\$71.87	\$74.32	\$76.84	\$79.46	\$82.16	\$84.95	\$87.84	\$90.83	\$93.91
Systems Analyst I	\$77.16	\$79.78	\$82.50	\$85.30	\$88.20	\$91.20	\$94.30	\$97.51	\$100.82	\$104.25
Systems Analyst II	\$88.63	\$91.64	\$94.76	\$97.98	\$101.31	\$104.76	\$108.32	\$112.00	\$115.81	\$119.75
Systems Analyst III	\$96.35	\$99.63	\$103.01	\$106.52	\$110.14	\$113.88	\$117.75	\$121.76	\$125.90	\$130.18

Labor Category (Contractor Site) <i>(Continued)</i>	05/21/04- 05/20/05	05/21/05- 05/20/06	05/21/06- 05/20/07	05/21/07- 05/20/08	05/21/08- 05/20/09	05/21/09- 05/20/10	05/21/10- 05/20/11	05/21/11- 05/20/12	05/21/12- 05/20/13	05/21/13- 05/20/14
Systems Engineer I	\$80.14	\$82.86	\$85.68	\$88.60	\$91.61	\$94.72	\$97.94	\$101.27	\$104.72	\$108.28
Systems Engineer II	\$91.54	\$94.65	\$97.87	\$101.20	\$104.64	\$108.20	\$111.88	\$115.68	\$119.61	\$123.68
Systems Engineer III	\$101.17	\$104.61	\$108.17	\$111.84	\$115.65	\$119.58	\$123.64	\$127.85	\$132.20	\$136.69
Technical Writer/Editor I	\$47.27	\$48.88	\$50.54	\$52.26	\$54.03	\$55.87	\$57.77	\$59.74	\$61.77	\$63.87
Technical Writer/Editor II	\$55.92	\$57.82	\$59.79	\$61.82	\$63.92	\$66.10	\$68.34	\$70.67	\$73.07	\$75.55
Technical Writer/Editor III	\$66.70	\$68.97	\$71.31	\$73.74	\$76.24	\$78.84	\$81.52	\$84.29	\$87.15	\$90.12
Technical Writer/Editor IV	\$86.31	\$89.24	\$92.28	\$95.42	\$98.66	\$102.01	\$105.48	\$109.07	\$112.78	\$116.61
Computer Clerk	\$24.38	\$25.21	\$26.07	\$26.95	\$27.87	\$28.82	\$29.80	\$30.81	\$31.86	\$32.94
Technical Data Technician	\$39.28	\$40.62	\$42.00	\$43.42	\$44.90	\$46.43	\$48.01	\$49.64	\$51.33	\$53.07
Documentation Specialist	\$70.90	\$73.31	\$75.80	\$78.38	\$81.05	\$83.80	\$86.65	\$89.60	\$92.64	\$95.79
Graphics Specialist I	\$45.71	\$47.26	\$48.87	\$50.53	\$52.25	\$54.03	\$55.86	\$57.76	\$59.73	\$61.76
Graphics Specialist II	\$61.64	\$63.74	\$65.90	\$68.14	\$70.46	\$72.86	\$75.33	\$77.89	\$80.54	\$83.28
Graphics Specialist III	\$66.06	\$68.31	\$70.63	\$73.03	\$75.51	\$78.08	\$80.73	\$83.48	\$86.32	\$89.25
Project Analyst I	\$55.93	\$57.83	\$59.80	\$61.83	\$63.93	\$66.11	\$68.35	\$70.68	\$73.08	\$75.57
Project Analyst II	\$63.96	\$66.13	\$68.38	\$70.71	\$73.11	\$75.60	\$78.17	\$80.83	\$83.57	\$86.42
Project Analyst III	\$76.19	\$78.78	\$81.46	\$84.23	\$87.09	\$90.05	\$93.12	\$96.28	\$99.55	\$102.94
Project Analyst IV	\$83.12	\$85.95	\$88.87	\$91.89	\$95.01	\$98.24	\$101.58	\$105.04	\$108.61	\$112.03
Project Administrator I	\$39.23	\$40.56	\$41.94	\$43.37	\$44.84	\$46.37	\$47.94	\$49.57	\$51.26	\$53.00
Project Administrator II	\$48.57	\$50.22	\$51.93	\$53.69	\$55.52	\$57.41	\$59.36	\$61.38	\$63.46	\$65.62
Project Administrator III	\$60.35	\$62.40	\$64.52	\$66.72	\$68.99	\$71.33	\$73.76	\$76.26	\$78.86	\$81.54
Administrative Specialist I	\$28.22	\$29.18	\$30.17	\$31.20	\$32.26	\$33.35	\$34.49	\$35.66	\$36.87	\$38.13
Administrative Specialist II	\$36.29	\$37.52	\$38.80	\$40.12	\$41.48	\$42.89	\$44.35	\$45.86	\$47.42	\$49.03
Administrative Specialist III	\$44.50	\$46.01	\$47.58	\$49.20	\$50.87	\$52.60	\$54.39	\$56.23	\$58.15	\$60.12

Labor Category (Government Site)	05/21/04- 05/20/05	05/21/05- 05/20/06	05/21/06- 05/20/07	05/21/07- 05/20/08	05/21/08- 05/20/09	05/21/09- 05/20/10	05/21/10- 05/20/11	05/21/11- 05/20/12	05/21/12- 05/20/13	05/21/13- 05/20/14
Program Manager	\$128.24	\$132.60	\$137.11	\$141.77	\$146.59	\$151.57	\$156.73	\$162.06	\$167.57	\$173.26
Project Manager	\$112.52	\$116.35	\$120.30	\$124.39	\$128.62	\$132.99	\$137.52	\$142.19	\$147.03	\$152.02
Financial Analyst I	\$43.10	\$44.57	\$46.08	\$47.65	\$49.27	\$50.94	\$52.67	\$54.47	\$56.32	\$58.23
Financial Analyst II	\$62.61	\$64.74	\$66.94	\$69.22	\$71.57	\$74.00	\$76.52	\$79.12	\$81.81	\$84.59
Financial Analyst III	\$72.74	\$75.21	\$77.77	\$80.41	\$83.15	\$85.98	\$88.90	\$91.92	\$95.05	\$98.28
Financial Analyst IV	\$81.48	\$84.25	\$87.11	\$90.08	\$93.14	\$96.31	\$99.58	\$102.97	\$106.47	\$110.09
Financial Analyst V	\$93.99	\$97.19	\$100.49	\$103.91	\$107.44	\$111.09	\$114.87	\$118.78	\$122.81	\$126.99
Financial System Analyst I	\$56.79	\$58.72	\$60.72	\$62.78	\$64.92	\$67.12	\$69.41	\$71.77	\$74.21	\$76.73
Financial System Analyst II	\$68.38	\$70.70	\$73.11	\$75.59	\$78.16	\$80.82	\$83.57	\$86.41	\$89.35	\$92.39
Financial System Analyst III	\$71.81	\$74.25	\$76.78	\$79.39	\$82.09	\$84.88	\$87.76	\$90.75	\$93.83	\$97.02
Account Analyst I	\$34.66	\$35.84	\$37.06	\$38.32	\$39.62	\$40.97	\$42.36	\$43.80	\$45.29	\$46.83
Account Analyst II	\$53.59	\$55.41	\$57.30	\$59.24	\$61.26	\$63.34	\$65.49	\$67.72	\$70.02	\$72.41
Account Analyst III	\$76.95	\$79.57	\$82.27	\$85.07	\$87.96	\$90.95	\$94.04	\$97.24	\$100.55	\$103.97
Training Specialist I	\$35.79	\$37.01	\$38.27	\$39.57	\$40.91	\$42.30	\$43.74	\$45.23	\$46.77	\$48.36
Training Specialist II	\$44.19	\$45.69	\$47.25	\$48.85	\$50.51	\$52.23	\$54.01	\$55.84	\$57.74	\$59.70
Training Specialist III	\$54.75	\$56.61	\$58.54	\$60.53	\$62.58	\$64.71	\$66.91	\$69.19	\$71.54	\$73.97
Training Specialist IV	\$75.17	\$77.73	\$80.37	\$83.10	\$85.93	\$88.85	\$91.87	\$94.99	\$98.22	\$101.56
Subject Matter Expert (SME)	\$134.99	\$139.58	\$144.33	\$149.23	\$154.31	\$159.55	\$164.98	\$170.59	\$176.39	\$182.38
Technical Expert	\$113.46	\$117.32	\$121.31	\$125.43	\$129.70	\$134.11	\$138.66	\$143.38	\$148.25	\$153.29
Business Reengineering Specialist I	\$96.83	\$100.12	\$103.53	\$107.05	\$110.69	\$114.45	\$118.34	\$122.36	\$126.52	\$130.83
Business Reengineering Specialist II	\$103.79	\$107.32	\$110.97	\$114.74	\$118.64	\$122.68	\$126.85	\$131.16	\$135.62	\$140.23
Database Administrator I	\$52.39	\$54.17	\$56.01	\$57.92	\$59.89	\$61.92	\$64.03	\$66.21	\$68.46	\$70.78
Database Administrator II	\$57.99	\$59.96	\$62.00	\$64.11	\$66.29	\$68.54	\$70.87	\$73.28	\$75.77	\$78.35
Database Administrator III	\$69.44	\$71.80	\$74.24	\$76.77	\$79.38	\$82.08	\$84.87	\$87.75	\$90.73	\$93.82
Computer Programmer I	\$44.24	\$45.74	\$47.30	\$48.91	\$50.57	\$52.29	\$54.07	\$55.91	\$57.81	\$59.77
Computer Programmer II	\$53.91	\$55.74	\$57.64	\$59.60	\$61.62	\$63.72	\$65.89	\$68.13	\$70.44	\$72.84
Computer Programmer III	\$60.60	\$62.10	\$64.21	\$66.40	\$68.65	\$70.99	\$73.40	\$75.90	\$78.48	\$81.15
Systems Analyst I	\$66.66	\$68.93	\$71.27	\$73.69	\$76.20	\$78.79	\$81.47	\$84.24	\$87.10	\$90.06
Systems Analyst II	\$76.57	\$79.17	\$81.87	\$84.65	\$87.53	\$90.50	\$93.58	\$96.76	\$100.05	\$103.45
Systems Analyst III	\$83.25	\$86.08	\$89.01	\$92.03	\$95.16	\$98.40	\$101.74	\$105.20	\$108.78	\$112.48

Labor Category (Government Site) <i>(Continued)</i>	05/21/04- 05/20/05	05/21/05- 05/20/06	05/21/06- 05/20/07	05/21/07- 05/20/08	05/21/08- 05/20/09	05/21/09- 05/20/10	05/21/10- 05/20/11	05/21/11- 05/20/12	05/21/12- 05/20/13	05/21/13- 05/20/14
Systems Engineer I	\$69.24	\$71.59	\$74.03	\$76.55	\$79.15	\$81.84	\$84.62	\$87.50	\$90.47	\$93.55
Systems Engineer II	\$79.09	\$81.78	\$84.56	\$87.43	\$90.41	\$93.48	\$96.66	\$99.95	\$103.34	\$106.86
Systems Engineer III	\$87.41	\$90.38	\$93.45	\$96.63	\$99.92	\$103.32	\$106.83	\$110.46	\$114.22	\$118.10
Technical Writer/Editor I	\$40.84	\$42.23	\$43.66	\$45.15	\$46.68	\$48.27	\$49.91	\$51.61	\$53.36	\$55.18
Technical Writer/Editor II	\$48.31	\$49.95	\$51.65	\$53.41	\$55.22	\$57.10	\$59.04	\$61.05	\$63.12	\$65.27
Technical Writer/Editor III	\$57.63	\$59.59	\$61.62	\$63.71	\$65.88	\$68.12	\$70.43	\$72.83	\$75.30	\$77.86
Technical Writer/Editor IV	\$74.57	\$77.11	\$79.73	\$82.44	\$85.24	\$88.14	\$91.14	\$94.23	\$97.44	\$100.75
Computer Clerk	\$21.07	\$21.79	\$22.53	\$23.29	\$24.09	\$24.90	\$25.75	\$26.63	\$27.53	\$28.47
Technical Data Technician	\$33.94	\$35.09	\$36.29	\$37.52	\$38.80	\$40.12	\$41.48	\$42.89	\$44.35	\$45.86
Documentation Specialist	\$61.26	\$63.34	\$65.50	\$67.72	\$70.03	\$72.41	\$74.87	\$77.41	\$80.05	\$82.77
Graphics Specialist I	\$39.49	\$40.83	\$42.22	\$43.66	\$45.14	\$46.68	\$48.26	\$49.90	\$51.60	\$53.35
Graphics Specialist II	\$53.26	\$55.07	\$56.94	\$58.88	\$60.88	\$62.95	\$65.09	\$67.30	\$69.59	\$71.96
Graphics Specialist III	\$57.08	\$59.02	\$61.03	\$63.10	\$65.25	\$67.47	\$69.76	\$72.13	\$74.58	\$77.12
Project Analyst I	\$48.32	\$49.96	\$51.66	\$53.42	\$55.23	\$57.11	\$59.05	\$61.06	\$63.14	\$65.28
Project Analyst II	\$55.26	\$57.14	\$59.08	\$61.09	\$63.17	\$65.32	\$67.54	\$69.83	\$72.21	\$74.66
Project Analyst III	\$65.82	\$68.06	\$70.37	\$72.76	\$75.24	\$77.80	\$80.44	\$83.18	\$86.00	\$88.93
Project Analyst IV	\$71.81	\$74.25	\$76.78	\$79.39	\$82.09	\$84.88	\$87.76	\$90.75	\$93.83	\$97.02
Project Administrator I	\$33.89	\$35.04	\$36.23	\$37.47	\$38.74	\$40.06	\$41.42	\$42.83	\$44.28	\$45.79
Project Administrator II	\$41.96	\$43.39	\$44.86	\$46.39	\$47.96	\$49.60	\$51.28	\$53.02	\$54.83	\$56.69
Project Administrator III	\$52.14	\$53.91	\$55.75	\$57.64	\$59.60	\$61.63	\$63.72	\$65.89	\$68.13	\$70.45
Administrative Specialist I	\$24.38	\$25.21	\$26.07	\$26.95	\$27.87	\$28.82	\$29.80	\$30.81	\$31.86	\$32.94
Administrative Specialist II	\$31.35	\$32.42	\$33.52	\$34.66	\$35.84	\$37.05	\$38.31	\$39.62	\$40.96	\$42.36
Administrative Specialist III	\$38.45	\$39.76	\$41.11	\$42.51	\$43.95	\$45.45	\$46.99	\$48.59	\$50.24	\$51.95

Attachment B Labor Categories

Job descriptions and requirements follow for each labor category we propose.

Program Manager

1. **Functions:** Acts as the overall lead, manager and administrator for the contract effort. Serves as the primary interface and point of contact with Government program authorities and representatives on technical and program/project issues. Supervises program/project operations by developing procedures, planning and directing execution of the business management, technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements. As a result of the above functions, a Secret clearance is required for the position.
2. **Qualifications:** A Master's Degree in Computer Science, Mathematics, Engineering, Statistics or Business Management from an accredited college or university and eight years of management and supervisory experience including performance in each of the foregoing functions with respect to technical programs/projects OR a Bachelor's Degree in Computer Science, Mathematics, Statistics, Engineering, Operations Research or Business Management from an accredited college or university and twelve years of management and supervisory experience including performance in each of the foregoing functions with respect to technical programs/projects.

Project Manager

1. **Functions:** Under the guidance of the Program Manager is responsible for the overall management of the specific task order(s); serves as the primary interface and point of contact with the Government program authorities and representatives on financial/technical program/project issues; supervises program/project operations by developing business management, system engineering and management procedures, planning and directing execution of the effort, and monitoring and reporting progress; manages acquisition and employment of the program/project resources; manages and controls financial and administrative aspects of the program/project with respect to delivery order requirements.
2. **Qualifications:** A Bachelor's degree and 8 years of experience performing the foregoing functions.
3. **Specialized Experience:**
 - a. At least 5 years of the foregoing total experience must have consisted of management and supervisory experience including performance of the foregoing functions with respect to Cost Estimating, Business Management, or Procurement Strategic Planning and Execution; and

- b. At least 2 years of the foregoing total experience must have been as a team leader investigating large and complex problems, and making sound recommendations relevant to analysis, computing, quality control, and testing systems.

Financial Analyst

1. **Functions:** Analyzes business or operating procedures to devise the most efficient method of accomplishing the work. Tracks administrative management of contracts, personnel and costs. Plans the study of work problems and procedures, gathers and analyzes data, organizes and documents findings of studies, and prepares recommendations for implementing new systems, procedures or organizational changes.
2. **Qualifications:** A high school diploma and four years of experience performing the foregoing functions.

Financial Analyst II

1. **Functions:** Analyzes business or operating procedures to devise the most efficient method of accomplishing the work. Tracks administrative management of contracts, personnel and costs. Plans the study of work problems and procedures, gathers and analyzes data, organizes and documents findings of studies, and prepares recommendations for implementing new systems, procedures or organizational changes.
2. **Qualifications:** Bachelor's Degree in Management, Business Administration, Finance, Accounting, Economics or related field OR a high school diploma and ten years of experience performing the foregoing functions.

Financial Analyst III

1. **Functions:** Analyzes, plans, directs and coordinates activities of designated project. Reviews project plans to determine timeframe, funding limitations, and procedures for accomplishing projects, staffing requirements, and allotment of available resources for various project phases. Gathers, organizes and analyzed problem and/or procedural data. Confers with project staff to communicate detailed work plans. Must be capable of developing and manipulating databases. Prepares project reports for the customer and reviews reports prepared by others.
2. **Qualifications:** Bachelor's Degree in Management, Business Administration, Finance, Accounting, Economics or related field with six years experience OR a high school diploma and twelve years of experience performing the foregoing functions.

Financial Analyst IV

1. **Functions:** Plans and organizes the analysis efforts of a designated project. Consults with Contracting Officer's Technical Representative (COTR) and other government project

office personnel, as well as the Project Manager and other contractor personnel as required to minimize costs and maximize efficiency in achieving requirements stated in the contract. Reviews project plans to determine timeframe, funding limitations and procedures for accomplishing project. Plans, organizes and directs the budget, cost and schedule analysis efforts. Possesses skill in financial management, program financial planning and pricing. Requires capability to develop and manipulate databases; and assess budget, cost and schedule implications of existing and projected technological advance.

2. **Qualifications:** Masters Degree in Management, Business Administration, Finance, Accounting, Economics or related field with six years experience OR Bachelor's Degree in Management, Business Administration, Finance, Accounting, Economics or related field with ten years experience OR high school diploma and 16 years experience.

Financial Analyst V

1. **Functions:** Plans and organizes the analysis efforts of a designated project. Consults with Contracting Officer's Technical Representative (COTR) and other government project office personnel, as well as the Project Manager and other contractor personnel as required to minimize costs and maximize efficiency in achieving requirements stated in the contract. Reviews project plans to determine timeframe, funding limitations and procedures for accomplishing project. Plans, organizes and directs the budget, cost and schedule analysis efforts. Possesses skill in financial management, program financial planning and pricing. Requires capability to develop and manipulate databases; and assess budget, cost and schedule implications of existing and projected technological advance.
2. **Qualifications:** Masters Degree in Management, Business Administration, Finance, Accounting, Economics or related field with six years experience OR Bachelor's Degree in Management, Business Administration, Finance, Accounting, Economics or related field with twelve years experience OR high school diploma and twenty years experience.

Financial System Analyst I

1. **Functions:** Works as a junior member of a team of analysts to optimize and automate business practices given deadlines and milestones specified by their supervisor. Must be able to research specifications and requirements and effectively report their findings. Must be able to execute phases of project life cycle.
2. **Qualifications:** Bachelor's Degree in Management, Business Administration, Finance, Accounting, Economics or related field with two years experience OR a high school diploma and four years of experience performing the foregoing functions.

Financial System Analyst II

1. **Functions:** Leads analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Must be capable of gathering user requirements and translating them into workable automated solutions. Must be familiar

with database architectures, object oriented design, and system implementations. Must be able to assess products and procedures for compliance with government standards, accounting principles, and system application standards. Must have knowledge of all stages of project's life cycle, including creation of schedules, requirements documents, system design and specifications, and project status report.

2. **Qualifications:** Bachelor's Degree in Management, Business Administration, Finance, Accounting, Economics or related field with four years experience in financial management and systems engineering OR a high school diploma and ten years of experience performing the foregoing functions.

Financial System Analyst III

1. **Functions:** Manages analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Coordinates/directs the gathering of user requirements and translating them into workable automated solutions. In-depth knowledge of database architectures, object oriented design, and system implementations. Capable of assessing products and procedures for compliance with government standards, accounting principles, and system application standards. Must be able to lead all stages of project's life cycle, including creation of schedules, requirements documents, system design and specifications, and project status report.
2. **Qualifications:** Bachelor's Degree in Management, Business Administration, Finance, Accounting, Economics or related field with six years experience in financial management and systems engineering OR a high school diploma and twelve years of experience performing the foregoing functions.

Accounting Analyst I

1. **Functions:** Must be able to work under minimum supervision performing account tasks that require familiarity with account practices, procedures and standards.
2. **Qualifications:** Associates Degree in Accounting OR a high school diploma and six years of experience performing the foregoing functions.

Accounting Analyst II

1. **Functions:** Performs a wide range of administrative and analytical tasks in the formulation, presentation, administration and management of budgets. Provide budgetary and financial advice and assistance to clients and contract personnel and managers in the development of budget requirements, requests and related supporting documentation. Provides written and instructional guidance used to support the planning and estimating of funding needs for staffing, travel, office supplies, equipment purchases, and related issues. Compiles narrative, statistical and graphical material and related background information and options concerning budgetary issues. Monitors the execution of client's operation budget and prepares up-to-date narrative and statistical reports regarding the

status of the program. Recommends adjustments, such as redistribution of funds within budget accounts in response to changes in programs, staffing levels, and funds availability. Analyzes the impact of new legislation on budget planning and submits reports to management for consideration.

2. **Qualifications:** Bachelor's Degree in Management, Business Administration, Finance, Accounting, Economics or related field with four years experience OR a high school diploma and ten years of experience performing the foregoing functions.

Accounting Analyst III

1. **Functions:** Performs a wide range of administrative and analytical tasks in the formulation, presentation, administration and management of budgets. Provide budgetary and financial advice and assistance to clients and contract personnel and managers in the development of budget requirements, requests and related supporting documentation. Provides written and instructional guidance used to support the planning and estimating of funding needs for staffing, travel, office supplies, equipment purchases, and related issues. Compiles narrative, statistical and graphical material and related background information and options concerning budgetary issues. Monitors the execution of client's operation budget and prepares up-to-date narrative and statistical reports regarding the status of the program. Recommends adjustments, such as redistribution of funds within budget accounts in response to changes in programs, staffing levels, and funds availability. Analyzes the impact of new legislation on budget planning and submits reports to management for consideration.
2. **Qualifications:** Bachelor's Degree in Management, Business Administration, Finance, Accounting, Economics or related field with eight years experience OR a high school diploma and sixteen years of experience performing the foregoing functions.

Training Specialist I

1. **Functions:** Conducts the research to develop and revise training courses and prepares appropriate training manuals. Prepares all instructor materials such as course outline, background material and training aids. Prepares all student materials to include course manuals, workbooks, handouts, completion certificates and course evaluation forms. Trains personnel by conducting formal classroom courses, workshops, and seminars.
2. **Qualifications:** A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, and two years of experience performing the foregoing functions OR a high school diploma and four years experience performing the foregoing functions.

Training Specialist II

1. **Functions:** Conducts the research to develop and revise training courses and prepares appropriate training manuals. Prepares all instructor materials such as course outline, background material and training aids. Prepares all student materials to include course

manuals, workbooks, handouts, completion certificates and course evaluation forms. Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides guidance to staff.

2. **Qualifications:** A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, and four years of experience performing the foregoing functions OR a high school diploma and eight years experience performing the foregoing functions.

Training Specialist III

1. **Functions:** Conducts the research to develop and revise training courses and prepares appropriate training manuals. Prepares all instructor materials such as course outline, background material and training aids. Prepares all student materials to include course manuals, workbooks, handouts, completion certificates and course evaluation forms. Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision to staff and trains other employees.
2. **Qualifications:** A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, and eight years of experience performing the foregoing functions OR a high school diploma and twelve years experience performing the foregoing functions.

Training Specialist IV

1. **Functions:** Conducts the research to develop and revise training courses and prepares appropriate training manuals. Prepares all instructor materials such as course outline, background material and training aids. Prepares all student materials to include course manuals, workbooks, handouts, completion certificates and course evaluation forms. Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision to staff and trains other employees.
2. **Qualifications:** A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, and twelve years of experience performing the foregoing functions OR a high school diploma and twenty years experience performing the foregoing functions.

Subject Matter Expert (SME)

1. **Functions:** A professional/expert in the defined fields of Business Management, Engineering, Computer Sciences, Information Systems, Systems Analysis, Networking, Telecommunications, etc. The SME shall study, organize, analyze, and present technical data and information.

2. **Qualifications:** At least 15 years of general and specialized experience involving progressively more responsible experience in a specific facet of technical activity that relates directly to one or more of the following subject areas:
- Business Management Systems
 - Acquisition Management and Execution
 - ADP Systems Design and Integration
 - Telecommunications
 - LAN/WAN Technologies
 - ADP Customer Specific Technologies and Systems
 - Systems Design, Development, Integration, T&E, and Support
 - Real-time application systems development
 - Requirements analysis and systems engineering and/or life cycle management
 - Mathematical, engineering research, and motion sequence analysis
 - Project management and/or quality assurance

Technical Expert

1. **Functions:** Coordinates, schedules, and maintains interdepartmental interfaces, as well as supervises lesser skilled specialists in the area of technical expertise. Generates and follows written plans that specify detailed tasking and information requirements.
2. **Qualifications:** Completion of a technical school, trade school, or collegiate curriculum relating to the area of technical expertise.
3. **General Experience:** At least 10 years of experience requiring the application of basic skills related to the specified area of technical expertise, which has led to development of a strong understanding of basic principles and activities related to one or more of the following technical areas:
- Business Management
 - Acquisition Management and Execution
 - Information Systems/Information Technology
 - ADP Systems
 - Software Development and Support
 - Applications Development and Support
 - Database Development and Support
 - LAN/WAN Support
 - Engineering and Analysis
 - Mathematical Engineering Research
 - Configuration Management and/or Quality Assurance
 - Requirements Analysis
 - Systems Engineering and/or Life Cycle Management
 - Operational Expertise

Business Reengineering Specialist I

1. **Functions:** Provides detailed organizational analysis of operations, business processes, organizational processes, organizational procedures, and organizational staff components to develop phased revisions of operational or staff components, manpower staffing, and operational procedures. In accomplishing tasks, uses business process models, activity flows and data models that utilize accepted standards such as IDEF. As a result of the above functions, a Secret clearance may be required for the position.
2. **Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, Business Administration or a related field from an accredited college or university and four years of experience performing the foregoing functions, OR a high school diploma and eight years of experience performing the foregoing functions. Acceptable experience also includes serving in a position or series of positions for the stated number of years where experience was gained that demonstrates the ability to develop business process models, the ability to examine the adequacy of organizational structures, and the ability to propose alternatives designed to improve manual and/or automated processes.

Business Reengineering Specialist II

1. **Functions:** Provides detailed organizational analysis of operations, business processes, organizational processes, organizational procedures, and organizational staff components to develop phased revisions of operational or staff components, manpower staffing, and operational procedures. In accomplishing tasks, uses business process models, activity flows and data models that utilize accepted standards such as IDEF. Functions as leader and/or facilitator to process experts in identifying existing and proposed solutions for business processes and organizational procedures. As a result of the above functions, a Secret clearance may be required for the position.
2. **Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, Business Administration or a related field from an accredited college or university and six years of experience performing the foregoing functions, OR a high school diploma and twelve years of experience performing the foregoing functions. Acceptable experience also includes serving in a position or series of positions for the stated number of years where experience was gained that demonstrates the ability to develop business process models, the ability to examine the adequacy of organizational structures, and the ability to propose alternatives designed to improve manual and/or automated processes.

Data Base Administrator I

1. **Functions:** Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, data base links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include

comparison of performance ratios, tuning of memory, configuration, disk I/O, and application software, design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. As a result of the above functions, a Secret clearance may be required for the position.

2. **Qualifications:** A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and two years of experience performing the foregoing functions.

Data Base Administrator II

1. **Functions:** Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, data base links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software. Design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for segments or phases of broader, more complex projects. As a result of the above functions, a Secret clearance may be required for the position.
2. **Qualifications:** A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and four years of experience performing the foregoing functions.
3. **Specialized Experience:** At least four years of the foregoing total experience must have been in programming data base systems.

Data Base Administrator III

1. **Functions:** Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, data base links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software, design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for developing project plans, justifications, guidelines, and controls. As a result of the above functions, a Secret clearance may be required for the position.
 2. **Qualifications:** A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and twelve years of experience performing the foregoing functions.
 3. **Specialized Experience:** At least four years of the foregoing total experience must have been in programming data base systems.
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Computer Specialist/Programmer I

- 1. Functions:** Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages Interfaces with and uses microcomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems, and simulation models. Assists in formulating architectural design, functional specification, interfaces and documentation of hardware or software systems. Uses detailed specifications and adapts standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. As a result of the above functions, a Secret clearance may be required for the position.
- 2. Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university OR a high school diploma and four years of experience performing the foregoing functions.

Computer Specialist/Programmer II

- 1. Functions:** Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages Interfaces with and uses microcomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems, and simulation models. Assists in formulating architectural design, functional specification, interfaces and documentation of hardware or software systems. Uses detailed specifications and adapts standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for developing project plans, justifications, guidelines, and controls. As a result of the above functions, a Secret clearance may be required for the position.
 - 2. Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and two years experience performing the foregoing functions OR a high school diploma and eight years of experience performing the foregoing functions.
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Computer Specialist/Programmer III

- 1. Functions:** Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages Interfaces with and uses microcomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems, and simulation models. Assists in formulating architectural design, functional specification, interfaces and documentation of hardware or software systems. Uses detailed specifications and adapts standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Supervise, train and develop subordinate level employees. As a result of the above functions, a Secret clearance may be required for the position.
- 2. Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and six years experience performing the foregoing functions OR a high school diploma and twelve years of experience performing the foregoing functions.

Systems Analyst I

- 1. Functions:** Applies logical analyses or test and evaluation on all programs within the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contractor or Government -generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. As a result of the above functions, a Secret clearance may be required for the position.
- 2. Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or related field from an accredited college or university and two years of experience performing the foregoing functions OR a high school diploma and six years of experience performing the foregoing functions.

Systems Analyst II

- 1. Functions:** Applies logical analyses or test and evaluation on all programs within the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contractor or Government generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. Responsible for segments or phases of broader, more

complex projects. As a result of the above functions, a Secret clearance may be required for the position.

2. **Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and six years of experience performing the foregoing functions OR a high school diploma and ten years of experience performing the foregoing functions.

Systems Analyst III

1. **Functions:** Applies logical analyses or test and evaluation on all programs within the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contractor or Government generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. Responsible for developing project plans, guidelines and controls. As a result of the above functions, a Secret clearance may be required for the position.
2. **Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and eight years of experience performing the foregoing functions OR a high school diploma and twelve years of experience performing the foregoing functions.

Systems Engineer I

1. **Functions:** Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate business management systems, military systems: review and prepare system engineering and technical analyses, reports, change proposals, and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of business management, military systems, associated support systems, or management information systems.
2. **Qualifications:** A Bachelor's degree in Engineering, Computer Science, Math, or Physics and two years of experience performing the foregoing systems engineering functions.

Systems Engineer II

1. **Functions:** Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate business management systems, military systems: review and prepare system engineering and technical analyses, reports, change proposals, and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing,

or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of business management, military systems, associated support systems, or management information systems. Provides guidance/direction to less experienced personnel as required.

- 2. Qualifications:** A Bachelor's degree in Engineering, Computer Science, Math, or Physics and six years of experience performing the foregoing systems engineering.

Systems Engineer III

- 1. Functions:** Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate business management systems, military systems: review and prepare system engineering and technical analyses, reports, change proposals, and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of business management, military systems, associated support systems, or management information systems. Provides daily supervision to staff.
- 2. Qualifications:** A Bachelor's degree in Engineering, Computer Science, Math, or Physics and ten years of experience performing the foregoing systems engineering.

Technical Writer/Editor I

- 1. Functions:** Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals and reports. Edits functional descriptions, system specifications, user manuals, special reports or any other customer deliverables and documents. Applies knowledge of military documentation content and format standards to prepare, edit, and publish technical materials.
- 2. Qualifications:** A high school diploma or equivalent with at least three years of experience performing the foregoing technical writing/editing functions.

Technical Writer/Editor II

- 1. Functions:** Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.
- 2. Qualifications:** A Bachelor's degree in English or Journalism and at least two years of experience OR high school diploma and four years experience performing the foregoing technical writing/editing functions. At least two years of the individual's foregoing total experience must have consisted of performing technical writing/editing functions with

respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.

Technical Writer/Editor III

1. **Functions:** Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Must possess excellent verbal and written communication. Supervise, train, and develop subordinate level employees.
2. **Qualifications:** A Bachelor's degree in English or Journalism and at least four years of experience OR high school diploma and eight years experience performing the foregoing technical writing/editing functions. At least two years of the individual's foregoing total experience must have consisted of performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.

Technical Writer/Editor IV

1. **Functions:** Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Must possess excellent verbal and written communication. Supervise, train, and develop subordinate level employees.
2. **Qualifications:** A Bachelor's degree in English or Journalism and at least eight years of experience OR high school diploma and twelve years experience performing the foregoing technical writing/editing functions. At least two years of the individual's foregoing total experience must have consisted of performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.

Computer Clerk

1. **Functions:** Maintains and archives all hard copies and network back up tapes. Enters data into database management systems and extracts data from existing databases. Performs routine filing and routine manual reproduction. As a result of the above functions, a Secret clearance may be required for the above position.
2. **Qualifications:** A high school diploma or equivalent

Technical Data Technician

1. **Functions:** Prepares and compiles documentation including, but not limited to, plan of action and milestones, requirements analysis reports, test and evaluation plans, system specifications, feasibility studies, functional descriptions, user's manuals, and program maintenance documentation. Coordinates assigned documents from initial outline stage through final distribution.
2. **Qualifications:** A high school diploma and three years of experience performing the foregoing functions.

Documentation Specialist

1. **Functions:** Applies knowledge of word processing to perform page layouts, graphics layouts, and proper selection and use of English language and grammar to develop, draft, edit, and revise User Manuals, Operating Guides, Reports, Manuals, and presentation materials for corporate and/or stand alone computing applications. As a result of the above functions, a Secret clearance may be required for the position.
2. **Qualifications:** A high school diploma or equivalent and twelve years of experience performing typing and/or word processor functions.

Graphics Specialist I

1. **Functions:** Prepares formal technical drawings, graphics, and illustrations in support of ADP development, operations, and support functions. Examples include: internet web development, AIS presentation view graphs and slides, training aids and training media, flow charts, and other related material.
2. **Qualifications:** A high school diploma and two years of experience in computer generated graphics, presentation preparation, formal drawings, and/or graphic oriented ADP support.

Graphics Specialist II

1. **Functions:** Prepares formal technical drawings, graphics, and illustrations in support of ADP development, operations, and support functions. Examples include: internet web development, AIS presentation view graphs and slides, training aids and training media, flow charts, and other related material. Provides guidance.
2. **Qualifications:** A Bachelor's Degree OR a high school diploma and eight years of experience in computer generated graphics, presentation preparation, formal drawings, and/or graphic oriented ADP support.

Graphics Specialist III

1. **Functions:** Prepares formal technical drawings, graphics, and illustrations in support of ADP development, operations, and support functions. Examples include: internet web development, AIS presentation view graphs and slides, training aids and training media, flow charts, and other related material. Provides daily supervision to staff.
2. **Qualifications:** A Bachelor's Degree OR a high school diploma and four years of experience in computer generated graphics, presentation preparation, formal drawings, and/or graphic oriented ADP support.

Project Analyst I

1. **Functions:** Analyzes project requirements in the areas of business management, financial, management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Assists with impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.
2. **Qualifications:** A Bachelor's degree OR a high school diploma and four years of experience performing the foregoing functions.

Project Analyst II

1. **Functions:** Analyzes project requirements in the areas of business management, financial, management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.
2. **Qualifications:** A Bachelor's degree and four years of experience performing the foregoing functions OR a high school diploma and eight years of experience performing the foregoing functions.

Project Analyst III

1. **Functions:** Analyzes project requirements in the areas of business management, financial, management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Directs impact studies, cost/benefit analyses, dependency models, and project tracking methodologies. Provides guidance/direction to less experienced personnel as required.

2. **Qualifications:** A Bachelor's degree and eight years of experience performing the foregoing functions OR a high school diploma and sixteen years of experience performing the foregoing functions.

Project Analyst IV

1. **Functions:** Analyzes project requirements in the areas of business management, financial, management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Directs impact studies, cost/benefit analyses, dependency models, and project tracking methodologies. Provides guidance/direction to less experienced personnel as required.
2. **Qualifications:** A Bachelor's degree and twelve years of experience performing the foregoing functions OR a high school diploma and twenty years of experience performing the foregoing functions.

Project Administrator I

1. **Functions:** Analyzes project requirements in the areas of business management, financial, management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.
2. **Qualifications:** A Bachelor's degree OR a high school diploma and two years of experience performing the foregoing functions.

Project Administrator II

1. **Functions:** Analyzes project requirements in the areas of business management, financial, management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project. Provides guidance/direction to less experienced personnel as required.
 2. **Qualifications:** A Bachelor's degree and two years of experience performing the foregoing functions OR a high school diploma and four years of experience performing the foregoing functions.
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Project Administrator III

1. **Functions:** Analyzes project requirements in the areas of business management, financial, management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project. Provides guidance/direction to less experienced personnel as required.
2. **Qualifications:** A Bachelor's degree and six years of experience performing the foregoing functions OR a high school diploma and ten years of experience performing the foregoing functions.

Administrative Specialist I

1. **Functions:** Provide administrative-type support to technical and management-level personnel. Principal duties and responsibilities include, but are not limited to the following:
 - Specializes in coordinating and planning office administration support.
 - Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, and office relocation planning and support.
 - Coordinates mail services and records data input.
 - May perform other duties as assigned.
2. **Qualifications:** A high school diploma or equivalent and two years experience performing the foregoing functions.

Administrative Specialist II

1. **Functions:** Provide administrative-type support to technical and management-level personnel. Principal duties and responsibilities include, but are not limited to the following:
 - Specializes in coordinating and planning office administration support.
 - Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, and office relocation planning and support.
 - May perform other duties as assigned.
2. **Qualifications:** A high school diploma or equivalent and three to four years experience performing the foregoing functions.

Administrative Specialist I

- 1. Functions:** Provide administrative-type support to technical and management-level personnel. Principal duties and responsibilities include, but are not limited to the following:
 - Specializes in coordinating and planning office administration support.
 - Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, and office relocation planning and support.
 - Coordinates mail services and records data input.
 - May perform other duties as assigned.
 - Provides guidance/direction to less experienced personnel as required.

- 2. Qualifications:** A high school diploma or equivalent and five plus years experience performing the foregoing functions.