

Financial and Business Solutions (FABS) Schedule 520

General Services Administration Federal Supply Service Authorized Federal Supply Schedule Price List

FSC Group	520
Contract Number:	GS-23F-042BA
Contract Period:	May 29, 2014 to May 28, 2019
NAICS Codes	541611, 541219
PSC Codes	R703, R704
Contractors internet address/website where schedule information can be found:	www.ascellatech.com
Contract Administration	Jacob K Varghese, Vice President Phone: 703-635-3180 Email: jacob.varghese@ascellatech.com
Business size:	Other Small Business



ASCELLA TECHNOLOGIES, INC.
1420 Spring Hill Rd STE 160
McLean, VA 22102-3025
Phone: 703-635-3180 FAX: 703-832-0779
E-mail: jacob.varghese@ascellatech.com
www.ascellatech.com

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.GSAAdvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.



Table of Contents

Information for FABS Contract Users	3
Labor Category Rates	6
Labor Category Descriptions.....	7



Information for FABS Contract Users

- 1.a. Awarded Special Item Numbers**
 - 520-11/520 11RC - Accounting
 - 520-13/520 13RC - Complementary Financial Management Services
- 1.b. Labor Rates**

See page 6 for detailed labor rates
- 1.c. Labor Categories and Descriptions**

See pages 7 to 18 for labor category descriptions
- 2. Maximum order**

\$1 million
- 3. Minimum order**

\$300.00
- 4. Geographic coverage (delivery area)**

Domestic Delivery only
- 5. Point(s) of production (city, county, and State or foreign country)**

McLean, Fairfax County, Virginia
- 6. Discount from list prices or statement of net price**

Net prices set forth in the pricing tables
- 7. Quantity discounts**

None
- 8. Prompt payment terms**

Net 30 days
- 9.a.** Government purchase cards are accepted at or below the micro-purchase threshold.
- 9.b.** Government purchase cards are accepted above the micro-purchase threshold.
- 10. Foreign items (list items by country of origin)**

None
- 11.a. Time of delivery**

As negotiated with the ordering activity.
- 11.b. Expedited Delivery**

Contact Ascella Technologies, Inc.



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- 11.c. Overnight and 2-day delivery. Contact the Contractor.**
Contact Ascella Technologies, Inc.
 - 11.d. Urgent Requirements**
Contact Ascella Technologies, Inc.
 - 12. F.O.B. point(s)**
Destination
 - 13.a. Ordering address.**
Ascella Technologies, Inc.
1420 Spring Hill Rd STE 160
McLean, VA 22102-3025
 - 13.b. Ordering procedures**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
 - 14. Payment address:**
Ascella Technologies, Inc.
1420 Spring Hill Rd STE 160
McLean, VA 22102-3025
 - 15. Warranty Provision**
None
 - 16. Export packing charges, if applicable**
None
 - 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)**
None
 - 18. Terms and conditions of rental, maintenance, and repair (if applicable)**
Not applicable
 - 19. Terms and conditions of installation (if applicable):**
Not applicable
 - 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):**
Not applicable
 - 20.a. Terms and conditions for any other services (if applicable)**
Not applicable



-
- 21. List of service and distribution points (if applicable)**
Not applicable
 - 22. List of participating dealers (if applicable)**
Not applicable
 - 23. Preventive maintenance (if applicable)**
Not applicable
 - 24.a. Special attributes such as environmental attributes**
Not applicable
 - 24.b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/**
Not applicable
 - 25. Data Universal Number System (DUNS) number**
105867035
 - 26. Contractor is registered in the System Award Management (SAM) database.**



Labor Category Rates

Government Site Rates: Current year (5/29/2014 – 5/28/2015) rates are provided. Future year rates will be as per applicable Economic Price Adjustment.

SIN 520-11 & 520-13	
	5/29/2014 -5/28/2015
Labor Category	Base Year
Accountant I	\$64.13
Accountant II	\$82.22
Accountant III	\$101.56
Administrative Specialist I	\$34.21
Administrative Specialist II	\$37.33
Subject Matter Expert I	\$193.45
Subject Matter Expert II	\$203.12
Subject Matter Expert III	\$251.49
ERP Systems Architect	\$169.27
ERP Systems Specialist I	\$141.71
ERP Systems Specialist II	\$150.51
ERP Systems Specialist III	\$166.15
Financial Analyst I	\$65.09
Financial Analyst II	\$85.12
Financial Analyst III	\$106.40
Financial Systems Analyst I	\$67.71
Financial Systems Analyst II	\$94.79
Financial Systems Analyst III	\$110.59
Program Manager	\$178.30
Program Support Analyst I	\$41.16
Program Support Analyst II	\$48.20
Programmer Analyst I	\$78.49
Programmer Analyst II	\$97.79
Programmer Analyst III	\$112.39
Project Manager I	\$124.12
Project Manager II	\$141.71
Project Manager III	\$147.02
Senior Documentation Specialist	\$85.78



Labor Category Descriptions

Accountant I

Minimum/General Experience: Two (2) years progressive experience within the general functional area and one (1) year experience working in the specialized functional area, such as accounting, finance or a related field.

Functional Responsibility: Establishes, interprets and analyzes accounting records and financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Reviews financial statements for completeness, accuracy, and conformance with uniform accounting classifications. Prepares simple financial statements. Reconciles reports and financial data and identifies inconsistencies and errors. Generally works under the supervision and direction of senior staff member.

Minimum Education: Bachelor's degree in accounting, auditing, finance or a related technical or business discipline or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Accountant II

Minimum/General Experience: Five (5) years progressive experience within the general functional area and three (3) years of experience working in the specialized functional area, such as accounting, finance or a related field.

Functional Responsibility: Establishes, interprets and analyzes complex accounting records and financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Reviews financial statements for completeness, accuracy, and conformance with uniform accounting classifications. Prepares simple financial statements. Reconciles reports and financial data and identifies inconsistencies and errors. Must have experience assessing accounting processes and systems, and formulating recommendations to improve the efficiency and effectiveness of accounting policies, procedures and operations. Will have a comprehensive knowledge of statistical sampling, regression analysis, internal rate of return analysis, use of inflation indices and other tools necessary to process, summarize and assess, accounting transactions and data. May work under the supervision and direction of senior staff member or independently.

Minimum Education: Bachelor's degree in accounting, auditing, finance or a related technical or business discipline or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Accountant III

Minimum/General Experience: Seven (7) years progressive experience including four (4) years of experience working in the specialized functional area, such as accounting, finance or a related field.

Functional Responsibility: Establishes, interprets and analyzes complex accounting records and financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Reviews financial statements for completeness, accuracy, and conformance with uniform accounting classifications. Prepares simple financial statements. Reconciles reports and financial data and



identifies inconsistencies and errors. Must have experience assessing accounting processes and systems, and formulating recommendations to improve the efficiency and effectiveness of accounting policies, procedures and operations. Will have a comprehensive knowledge of statistical sampling, regression analysis, internal rate of return analysis, use of inflation indices and other tools necessary to process, summarize and assess, accounting transactions and data. May supervise and direct junior staff.

Minimum Education: Bachelor's degree in accounting, auditing, finance or a related technical or business discipline or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Administrative Specialist I

Minimum/General Experience: No Experience

Functional Responsibility: Provides administrative staff assistance including the conducting of specific, comprehensive analyses of a wide range of policies involving organization, procedures, finance and services. Provides technical and administrative assistance to the assigned management staff; develops, prepares and presents reports, surveys and other administrative activities. Generally works under the supervision and direction of a senior staff member.

Minimum Education: Bachelor's degree, some college level courses, or technical training in a relevant field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Administrative Specialist II

Minimum/General Experience: One (1) year of progressive experience in the general functional area.

Functional Responsibility: Provides administrative staff assistance including the conducting of specific, comprehensive analyses of a wide range of policies involving organization, procedures, finance and services. Provides technical and administrative assistance to the assigned management staff; develops, prepares and presents reports, surveys and other administrative activities. Participates in the development of the assigned work plan, work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Minimum Education: Bachelor's degree, some college level courses or technical training in a relevant field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Subject Matter Expert I

Minimum/General Experience: Twelve (12) years of experience providing direction to organizations on multiple complex issues and ERP System-related projects including eight (8) years of direct management experience in system life cycle.

Functional Responsibility: Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business



process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

Minimum Education: Master's degree in Business Administration, Finance, Accounting, technology systems, or the equivalent work experience per Ascella's Experience and Degree Substitution policy.

Subject Matter Expert II

Minimum/General Experience: Fifteen (15) years of experience providing direction to organizations on multiple complex issues and ERP System-related projects including ten (10) years of direct management experience in system life cycle.

Functional Responsibility: Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

Minimum Education: Master's degree in Business Administration, Finance, Accounting, technology systems, or the equivalent work experience per Ascella's Experience and Degree Substitution policy.

Subject Matter Expert III

Minimum/General Experience: Over (15) years of experience providing direction to organizations on multiple complex issues and ERP System-related projects including twelve (12) years of direct management experience in system life cycle.

Functional Responsibility: Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

Minimum Education: Master's degree in Business Administration, Finance, Accounting, technology systems, or the equivalent work experience per Ascella's Experience and Degree Substitution policy.

ERP Systems Architect

Minimum/General Experience: Twelve (12) years progressive experience including eight (8) years of architecting, designing, implementing and supporting ERP Systems.



Functional Responsibility: Acts independently or with a team to identify, recommend, design and implement ERP solutions including recommendations for the platform, database, operating system and front end layers. Install, configure, test, manage, maintain and upgrade software including database, operating system and application. Design, implement and test technical aspects of related ERP interfaces. Perform risk assessments of the solutions including delivery and support. Provide time and cost estimates for hardware, software, maintenance and support. Provide technical guidance on monitoring, resource capacity, upgrades, and new technologies. Proactively seek opportunities to optimized and improve processes, system performance, bottlenecks, potential security risks. Create documentation according to internal standards including but not limited to project management, Software Development Lifecycle (SDLC), Standard Operating Procedures, Work Instructions, Installation Qualification, change control. Ensure compliance and a quality approach, follow best practices and ensure that audit requirements are met. Perform system copies, upgrades, patch management and other necessary system maintenance such as updating plug-ins. Develop, test, update, and implement continuity of operations processes. Perform incident, change, problem and release management activities. Assist with trouble-shooting, resolution of escalated incidents and problems related to ERP systems.

Minimum Education: Bachelor's degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

ERP Systems Specialist I

Minimum/General Experience: Eight (8) years progressive experience including five (5) years of direct experience supporting ERP Systems.

Functional Responsibility: Acts independently or with a team to determine program needs and system requirements as they pertain to ERP Systems and their solutions within an organization. Provides instruction, assistance, and support services to ERP System end-users. Applies knowledge of human resources, finance, budget, procurement, payroll, time and labor, benefits, and policies and procedures to resolve concerns or questions reported by ERP system end-users. Acts as a liaison between application end-users and technical support. Assists in the creation and updating of ERP system policies and procedures, business rules, end user desk aids, and training materials. Assists in the facilitation of training sessions and participates in user group meetings. Works with technical support to restore, correct and/or recover data, and to develop and design custom reports. Provides management with reports as needed. Tests new system functionality, reports, and queries in test databases. Reviews system records and provides information to the ERP System Functional Analysts on issues or concerns identified. Utilizes knowledge of ERP Systems to assist in identifying processes and constructing process flows. Assists in troubleshooting system problems. Provides input into improving system reliability, availability and performance.

Minimum Education: Bachelor's degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

ERP Systems Specialist II

Minimum/General Experience: Ten (10) years progressive experience including six (6) years



of direct experience supporting ERP Systems.

Functional Responsibility: Acts independently or with a team to determine program needs and system requirements as they pertain to ERP Systems and their solutions within an organization. Provides instruction, assistance, and support services to ERP System end-users. Applies knowledge of human resources, finance, budget, procurement, payroll, time and labor, benefits, and policies and procedures to resolve concerns or questions reported by ERP system end-users. Acts as a liaison between application end-users and technical support. Assists in the creation and updating of ERP system policies and procedures, business rules, end user desk aids, and training materials. Assists in the facilitation of training sessions and participates in user group meetings. Works with technical support to restore, correct and/or recover data, and to develop and design custom reports. Provides management with reports as needed. Tests new system functionality, reports, and queries in test databases. Reviews system records and provides information to the ERP System Functional Analysts on issues or concerns identified. Utilizes knowledge of ERP Systems to assist in identifying processes and constructing process flows. Assists in troubleshooting system problems. Provides input into improving system reliability, availability and performance.

Minimum Education: Bachelor's degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

ERP Systems Specialist III

Minimum/General Experience: Twelve (12) years progressive experience including seven (7) years of direct experience supporting ERP Systems.

Functional Responsibility: Acts independently or with a team to determine program needs and system requirements as they pertain to ERP Systems and their solutions within an organization. Provides instruction, assistance, and support services to ERP System end-users. Applies knowledge of human resources, finance, budget, procurement, payroll, time and labor, benefits, and policies and procedures to resolve concerns or questions reported by ERP system end-users. Acts as a liaison between application end-users and technical support. Assists in the creation and updating of ERP system policies and procedures, business rules, end user desk aids, and training materials. Assists in the facilitation of training sessions and participates in user group meetings. Works with technical support to restore, correct and/or recover data, and to develop and design custom reports. Provides management with reports as needed. Tests new system functionality, reports, and queries in test databases. Reviews system records and provides information to the ERP System Functional Analysts on issues or concerns identified. Utilizes knowledge of ERP Systems to assist in identifying processes and constructing process flows. Assists in troubleshooting system problems. Provides input into improving system reliability, availability and performance.

Minimum Education: Bachelor's degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Financial Analyst I

Minimum/General Experience: Two (2) years progressive experience within the general functional area and one (1) year experience working in the specialized functional area, such as



accounting, finance or a related field.

Functional Responsibility: Assesses procedures for compliance with government standards, accounting principles, internal controls, and system application standards. Documents and summarizes the results to be used in developing client recommendations. Assists in developing programs and implementing solutions to meet the client s business needs. Generally works under the supervision and direction of senior staff member.

Minimum Education: Bachelor’s degree in accounting, auditing, finance or a related technical or business discipline or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

Financial Analyst II

Minimum/General Experience: Five (5) years progressive experience within the general functional area and three (3) year experience working in the specialized functional area , such as accounting, finance or a related field.

Functional Responsibility: Assesses procedures for compliance with government standards, accounting principles, internal controls, and system application standards. Documents and summarizes the results to be used in developing client recommendations. Assists in developing programs and implementing solutions to meet the client s business needs. Compiles and analyzes financial information. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Performs financial forecasting and reconciliation of internal accounts, due diligence, financial cash-flow modeling, credit analysis, risk analysis, and financial analysis. May work under the supervision and direction of senior staff member or independently.

Minimum Education: Bachelor’s degree in accounting, auditing, finance or a related technical or business discipline or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

Financial Analyst III

Minimum/General Experience: Seven (7) years progressive experience within the general functional area and four (4) year experience working in the specialized functional area, such as accounting, finance or a related field.

Functional Responsibility: Assesses procedures for compliance with government standards, accounting principles, internal controls, and system application standards. Documents and summarizes the results to be used in developing client recommendations. Assists in developing programs and implementing solutions to meet the client s business needs. Compiles and analyzes financial information. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Performs financial forecasting and reconciliation of internal accounts, due diligence, financial cash-flow modeling, credit analysis, risk analysis, and financial analysis. May supervise and direct junior staff.

Minimum Education: Bachelor’s degree in accounting, auditing, finance or a related technical or business discipline or equivalent work experience per Ascella’s Experience and Degree Substitution policy.



Financial Systems Analyst I

Minimum/General Experience: Two (2) years progressive experience within the general functional area and one (1) year experience working in the specialized functional area within the system life cycle.

Functional Responsibility: 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. Generally works under the supervision and direction of senior staff member.

Minimum Education: Bachelor's degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Financial Systems Analyst II

Minimum/General Experience: Five (5) years progressive experience within the general functional area and three (3) year experience working in the specialized functional area within the system life cycle.

Functional Responsibility: 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. May work under the supervision and direction of senior staff member or independently.

Minimum Education: Bachelor's degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Financial Systems Analyst III

Minimum/General Experience: Seven (7) years progressive experience within the general functional area and four (4) year experience working in the specialized functional area within the system life cycle.

Functional Responsibility: 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. May supervise and direct junior staff.

Minimum Education: Bachelor's degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience



and Degree Substitution policy.

Program Manager

Minimum/General Experience: Twelve (12) years progressive experience within the general functional area and eight (8) years of specialized experience as specified under Functional Responsibility

Functional Responsibility: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Specialized Experience: Experience in Financial Management, Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

Minimum Education: Bachelor's degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy. PMP or minimum five years/60 months unique non-overlapping professional project management experience required.

Program Support Analyst I

Minimum/General Experience: Two (2) years of progressive experience in the general functional area.

Functional Responsibility: Assists project team members with routine data gathering and research activities, organizes data and project documents, and assists project manager in project administration activities. Supervises and participates in the administrative activities of the assigned project; evaluates the need for and develops procedures, methods and schedules; approves the purchase of supplies, equipment, processes payments and other accounts payable requests. Participates in a variety of complex and detailed programmatic responsibilities involving problem solving. Directs, oversees and participates in the development of the assigned work plan, work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures. Conducts surveys and performs research and statistical analyses as requested; prepares related reports.

Minimum Education: Bachelor's degree, some college level courses or technical training in a relevant field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Program Support Analyst II

Minimum/General Experience: Four (4) years of progressive experience in the general functional area.

Functional Responsibility: Assists project team members with routine data gathering and research activities, organizes data and project documents, and assists project manager in



project administration activities. Supervises and participates in the administrative activities of the assigned project; evaluates the need for and develops procedures, methods and schedules; approves the purchase of supplies, equipment, process payments and other accounts payable requests. Participates in a variety of complex and detailed programmatic responsibilities involving problem solving. Directs, oversees and participates in the development of the assigned work plan, work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures. Conducts surveys and performs research and statistical analyses as requested; prepares related reports. May supervise and direct junior staff.

Minimum Education: Bachelor's degree, some college level courses or technical training in a relevant field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Programmer Analyst I

Minimum/General Experience: Three (3) years progressive experience within the general functional area and two (2) years of experience developing software programs or specifications.

Functional Responsibility: Translates financial management systems, applications and database systems, or transaction processing systems program requirements and flowcharts into applications program codes. Tests, debugs, and refines applications/financial system programs to increase efficiency or meet written specifications. Produces user-friendly database search and report generating command structures such as macros, formatted screens, or menus. Provides end user and technical documentation and training for software programs and procedures. Performs database loading and backups. Interprets and prepares coded instructions based on flowcharts, program specifications, input-output specifications, utility routines, decision tables, and user requirements. Analyzes and solves computer programming problems. Tests and documents computer programs, including program modifications. Trains users. Generally works under the supervision and direction of a senior staff member.

Minimum Education: Bachelor's degree in Computer Science, Computer Information Systems, Management Information Systems, Information Resource Management, Data Processing or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Programmer Analyst II

Minimum/General Experience: Six (6) years progressive experience within the general functional area and four (4) years of experience designing, developing, testing and implementing software systems.

Functional Responsibility: Translates financial management systems, applications and database systems, or transaction processing systems program requirements and flowcharts into applications program codes. Tests, debugs, and refines applications/financial system programs to increase efficiency or meet written specifications. Produces user-friendly database search and report generating command structures such as macros, formatted screens, or menus. Provides end user and technical documentation and training for software programs and procedures. Performs database loading and backups. Interprets and prepares coded instructions based on flowcharts, program specifications, input-output specifications, utility routines,



decision tables, and user requirements. Analyzes and solves computer programming problems. Tests and documents computer programs, including program modifications. Trains users. Prepares overall project recommendations including funding and time requirements. May work under the supervision and direction of a senior staff member or independently.

Minimum Education: Bachelor's degree in Computer Science, Computer Information Systems, Management Information Systems, Information Resource Management, Data Processing or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Programmer Analyst III

Minimum/General Experience: Eight (8) years progressive experience within the general functional area and five (5) years of experience designing, developing, testing and implementing software systems.

Functional Responsibility: Translates financial management systems, applications and database systems, or transaction processing systems program requirements and flowcharts into applications program codes. Tests, debugs, and refines applications/financial system programs to increase efficiency or meet written specifications. Produces user-friendly database search and report generating command structures such as macros, formatted screens, or menus. Provides end user and technical documentation and training for software programs and procedures. Performs database loading and backups. Interprets and prepares coded instructions based on flowcharts, program specifications, input-output specifications, utility routines, decision tables, and user requirements. Analyzes and solves computer programming problems. Tests and documents computer programs, including program modifications. Trains users. Prepares overall project recommendations including funding and time requirements. May supervise and direct junior staff or act as team lead.

Minimum Education: Bachelor's degree in Computer Science, Computer Information Systems, Management Information Systems, Information Resource Management, Data Processing or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

Project Manager I

Minimum/General Experience: Five (5) years progressive experience within the general functional area and three (3) years of professional project management experience.

Functional Responsibility: Responsible for resource allocation, technical and management oversight, providing high-level business operations expertise, and participation in briefings and meetings. Frequently provides subject matter or functional area expertise for financial and business tasks in addition to fulfilling management responsibilities. Responsible for overall management of assigned task orders and for ensuring that technical solutions and schedules in the task order are accomplished in a timely manner. Formulates and enforces work standards, assigns schedules, reviews work discrepancies, supervises contractor personnel, and communicates the organization's policies, goals, and purposes. Serves under Program Manager as representative responsible for overall contract performance.

Minimum Education: Bachelor's degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.



PMP or minimum three years/36 months unique non-overlapping professional project management experience required.

Project Manager II

Minimum/General Experience: Seven (7) years progressive experience within the general functional area and four (4) years of professional project management experience.

Functional Responsibility: Under general direction of a program manager, responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, service providers, and client stakeholders. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct analysis and resolve problems.

Minimum Education: Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

PMP or minimum five years/60 months unique non-overlapping professional project management experience required.

Project Manager III

Minimum/General Experience: Ten (10) years progressive experience within the general functional area and six (6) years of professional project management experience.

Functional Responsibility: Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, service providers, and client stakeholders. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project teams. Recommends and takes action to direct analysis and resolve problems.

Minimum Education: Bachelor's degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella's Experience and Degree Substitution policy.

PMP required.

Senior Documentation Specialist

Minimum/General Experience: Seven (7) years of progressive experience and four (4) years of experience in technical writing/editing functions.

Functional Responsibility: 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. Supervises, trains, and develops junior staff members.

Minimum Education: Bachelor’s degree in English, Journalism, or a related field or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

Experience and Degree Substitution Policy

The above describes the functional responsibilities and education and requirements for each labor category. These requirements are a guide to the types of experience and educational backgrounds of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience and education as shown below:

Degree	Experience Equivalence	Other Equivalence
Bachelor’s	Associate’s degree +2 years relevant experience, or 4 years relevant experience	Professional certifications, such as PMP, ITIL, CGFM, Six Sigma, etc.
Master’s	Bachelor’s +2 years relevant experience, or Associate’s +4 years relevant experience	Professional certifications, such as PMP, ITIL, CGFM, Six Sigma, etc.
Doctorate	Master’s +2 years relevant experience, Bachelors +4 years relevant experience	
Higher Education	Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.	Professional certifications, such as PMP, ITIL, CGFM, Six Sigma, etc.