



**I.S. Technologies, LLC**  
**dba**

**Computer System Designers, LLC**

2014-2019 Schedule 70 Catalog of Services

Contract : GS-35F-0069R, October 27, 2019

Incorporates Refresh #33 –May 30, 2014

Current Modification number PA0015, May 16, 2014

Computer System Designers, LLC  
8221 South Walker Avenue  
Oklahoma City, Oklahoma 73139

**I.S. Technologies, LLC is an Equal Opportunity Employer**

## GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

### AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

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!*<sup>®</sup>, a menu-driven database system. The INTERNET address GSA *Advantage!*<sup>®</sup> is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

Schedule Title: Federal Supply Services Schedule 70

#### SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Contract number: GS-35F-0069R Refresh 32

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract period: 29 October 2014 – 28 October 2019

I.S. Technologies, LLC dba Computer System Designers (CSD)  
8221 South Walker Avenue  
Oklahoma City, OK 73139  
Voice: (405) 604-3277 FAX: (405) 604-3273

<http://www.csdok.com/services.htm>

CSD is a minority owned disadvantaged small business.

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## **1. CUSTOMER INFORMATION FOR ORDERING ACTIVITIES**

### **1.1. Awarded Special Item Number:**

#### **SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Labor Categories/Positions with position descriptions are included for each FPDS Code. Awarded Pricing for each labor category for all years of this contract are contained in the table beginning on page 152.

### **1.2. Maximum order.**

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology (IT) Professional Services

### **1.3. Minimum order.**

The minimum dollar value of orders to be issued is \$2,500.00.

### **1.4. Geographic coverage (delivery area).**

The Geographic Scope of Contract will be domestic delivery only.

### **1.5. Point(s) of production (city, county, and State or foreign country).**

Not Applicable.

### **1.6. Discount from list prices or statement of net price.**

Not Applicable.

#### **1.6.1. Quantity discounts.**

Not applicable.

### **1.7. Prompt payment terms.**

Not applicable.

### **1.8. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.**

Credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract are accepted.

### **1.9. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.**

The ordering agency may enter into an agreement with CSD to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

**1.10. Foreign items (list items by country of origin).**

Not applicable.

**1.11. Time of delivery.**

As stated in the Purchase/Task Order.

**1.11.1. Expedited Delivery.**

Not applicable for Services.

**1.11.2. Overnight and 2-day delivery.**

Not applicable for Services.

**1.11.3. Urgent Requirements.**

Not applicable for Services.

**1.12. F.O.B. point(s).**

Not Applicable.

**1.13. Ordering Address.**

I.S. Technologies, LLC dba Computer System Designers, LLC  
8221 South Walker Avenue  
Oklahoma City, OK 73139  
(405) 604-3277

**1.14. Ordering procedures:**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.
- c. FAR 8.405-3 Information on Blanket Purchase agreements.

**1.15. Payment address.**

I.S. Technologies, LLC dba Computer System Designers, LLC  
8221 South Walker Avenue  
Oklahoma City, OK 73139  
(405) 604-3277

**1.16. Warranty provision.**

As stated in the Purchase/Task Order.

**1.17. Export packing charges, if applicable.**

Not Applicable

**1.18. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**

As stated in the Purchase/Task Order.

**1.19. Terms and conditions of rental, maintenance, and repair (if applicable).**

Not Applicable

**1.20. Terms and conditions of installation (if applicable).**

Not Applicable

**1.21. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**

Not Applicable

**1.22. Terms and conditions for any other services (if applicable).**

As stated in the Purchase/Task Order.

**1.23. List of service and distribution points (if applicable).**

As stated in the Purchase/Task Order.

**1.24. 22. List of participating dealers (if applicable).**

Not Applicable

**1.25. Preventive maintenance (if applicable).**

Not Applicable

**1.26. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**

Not Applicable

**1.27. Section 508 Compliance**

In accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), all IT hardware/software/services are 508 compliant: More information is available ): <http://www.csdok.com/quality.htm>

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**1.28. Data Universal Number System (DUNS) number.**

107968773

**1.29. Notification regarding registration in Central Contractor Registration (CCR) database.**

I.S. Technologies, LLC dba Computer System Designers has registered with the Central Contractor Registration Database.

## **2. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

### **2.1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **2.2. PERFORMANCE INCENTIVES I-FSS-60 PERFORMANCE INCENTIVES (APRIL 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### **2.3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### **2.4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Professional Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **2.5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **2.6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **2.7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

## **2.8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **2.9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **2.10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **2.11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **2.12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

**2.13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

**2.14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

**2.15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **3. I.S. TECHNOLOGIES, LLC DBA COMPUTER SYSTEM DESIGNERS, LLC**

I.S. Technologies, LLC. (IST) is a woman-owned Oklahoma City-based company founded in 2002 as a provider to the Federal government of information technology and training services. The company was certified by the Small Business Administration in August 2004 as a Socially and Economically Disadvantaged Business (SEDB) and an 8(a) program participant. IST has enjoyed an unbroken record of growth and success since beginning operations, enhanced by the acquisition in 2005 of Computer System Designers, LLC. – a financially strong, award-winning, and nationally-known systems engineering, information technology, and training services company. The integrated company operates as I.S. Technologies, LLC. dba Computer System Designers, LLC. (CSD). CSD has additional presence at FAA Headquarters in Washington, D.C. and offices in Beavercreek, OH. CSD's primary customers include the Federal Aviation Administration (FAA) Academy, the FAA Logistics Center, the Defense Information Systems Agency (DISA), the U.S. Army and the U.S. Air Force. The company has enjoyed a significant and sustained rate of growth in both revenues and numbers of employees in each of the past four years with CY2013 revenues exceeding \$21M and over 250 full and part-time employees.

CSD is a technical services company organized into three operating divisions reflecting core competencies: Training Services, Systems Engineering and Information Technologies. The Training Services Division, primarily serving the FAA Academy, has extensive experience in providing training, developing and evaluating training materials, and providing computer and network services supporting web-based distance learning requirements. This division is also very experienced in producing and maintaining Computer-Based Instruction (CBI) training and internet-accessible training systems, in the use of interactive video and graphics presentation systems, and in producing audio-visual training aids. Examples of FAA-related training projects include development and maintenance of the national Computer Managed Instruction (CMI) program and the FAA's on-line Catalog of Training, operation of the national Computer Based Instruction (CBI) Help Desk, provision of in-residence Airway Facilities training at the FAA Academy, and evaluation and development of FAA Academy courseware. The Systems Engineering Division provides a variety of engineering and technical services to the FAA Logistics Center to support radar, communications, navigational aid, power, and automation components of the National Airspace System (NAS). These services include: systems engineering to perform fault analyses and engineering studies, system and component reengineering, and systems repair and refurbishment; field engineering including on-site technical support and systems installations; and engineering technical services such as systems documentation and drafting, technical library management, and support software development. Our Information Technologies Division provides the Defense Information Systems Agency, U.S. Air Force and U.S. Army with computer system technical support including database development and administration, mainframe computer operations, applications software development, computer systems help desk, and computer systems security administration.

Our Engineering Services Division is ISO 9001-2008 Certified, and our Distance Learning Group is fully CMMI Level 2 compliant.

## **Awards**

In recognition of committed and outstanding customer support, CSD received the **U.S. Department of Transportation, Federal Aviation Administration Small Business of the Year for 2009** and the **2009 Best of the Best: Woman-Owned Small Business of the Year** from the Federal Aviation Administration. CSD began our award winning performance recognition as the recipient of the FAA Logistics Center's prestigious Eagle Award in 1998 for contributions made in supporting their ISO-9002 certification. We have also received recognition for our sustained growth and stability in national publications. Other awards include:

- FAA Small Disadvantaged Business of the Year, 2011.
- Oklahoma Minority Supplier Development Council Outstanding Minority Business of the Year, Class 3 2011.
- DoT/FAA Small Business of the Year, 2009.
- FAA Logistics Center Eagle Award (1998). Awarded for services provided to the FAA Logistics Center in completing planning and preparations for ISO-9002 certification audit.
- Small Business Administration State of Oklahoma 8(a) Service Firm of the Year Award for 2001. Awarded to CSD for outstanding record of growth and quality of services provided to government customers.
- Business Technology Firm of the Year Award for 2003 for the state of Oklahoma by the U.S. Department of Commerce Minority Business Enterprise. Awarded in September 2003.
- OKC Metro 50 Oklahoma City's fastest-growing privately-held companies: #14 in 2004, #1 in 2005, #2 in 2006, and #2 in 2007.
- Air Traffic Control Association Small and Disadvantaged Business Award for outstanding achievement that added to the safety or efficiency of air traffic control: 2004, 2006, 2007 and 2009.
- Inc. 500/5000 annual ranking of the fastest-growing private companies in America: #276 in 2004, #203 in 2008, and #4686 in 2009.

## **Corporate Memberships**

1. Air Traffic Control Association (ATCA)
2. Armed Forces Communications and Electronics Association (AFCEA)
3. Oklahoma City Chamber of Commerce
4. Dayton Area Defense Contractors Association (DADCA)
5. Air Force Association (AFA)
6. The International Test and Evaluation Association (ITEA)

The services and pricing indicated in this catalog are current as of April 11, 2014.

CSD Points of Contact:

**Phone: (405) 604-3277**

**FAX: (405) 604-3273**

Brian Magers – **Director, Business Development – Extension 202** email [bmagers@csdok.com](mailto:bmagers@csdok.com)

Jim Sexton – **Vice President and Director of Operations – Extension 210** email [jsexton@csdok.com](mailto:jsexton@csdok.com)

Dr. Terry Salmon – **President – Extension 201** email [tsalmon@csdok.com](mailto:tsalmon@csdok.com)

**Internet Web Site:** <http://www.csdok.com>

**CSD Offers the following Services under this contract:**

**SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

I.S. Technologies, LLC dba Computer System Designers, LLC (CSD)  
8221 South Walker Avenue  
Oklahoma City, OK 73139  
405.604.3277  
<http://www.csdok.com>

Contract Number: GS-35F-0069R

Period Covered by Contract: 29 Oct 2014 – 28 Oct 2019

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #32, dated September 25, 2013.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System ( <https://www.gsaadvantage.gov> ).

## **4. DESCRIPTION OF IT SERVICES AND PRICING**

### **4.1. FACILITY OPERATION AND MAINTENANCE: FPDS CODE D301**

*Pricing for all positions is provided beginning on page 152*

#### **Business Application and Resource Analyst**

Responsible for manpower resource planning and allocation, analysis of buying trends, research, analysis and presentation of contract status and resource reports, and market analysis. Supports the government Acquisition Contract Management Team in developing, implementing, and documenting best business practices related to manpower resource planning, allocation and compensation. Provides professional support to Contract and Business Managers in meeting and maintaining manpower resource requirements. Evaluates internal manpower requirements for the execution of IT strategies and procedures and performs analysis of external market factors affecting compensation for IT professionals and supporting technical personnel. Develops compensation strategies for achieving and maintaining the optimum levels of technical capability with available financial resources.

Qualifications: High School diploma or equivalent with a minimum of ten (10) years of experience in business systems analysis, five (5) of which must have been within the past eight (8) years, and with six (6) years direct experience in contract negotiations and market analysis. Must have the capability to monitor industry and public policy development for impact on market for IT personnel.

#### **Clerk Typist**

Prepares periodic or special reports of workload and information from records and files using PC-based word processing software, such as Microsoft Word or WordPerfect. Performs related clerical duties such as answering telephone, referring callers or furnishing information, maintaining files, operating copying machine and distributing or preparing documents to be mailed.

Qualifications: High School diploma or equivalent with a minimum of one (1) year within the last three (3) years, direct experience in the area outlined above.

#### **Computer Aide/Intern**

Assists one or more workers in a computer related field by performing specific or general duties of a lesser skill. Various duties may include, but are not limited to, the following: Entering program information via a video display terminal in assisting programmers by preparing final flowcharts and record layouts following rough drafts, or making copies of documentation to update program maintenance manuals.

Qualifications: Currently attending High School or equivalent. No experience necessary as this is a trainee position.

#### **Computer Clerk**

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.

Qualifications: A High School diploma or equivalent.

#### **Computer Help Desk Specialist I**

Applies understanding of computer software and hardware to resolves problems of internal users by performing the following duties. Receives telephone calls from users having problems using computer software and hardware or inquiring how to use specific software, programming languages, electronic mail, and operating systems. Determines whether problem is caused by software or hardware such as processor, hard disk, network cards, modem, printer, and

cables. Talks with other co-workers or works with a Computer User Support Analysts or other specialists to determine problem and find solution. For common office automation type software: (1) writes or revises user training manuals and procedures; develops training materials such as exercises and visual displays; and trains users on software and hardware on-site or in classroom.

Qualifications: Requires a high school degree and one year general experience in operating, maintaining or troubleshooting micro-computer systems such as DOS, Windows, NT; networking and e-mail systems. Demonstrated ability to communicate orally and in writing with a positive customer service attitude. An Associates or Bachelor's degree in the above experience fields may be substituted for experience.

### **Computer Help Desk Specialist II**

Applies understanding of computer software and hardware to resolves problems of internal users by performing the following duties. Receives telephone calls from users having problems using computer software and hardware or inquiring how to use specific software, programming languages, electronic mail, and operating systems. Determines whether problem is caused by software or hardware such as processor, hard disk, network cards, modem, printer, and cables. Talks with other co-workers or works with a Computer User Support Analysts or other specialists to determine problem and find solution. For common office automation type software: Writes or revises user training manuals and procedures; develops training materials such as exercises and visual displays; and trains users on software and hardware on-site or in classroom.

Qualifications: Requires a high school degree and three (3) years of experience in operating, maintaining or troubleshooting micro-computer systems such as DOS, Windows, NT; networking and e-mail systems. Demonstrated ability to communicate orally and in writing with a positive customer service attitude. An Associates or degree in the above experience fields may be substituted for two years of experience. A bachelor's degree may be substituted for four years of experience.

### **Computer Help Desk Specialist III**

Applies understanding of computer software and hardware to resolves problems of internal users by performing the following duties. Receives telephone calls from users having problems using computer software and hardware or inquiring how to use specific software, programming languages, electronic mail, and operating systems. Determines whether problem is caused by software or hardware such as processor, hard disk, network cards, modem, printer, and cables. Talks with other co-workers or works with a Computer User Support Analysts or other specialists to determine problem and find solution. For common office automation type software: Writes or revises user training manuals and procedures; develops training materials such as exercises and visual displays; and trains users on software and hardware on-site or in classroom.

Qualifications: Requires a high school degree and five (5) years of experience in operating, maintaining or troubleshooting micro-computer systems such as DOS, Windows, NT; networking and e-mail systems. Demonstrated ability to communicate orally and in writing with a positive customer service attitude. An Associates or degree in the above experience fields may be substituted for two years of experience. A bachelor's degree may be substituted for four years of experience.

### **Computer Help Desk Specialist IV**

Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as a technical point of contact for troubleshooting hardware/software PC and printer problems.

Qualifications: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of five (5) years of experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a

help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

### **Computer Operator**

Provides operation of mainframe, mid-tier, and client server computers using respective computer console/terminal. These operation tasks require some if not all of the following duties: activating computer systems through appropriate power on procedures; switching hardware components on and off line as required; monitoring the status of all hardware, software and applications systems; initiating application software as specified by operational instructions; Analyzing, evaluating and resolving equipment malfunctions; trouble shooting operational communication and application problems; diagnosing system hardware failures, software failures, and communications failures to determine the source of failure; analyze operating systems and workload projections to identify conflicts, potential backlog situations, priority problems and interface conflicts for computers and communication systems; interface with other personnel, customers and contractors as required to accomplish duties; and support tape library operations when required.

Qualifications: A minimum of two years hands-on experience operating mainframe, mid-tier, or client server computers as required by the position.

### **Computer Technician III**

Applies computer techniques, principles and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems for military support equipment and/or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews, analyzes, develops prepares or applies specifications, policies, standards, or procedures. Plans and performs tests and evaluations of systems equipment or components. Responsible for developing project plans, justifications, guidelines, and controls. As a result of the above functions, a Secret clearance may be required for the above position.

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 (8) recent years of experience performing the foregoing functions, or a High School diploma and twelve (12) recent years of experience performing the foregoing functions. At least three (3) years of experience installing, troubleshooting, and supporting microcomputers, network interface cards, and printers.

### **Computer User Support Analyst I**

Investigates and resolves computer software and hardware problems of users. May perform this service directly with the user or in support of a help desk. Receives telephone calls from the help desk or from users having problems using computer software and hardware or inquiring how to use specific software, such as statistical, graphics, data base, printing, word processing, programming languages, electronic mail, and operating systems. Talks to user to learn procedures followed and source of error. Answers questions, applying knowledge of computer software, hardware, and procedures. Asks user with problem to use telephone and participate in diagnostic procedures, using diagnostic software, or by listening to and following instructions. Determines whether problem is caused by hardware, such as modem, printer, cables, or telephone. Talks with coworkers to research problem and find solution. Talks to programmers to explain software errors or to recommend changes to programs. Calls software and hardware vendors to request service regarding defective products. May test software and hardware to evaluate ease of use and whether product will aid user in performing work. May write software and hardware evaluation and recommendation for management review. May write or revise user training manuals and procedures. May develop training materials, such as exercises and visual displays. May train users on software and hardware on-site or in classroom, or recommend outside contractors to provide training. May install microcomputers, software, and peripheral equipment, following procedures and using. May work as in-house consultant and research alternate approaches to existing software and hardware when standardized approaches cannot be applied. May conduct office automation feasibility studies, including work flow analysis, space design, and cost comparison analysis. May specialize by type of software, computer language, or computer operating system.

Qualifications: Requires a high school degree and four (4) years general experience in operating, maintaining or troubleshooting micro-computer systems such as DOS, Windows, NT; networking and e-mail systems. Demonstrated ability to communicate orally and in writing with a positive customer service attitude. An Associates or Bachelor's Degree in the above experience fields may be substituted for two years of experience.

### **Computer User Support Analyst II**

Investigates and resolves computer software and hardware problems of users. May perform this service directly with the user or in support of a help desk. Receives telephone calls from the help desk or from users having problems using computer software and hardware or inquiring how to use specific software, such as statistical, graphics, data base, printing, word processing, programming languages, electronic mail, and operating systems. Talks to user to learn procedures followed and source of error. Answers questions, applying knowledge of computer software, hardware, and procedures. Asks user with problem to use telephone and participate in diagnostic procedures, using diagnostic software, or by listening to and following instructions. Determines whether problem is caused by hardware, such as modem, printer, cables, or telephone. Talks with coworkers to research problem and find solution. Talks to programmers to explain software errors or to recommend changes to programs. Calls software and hardware vendors to request service regarding defective products. May test software and hardware to evaluate ease of use and whether product will aid user in performing work. May write software and hardware evaluation and recommendation for management review. May write or revise user training manuals and procedures. May develop training materials, such as exercises and visual displays. May train users on software and hardware on-site or in classroom, or recommend outside contractors to provide training. May install microcomputers, software, and peripheral equipment, following procedures and using. May work as in-house consultant and research alternate approaches to existing software and hardware when standardized approaches cannot be applied. May conduct office automation feasibility studies, including work flow analysis, space design, and cost comparison analysis. May specialize by type of software, computer language, or computer operating system.

Qualifications: Requires a high school degree and seven (7) years general experience in operating, maintaining or troubleshooting micro-computer systems such as DOS, Windows, NT; networking and e-mail systems. Demonstrated ability to communicate orally and in writing with a positive customer service attitude. An Associates or Bachelor's Degree in the above experience fields may be substituted for two years of experience.

### **Data Entry Clerk**

Enters a wide variety of source documents such as computer-generated reports, program coding sheets, and other narrative and statistical information using PC-based database management software, such as dBase IV or PARADOX. Examines and sorts documents by subject matter, category, or other specified manner. In accordance with established procedures, reviews source documents for completeness and accuracy. Detects and rejects illegible or incomplete source documents and information. Keys data rapidly and accurately. Verifies accuracy and corrects data using automated data edit reports if possible. Reviews and annotates data sheets, reports, and other documents for data entry technicians. Maintains records covering verification statistics.

Qualifications: High School diploma or equivalent with a minimum of two (2) year within the last five (5) years; direct experience in the area outlined above, and be proficient in PC-based database management software.

### **Documentation Clerk**

Responsible for writing manuals and user guides for users, programmers and the operations staff. Assists in designing and documenting data requirements, system tests and implementation plans, and system demonstrations. Develops flow charts and system workflow graphics. Sets up data dictionaries for automated systems. May assist in entering and managing financial management systems data.

Qualifications: A minimum of two (2) years with the last five (5) years, direct experience in the area outlined above, and must be proficient in Microsoft Word, and Excel.

## **Documentation Specialist**

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, and presentation materials for corporate and/or stand alone computing applications.

Qualifications: A High School diploma or equivalent and one (1) year of experience performing typing and/or word processor functions.

## **Electronic Publishing Specialist II**

Performs low-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic Publishing system and desktop software programs, such as WORD for Windows, Pagemaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files periodic maintenance of desktop publishing equipment, including laser printers responds to telephone and in-person inquiries from users or potential users prepares periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

Qualifications: An Associate degree in a directly related field may be substituted for two (2) years work experience. The Electronic Publishing Support must have a minimum of five (5) years of experience, two (2) of which shall be within the last five (5) years in the areas outlined above.

## **Electronic Publishing Specialist III**

Performs high-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic publishing system and desktop software programs, such as WORD for Windows, Pagemaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files periodic maintenance of desktop publishing equipment, including laser printers responds to telephone and in-person inquiries from users or potential users prepares periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

Qualifications: A Bachelors degree in Computer Sciences, Graphic Design, English (writing/editing/publishing), Business Management, or other related subjects be substituted for two (2) years of experience. A minimum of eight (8) years of direct experience, three (3) of which shall be within the last five (5) years in document design and publishing, including all of the areas outlined above. Must have demonstrated experience in managing schedules and deliverables, and extensive knowledge of Pagemaker, Ventura, Adobe, and other desktop publishing programs.

## **Graphics Artist**

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.

Qualifications: A High School diploma or equivalent and two (2) years of experience in computer generated graphics, presentation preparation, formal drawings, and/or graphic oriented ADP support.

## **Graphics Specialist**

Directly supports Program Manager or Project Manager in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Qualifications: High School diploma or equivalent and a minimum of two (2) years of experience in office administration and developing graphic/artistic presentations for publications and documents). At a minimum, one (1) year of specialized experience using commercial automated graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

## **Hardware Installation Technician**

Conducts sites surveys; assesses and documents current site network configuration and user requirements. Designs and optimize network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized interconnecting cables.

Qualifications: A High School diploma or equivalent with a minimum of five (5) years of experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: analysis and installation of computer based systems; analysis and installation of local area nets; fiber optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communications systems. Proven ability to work independently or under only general direction.

## **Help Desk Manager**

Provides daily supervision and direction to staff that are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. This position serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of seven (7) years of experience, of which at least five (5) years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

## **Help Desk Supervisor**

Supervises and coordinates activities of employees who provide problem-solving support to computer users. Assists others in solving non-routine software, hardware, and procedure problems, using computer and manuals. Coordinates with staff, computer users, supervisors, and managers to determine requirements for new or modified software and hardware. Writes recommendations for management and client review. Coordinates installation of hardware and software, and implementation of procedure changes.

Qualifications: A Bachelor's or Associates degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires above degree and two years general experience in operating, maintaining or troubleshooting micro-computer systems such as DOS, Windows, NT; networking and e-mail systems. A degree is not required with five years of experience.

## **Internet/Intranet Web Site Developer**

Determines customer requirements into internet web and translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Must be able to apply new and emerging technologies to the site development process.

Qualifications: A Bachelors degree or three (3) years of equivalent experience in a related field with a minimum of one (1) year of computer experience using Internet/intranet products, including Web server and related products selection and administration. At least one (1) year of experience building and installing web sites, including product selection, configuration, installation, maintenance, and site policy development. Experienced in developing web pages using HTML and associated scripting and graphics integration.

## **Librarian**

Provides document control; performs check-in/check-out, filing, posting revisions and modifications, copying and distribution, and maintaining computerized document inventory databases.

Qualifications: A high school diploma or equivalent is required. An associate degree in library science is highly desired. Two (2) years practical experience as a librarian is required. Specialized knowledge of FAA document types and documentation maintenance procedures, and name recognition of FAA equipment and systems, is highly desired.

## **Microcomputer Support Specialist I**

Installs, modifies, and makes minor repairs to microcomputer hardware and software systems. Provides technical assistance and training to system users. Following design or installation specifications, installs hardware and peripheral components, such as monitors, keyboards, printers, network cards, and disk drives. Installs specified software packages, such as operating systems, word processing, or spreadsheet programs. Enters commands and observes system functions to verify correct system operation. May perform diagnostics and test procedures to validate successful operation of installed software and hardware. Instructs user in use of equipment, software, and manuals. Answers client's inquiries in person and via telephone concerning systems operation; diagnoses system hardware, software, and operator problems; and recommends or performs minor remedial actions to correct problems based on knowledge of system operation. Replaces defective or inadequate software packages. Refers major hardware problems to service personnel for correction.

Qualifications: This position requires two (2) years of experience in installing, testing, and maintaining microcomputers and software. A Bachelor's degree may be substituted for the experience above. An associate degree, trade school, pertinent manufacturer training programs in microcomputers and peripheral devices and related equipment may be substituted for two years of experience.

## **Microcomputer Support Specialist II**

Installs, modifies, and makes minor repairs to microcomputer hardware and software systems. Provides technical assistance and training to system users. Following design or installation specifications, installs hardware and peripheral components, such as monitors, keyboards, printers, network cards, and disk drives. Installs specified software packages, such as operating systems, word processing, or spreadsheet programs. Enters commands and observes system functions to verify correct system operation. May perform diagnostics and test procedures to validate successful operation of installed software and hardware. Instructs user in use of equipment, software, and manuals. Answers client's inquiries in person and via telephone concerning systems operation; diagnoses system hardware, software, and operator problems; and recommends or performs minor remedial actions to correct problems based on knowledge of system operation. Replaces defective or inadequate software packages. Refers major hardware problems to service personnel for correction.

Qualifications: This position requires three (3) years of experience in installing, testing, and maintaining microcomputers and software. A Bachelor's degree may be substituted for the 2 years of experience. An associate

degree, trade school, pertinent manufacturer training programs in microcomputers and peripheral devices and related equipment may be substituted for two years of experience.

### **Microcomputer Support Specialist III**

Installs, modifies, and makes minor repairs to microcomputer hardware and software systems. Provides technical assistance and training to system users. Following design or installation specifications, installs hardware and peripheral components, such as monitors, keyboards, printers, network cards, and disk drives. Installs specified software packages, such as operating systems, word processing, or spreadsheet programs. Enters commands and observes system functions to verify correct system operation. May perform diagnostics and test procedures to validate successful operation of installed software and hardware. Instructs user in use of equipment, software, and manuals. Answers client's inquiries in person and via telephone concerning systems operation; diagnoses system hardware, software, and operator problems; and recommends or performs minor remedial actions to correct problems based on knowledge of system operation. Replaces defective or inadequate software packages. Refers major hardware problems to service personnel for correction.

Qualifications: This position requires six (6) years of experience in installing, testing, and maintaining microcomputers and software. A Bachelor's degree may be substituted for the 2 years of experience. An associate degree, trade school, pertinent manufacturer training programs in microcomputers and peripheral devices and related equipment may be substituted for two years of experience.

### **Network Communications Technician I**

Installs and repairs data communications lines and equipment. Reviews work orders to move, change, install, repair, or remove data communications equipment, such as modems, cables, network cards, and wires. Reads technical manuals to learn correct settings for equipment. Measures, cuts, and installs wires and cables. Splices wires or cables, using hand-tools or soldering iron. Connects microcomputer or terminal to data communication lines. Develops test plans and tests communication lines to ensure that data is being transmitted between locations according to specifications using testing instruments such as voltmeter and data scope. Uses diagnostic techniques to locate problem, and repairs wiring, cables. When equipment repair is required, coordinates with maintenance organization or company. Monitors repair activity to ensure repair or replacement is done in a timely manner. May plan layout and installation of data communications equipment. May demonstrate use of equipment.

Qualifications: This position requires one year experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Bachelor's degree may be substituted for the experience. An Associates Degree, trade school or manufacturer training programs in communication system devices and equipment or related equipment may be substituted for one years of experience.

### **Network Communications Technician II**

Installs and repairs data communications lines and equipment. Reviews work orders to move, change, install, repair, or remove data communications equipment, such as modems, cables, network cards, and wires. Reads technical manuals to learn correct settings for equipment. Measures, cuts, and installs wires and cables. Splices wires or cables, using hand-tools or soldering iron. Connects microcomputer or terminal to data communication lines. Develops test plans and tests communication lines to ensure that data is being transmitted between locations according to specifications using testing instruments such as voltmeter and data scope. Uses diagnostic techniques to locate problem, and repairs wiring, cables. When equipment repair is required, coordinates with maintenance organization or company. Monitors repair activity to ensure repair or replacement is done in a timely manner. May plan layout and installation of data communications equipment. May demonstrate use of equipment.

Qualifications: This position requires three (3) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Bachelor's degree may be substituted for one year's experience. An Associates Degree, trade school or manufacturer

training programs in communication system devices and equipment or related equipment may be substituted for one year's experience.

### **Network Installation Technician II**

The Network Installation Technician conducts site Surveys. Documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Follows installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports/inputs.

Qualifications: A High School diploma or equivalent with a minimum of three (3) years of experience.

### **Network Installation Technician III**

Organizes and directs network installations and site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Prepares site installation and test reports. Manages network installation technical team.

Qualifications: With a Bachelor's degree, three (3) years of general experience. With High School Diploma or equivalent and five (5) years of general experience.

### **Network Specialist II**

Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

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 four (4) years of experience performing the foregoing functions, or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **Network Specialist III**

Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

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 (8) years of experience performing the foregoing functions, or a High School diploma and twelve years of experience performing the foregoing functions.

### **Procurement Specialist**

Develops Acquisition Plans and other procurement justifications and approval documentation, Source Selection Plans including development of evaluation criteria, contract line item structures, statements of work, task statements, contract modifications, and contract correspondence. Performs contract administration. Responsible for assessment of products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards.

Qualifications: A Bachelors degree with four (4) years of experience and attendance at federal government acquisition workforce training (e.g. DAWIA) may be substituted for a degree. Four (4) years of progressive experience supporting and developing government procurements. Must possess knowledge of the organization and contents of the Federal Acquisition Regulation (FAR), agency specific regulations, and be current and knowledgeable of acquisition streamlining initiatives and reforms. The Procurement Specialist has understanding of the uses of the various acquisition approaches, e.g. full and open competition, cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and is able to formulate documentation for the various approaches. Must demonstrate good organization and writing skills.

### **Project Administrator I**

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

Qualifications: A Bachelor's degree or a High School diploma and two (2) years of experience performing the foregoing functions.

### **Project Administrator II**

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.

Qualifications: A Bachelor's degree and two (2) years of experience performing the foregoing functions or a High School diploma and four (4) years of experience performing the foregoing

### **Project Manager II**

Responsible for overall direction, completion, and financial outcome of a contract. Serves as the primary interface and point of contact with client personnel. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews task request to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with contract staff to outline work-plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of contract personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and consolidates for submittal or prepares report and submits to management and client. Confers with contract personnel to provide technical advice and to resolve problems. Develops strategies and implementation plans. Develops planning documents, briefings and presentations as required.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires eight (8) years of experience in planning and managing complex technical projects involving software, communication, and local/wide area network systems with demonstrated ability to provide guidance and direction in assigned tasks, expertise in the management and control of funds and resources, and the ability to manage complex technical tasks with high visibility. A Master's Degree may be substituted for two (2) years of experience. A degree is not required with ten (10) years of experience.

### **Project Manager III**

Acts as overall system engineer, technical manager, and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Program Manager on technical program/project issues. Supervises program/project operations by developing system engineering and management procedures, planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

### **Quality Assurance Analyst**

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications: Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six (6) years of experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use or the programming languages such as ADA, Cobol, 4GL, and/or DBMS. Has knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

### **Quality Assurance Manager**

Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline may be substituted for two (2) years of experience. A minimum of eight (8) years of experience, three (3) of which shall be within the last five (5) years in Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

### **Records Management Specialist**

Receives and processes transfer requests for the storage of government records as well as the retrieval of government records. The Records Management Specialist will identify individuals responsible for records management at the government facility; obtain identifying information create a mailing list/tracking system; and develop a recommended mechanism for carrying out periodic updates. Reviews materials that are stored in the government facility and determines the responsible party for each document or set of documents. The Management Analyst is responsible for arranging the return of the items to the responsible party. Attends local meetings and workshops to collect information about records practices, procedures, and technology when these topics are appropriate to government records functions.

Qualifications: A Bachelors degree in Library Science or Records Management substituted for four (4) years, an advanced degree in Library Science or Records Management for six (6) years. A minimum of ten (10) years of direct

experience, three (3) of which shall be within the last five (5) years in records management, and working familiarity with related government policies and procedures. Education may be substituted for up to six (6) years work experience.

### **Security System Administrator**

Maintain security environment in accordance with government agency security orders and procedures. Maintain and distribute security related documentation to appropriate government and contractor customers/employees. Provide training to customers and users when required. Prepare and present security information, reports, and briefings for management and conferences. Provide security/vulnerability analysis, guidance, recommendations, and deficiency resolution and implementation. Resolve security vulnerabilities identified by site surveys and security readiness reviews. May be required to evaluate , develop, recommend, test, modify, and change software/hardware configurations in order to meet government service level computer security requirements. Analyze and resolve computer security issues related to the system customer base including telephone and on-site support as required. Communicate with a wide range of customers, management, technical employees on information and recommendations on current security issues and the future direction of security systems. Provide briefings and presentations to management and users regarding computer security issues. May be required to serve as the Information Systems Security Officer for assigned computer environments.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires five years of experience with computer hardware and operating systems including utilities for the required computer environment. Must be able to identify security vulnerabilities and develop operating procedures or systems to resolve vulnerability. Must be able to effectively communicate orally or in writing to a diverse base of management, customers, and other security representatives. Must demonstrate the ability to work independently or under only general direction. A Bachelor's degree in Computer Science, Information Systems, or other scientific or technical discipline will be considered equivalent to two years of experience. Experience may be substituted for the degree when approved by the government.

### **Security System User Access Manager**

Provides overall management of the system access request process for assigned computer environment. Provide all administrative and technical support required to accomplish the appropriate individual user access privileges, in accordance with all applicable security operating instructions, regulations, procedures, and any other official guidance in effect. Perform entry or ensure entry of user security information is in accordance with security provisions. Communicate with customers, management, technical support personnel in a professional manner.

Qualifications: A High School Diploma or equivalent is required. Must demonstrate the ability to work independently or under only general direction.

### **System Administrator**

Supervises and manages the daily activities of configuration and operation of business systems, which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline combined with a minimum of four (4) years of experience.

### **System Operator**

Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation, which may be mainframe, mini, or client/server based.

Qualifications: An Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. A minimum of three (3) years of experience, three (3) of which shall be within the last five (5)

years in operating a large-scale computer system or a multi-server local area network. Must demonstrate sufficient knowledge of programming to understand how programs use computer hardware.

### **Technical Data Technician**

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.

Qualifications: A High School diploma or equivalent and three (3) years of experience performing the foregoing functions.

### **Technical Manager**

Manages an electronics engineering activity and supervises a technical staff including engineers, technicians, and engineering support personnel. Provides direct engineering support for equipment and systems and electronic systems design.

Qualifications: A Bachelor of Science degree in Electronic or Electrical Engineering is required. At least ten years of experience in managing an electronics engineering activity and supervising a technical staff including engineers, technicians, and engineering support personnel is required. At least five years personal experience in providing direct engineering support for equipment and systems is required. At least two years personal experience in electronic systems design is required. Experience in managing and providing engineering and technical support for NAS systems is highly desired. Specialized knowledge of FAA systems, equipment, procedures, and operations is highly desired. Familiarity with government contract administration rules and procedures is required.

### **Technical Writer/Editor II**

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.

Qualifications: High School diploma or equivalent with at least three (3) years of experience performing the foregoing technical writing/editing functions.

### **Technical Writer/Editor III**

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.

Qualifications: A Bachelor's degree in English or Journalism and at least five (5) years of experience performing the foregoing technical writing/editing functions. At least two (2) 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.

### **Web Designer III**

Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of the website in support of Information Technology (IT) projects. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website.

Responsible for interface implementation. Requires strong navigation and site design instincts. Knowledgeable in web development methodology to include CM and testing. Typically requires a college degree in computer science or a related field, and developmental experience in web-based languages.

Qualifications: Bachelor's Degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution with two (2) years of experience in a computer related field including development and design of software systems and WEB development. Five (5) years of experience may be substituted for a degree.

### **Web Page Designer**

Develops and troubleshoots internet web pages and implements software code (such as HTML, CGI, and Javascript) for components of the website as directed. Works with web designers and other members of a project team to develop and deploy the site.

Qualifications: High School diploma or equivalent and one (1) year of web development. Knowledgeable in web development methodology to include CM and testing. Two (2) years of web development or technical training may be substituted for the diploma.



## **4.2. IT SYSTEMS DEVELOPMENT SERVICES: FPDS CODE 302**

*Pricing for all positions is provided beginning on page 152*

### **Acquisitions Analyst III**

Provides professional services in the areas of acquisition management and contract administration. The Senior Acquisitions Analyst acts as lead for the contractor procurement support team. Provides assistance in, and coordinates contract support for, all phases of the acquisition process. Conducts research and presents findings on contracting approaches, requirements analysis, existing contract analysis, and preparation of all pre-contract documentation, including preparation of Statements of Work (SOWs), Independent Government Cost Estimates (IGCEs), and Procurement Requests (PRs). Reviews contract documentation for compliance with government acquisition policies and regulations. Assists in the evaluation of proposals, contract negotiation and review of all contract documentation. Provides and supports budget and resource requirements. Assists in implementing and managing contract modifications reviews, interprets and identifies discrepancies in modifications. Provides contract administration support; acts as interface with the government Contracting Officer and Specialist, and technical support staff to review, mediate, and resolve contract related issues. Tracks resources and expenditures, identifies and analyzes buying trends, and monitors and evaluates deliverables and performance. Reviews and evaluates existing procedures, and assists in the development of new standard operating procedures

Qualifications: A graduate degree in Business, Law, Communications, or related field is required. The Senior Acquisitions Analyst must have a minimum of twelve (12) years direct experience in government contracting and contract administration, five (5) of which must have been within the past eight (8) years. In addition, the Senior Acquisitions Analyst must have demonstrated experience in government financial processes, and FAA acquisitions regulation and policy analysis, mediation and negotiation, and management of professional staff.

### **Administrative Support and Graphics Specialist**

Directly supports program/project manager and senior technical and management personnel by maintaining files; preparing correspondence; preparing presentation graphics; supporting the development of deliverables; preparation of reports by developing and updating graphic presentations to be included in formal reports and studies; integrating graphics generated with automated tools into reports and correspondence; and other typical office tasks.

Qualifications: Requires a high school diploma and two years of experience in office administration and developing graphic presentations for documents. As a minimum, one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word), graphics systems (Power Point, Harvard, Freelance, etc.), office automation (Schedule+, Microsoft Mail, etc.) and spreadsheets (Excel, Lotus 1,2,3, etc.). Demonstrated ability to work independently or under only general direction. With an Associate's Degree in Computer Science, Information Systems, Business, or other related scientific or technical discipline, one year of office experience using word processing, graphics and spreadsheets is required.

### **ADP Security Specialist II**

Implements and monitors ADP security procedures and issues. Conducts risks assessments, firewall determinations, and security procedures. Participates in planning, cost analysis and implementation of all aspects of ADP security. Develops and implements InfoSec and CompuSec procedures in all areas. Designs, develops, implements, and supports all ADP security policy, procedures, and systems.

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 four (4) years of experience performing the foregoing functions, or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **ADP Security Specialist III**

Directs all ADP security procedures and issues. Conducts risks assessments, firewall determinations, and security procedures. Conducts planning, cost analysis and implementation of all aspects of ADP security. Performs resident expert functions in all InfoSec and CompuSec areas. Manages the designs, development, implementation and support of all ADP security policy, procedures, and systems.

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 (8) years of experience performing the foregoing functions.

### **Application Engineer II**

Analyzes and studies complex system requirements and prepares recommendations for change. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Prepares existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Position requires a minimum of four (4) years of experience managing or performing software engineering activities, of which at least four (4) years must be specialized and two (2) of which shall be within the last four (4) years. Requires knowledge of applicable standards.

### **Application Engineer III**

Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Position requires a minimum of eight (8) years of experience managing or performing software engineering activities, of which at least five (5) years must be specialized and three (3) of which shall be within the last five (5) years. Knowledgeable of applicable standards and supervisory skills is required.

### **Applications Engineer II**

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. The Applications Engineer position requires a minimum of six (6) years computer equipment experience, with three (3) of the last five (5) years focused upon applications programming on large scale data base management systems and the developing of complex software solutions to satisfy design objectives.

## **Applications Programmer**

Analyzes business applications and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation including program-level and system-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires five years of experience, of which at least three years must be specialized. Specialized experience includes: experience as a applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Must demonstrate the ability to work independently or under only general direction. A Master of Science degree or higher in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience. A Bachelor's degree in Computer Science, Information Systems, or other scientific or technical discipline will be considered equivalent to two years general experience.

## **Business Application and Resource Analyst**

Responsible for manpower resource planning and allocation, analysis of buying trends, research, analysis and presentation of contract status and resource reports, and market analysis. Supports the government Acquisition Contract Management Team in developing, implementing, and documenting best business practices related to manpower resource planning, allocation and compensation. Provides professional support to Contract and Business Managers in meeting and maintaining manpower resource requirements. Evaluates internal manpower requirements for the execution of IT strategies and procedures and performs analysis of external market factors affecting compensation for IT professionals and supporting technical personnel. Develops compensation strategies for achieving and maintaining the optimum levels of technical capability with available financial resources.

Qualifications: High School diploma or equivalent with a minimum of ten (10) years of experience in business systems analysis, five (5) of which must have been within the past eight (8) years, and with six (6) years direct experience in contract negotiations and market analysis. Must have the capability to monitor industry and public policy development for impact on market for IT personnel.

## **Clerk Typist**

Prepares periodic or special reports of workload and information from records and files using PC-based word processing software, such as Microsoft Word or WordPerfect. Performs related clerical duties such as answering telephone, referring callers or furnishing information, maintaining files, operating copying machine and distributing or preparing documents to be mailed.

Qualifications: High School diploma or equivalent with a minimum of one (1) year within the last three (3) years, direct experience in the area outlined above.

## **Computer Aide/Intern**

Assists one or more workers in a computer related field by performing specific or general duties of a lesser skill. Various duties may include, but are not limited to, the following: Entering program information via a video display terminal in assisting programmers by preparing final flowcharts and record layouts following rough drafts, or making copies of documentation to update program maintenance manuals.

Qualifications: Currently attending High School or equivalent. No experience necessary as this is a trainee position.

## **Computer Applications Specialist**

Applies knowledge of automated data processing (ADP) functions, hardware and software systems operation, and computer programming languages and techniques, and software applications products to produce technical or management information products. Uses standard database, spreadsheet, or document-producing software applications programs on microcomputer, minicomputer, or mainframe computer systems. Designs and formats databases and input screens. Searches, queries, or compiles data, creating reports or other documents to meet user requirements. Writes and debugs flow charts, code, programs, or routines in fourth generation languages. Maintains and manages databases, files, and back-ups. Operates computer terminals printers, plotters, and other peripheral hardware, entering commands and data required to control their operation. Prepares software change requests and trouble reports. Prepares user manuals, advises, and/or trains users on new software system operations. As a result of the above functions, a Secret clearance may be required for the above position

Qualifications: A High School diploma or equivalent, and four (4) years of experience performing the foregoing functions.

## **Computer Clerk**

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.

Qualifications: A High School diploma or equivalent.

## **Computer Programmer I**

Develops computer programs and databases for scientific, administrative and management applications. Analyzes program requirements and data, develops program spreadsheets, charts, and graphs, populates programs and databases with data, and produces reports depicting the data.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. At least two (2) years of experience in developing computer programs and databases for administrative and management applications is required. Experience shall include analyzing program requirements and data, developing program spreadsheets, charts, and graphs, populating programs and databases with data, and producing reports depicting the data. Knowledge of computer systems hardware, systems software, and applications and database development tools is required. Specialized knowledge of MS Windows, MS Powerpoint, and MS applications and database development tools (Excel, Access, Visual Basic, etc.) is required.

## **Computer Programmer II**

Develops computer programs and databases for scientific, administrative and management applications. Analyzes program requirements and data, develops program spreadsheets, charts, and graphs, populates programs and databases with data, and produces reports depicting the data.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. At least three (3) years of experience in developing computer programs and databases for administrative and management applications is required. Experience shall include analyzing program requirements and data, developing program spreadsheets, charts, and graphs, populating programs and databases with data, and producing reports depicting the data. Knowledge of computer systems hardware, systems software, and applications and database development tools is required. Specialized knowledge of MS Windows, MS Powerpoint, and MS applications and database development tools (Excel, Access, Visual Basic, etc.) is required.

### **Computer Programmer III**

Develops computer programs and databases for scientific, administrative and management applications. Analyzes program requirements and data, develops program spreadsheets, charts, and graphs, populates programs and databases with data, and produces reports depicting the data.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. At least four (4) years of experience in developing computer programs and databases for administrative and management applications is required. Experience shall include analyzing program requirements and data, developing program spreadsheets, charts, and graphs, populating programs and databases with data, and producing reports depicting the data. Knowledge of computer systems hardware, systems software, and applications and database development tools is required. Specialized knowledge of MS Windows, MS Powerpoint, and MS applications and database development tools (Excel, Access, Visual Basic, etc.) is required.

### **Computer Programmer IV**

Develops computer programs and databases for scientific, administrative and management applications. Analyzes program requirements and data, develops program spreadsheets, charts, and graphs, populates programs and databases with data, and produces reports depicting the data.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. At least five (5) years of experience in developing computer programs and databases for administrative and management applications is required. Experience shall include analyzing program requirements and data, developing program spreadsheets, charts, and graphs, populating programs and databases with data, and producing reports depicting the data. Knowledge of computer systems hardware, systems software, and applications and database development tools is required. Specialized knowledge of MS Windows, MS Powerpoint, and MS applications and database development tools (Excel, Access, Visual Basic, etc.) is required.

### **Computer Scientist II**

Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for segments or phases of broader more complex projects.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, Engineering, or Information Systems from an accredited college or university and four (4) years of experience performing the foregoing functions, three (3) of which shall be in the last five (5) years.

### **Computer Scientist III**

Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of

computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and eight (8) years of experience performing the foregoing functions, three (3) of which shall be in the last five (5) years. Required specialized experience required includes performing as a team lead or independent project lead in the functions stated above.

### **Computer Security Systems Specialist II**

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses and assessments.

Qualifications: A Bachelors degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline may be substituted for three (3) years of experience. A minimum of eight years, three (3) of which shall be in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

### **Computer Software Systems Specialist III**

Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing configuration management, integrating software, interpreting software test results, and recommending solutions for unsatisfactory test results. Must be knowledgeable in life-cycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Must have eight (8) years of progressive working experience as a computer specialist or a computer systems analyst. At least five (5) years of experience as a computer systems analyst.

### **Computer Specialist/Programmer I**

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.

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 (4) years of experience performing the foregoing functions.

## **Computer Specialist/Programmer II**

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 minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate database 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 adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects.

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 (6) recent years of experience performing the foregoing functions or a High School diploma and eight recent (8) years of experience performing the foregoing functions. At least two (2) years of the foregoing experience must have been in programming.

## **Computer Specialist/Programmer III**

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. Addresses 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 minicomputer and mainframe computer systems in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems, and simulation models. Formulates architectural design, functional specification, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques. Responsible for developing project plans, guidelines and controls.

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 (8) recent years of experience performing the foregoing functions or a High School diploma and twelve (12) recent years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming.

## **Computer Systems Analyst I**

Performs computer systems analyses, identifies and documents system requirements, and designs, develops, tests, implements and maintains computer software applications and databases. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. Three (3) years of experience performing the required duties is required. Knowledge of computer systems hardware, systems software, and applications and database development tools is required.

## **Computer Systems Analyst II**

Performs computer systems analyses, identifies and documents system requirements, and designs, develops, tests, implements and maintains computer software applications and databases. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. Four (4) years of experience performing the required duties is required. Knowledge of computer systems hardware, systems software, and applications and database development tools is required.

### **Computer Systems Analyst III**

Performs computer systems analyses, identifies and documents system requirements, and designs, develops, tests, implements and maintains computer software applications and databases. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. Five (5) years of experience performing the required duties is required. Knowledge of computer systems hardware, systems software, and applications and database development tools is required.

### **Computer Systems Analyst IV**

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations if needed for approval of major system installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight (8) years general experience with at least six (6) years must be specialized in computer applications, programming and data storage/retrieval. Specifically, three (3) of the last five (5) years shall include experience in the analysis and design of business applications for complex systems, large-scale computers, and database management. The individual must use programming languages such as ADA, Cobol, 4GL, and/or DBMS. The analyst shall possess knowledge of current storage and retrieval methods and the ability to formulate specifications for other computer programmers to use in coding, testing, and debugging of computer programs.

### **Computer Technician III**

Applies computer techniques, principles and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems for military support equipment and/or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews, analyzes, develops prepares or applies specifications, policies, standards, or procedures. Plans and performs tests and evaluations of systems equipment or components. Responsible for developing project plans, justifications, guidelines, and controls. As a result of the above functions, a Secret clearance may be required for the above position.

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 (8) recent years of experience performing the foregoing functions, or a High School diploma and twelve (12) recent years of experience performing the foregoing functions. At least three (3) years of experience installing, troubleshooting, and supporting microcomputers, network interface cards, and printers.

### **Computer Telephony Integration Engineer I**

Has knowledge in one or more aspects of telecommunications or data system integration. This individual possesses broad knowledge in one or more areas of the telecommunications or data network arenas and may possess specialized knowledge in one of the following areas: routing/switching infrastructures, transport technology, network

management systems, or network protocols for computer telephony integration (CTI). Performs research in support of the development of requirements or standards for a specific CTI specialty. Assists in testing or analysis of CTI interoperability with data or telecommunication protocols or services. Performs general technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration. Capable of working with supervision on specific tasks associated with the implementation of specific aspects of computer telephony integration.

Qualifications: Bachelor's Degree in Electrical/Electronics Engineering, Computer Science, Information Systems, or equivalent. Eight (8) years of experience in Telecommunications, Data Networking, or Information Systems can be substituted for the Bachelor's Degree.

## **Computer Telephony Integration Engineer II**

Shall possess a broad knowledge in one or more areas of telecommunication systems or data network integration. Provides technical expertise supporting national or international forums on requirements/standards for a specific CTI specialty. Assists in the development of white papers and conducts research for specific technical areas on a CTI project. Performs technical analysis of CTI interoperability with data or telecommunication protocols or services. Provides technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration.

Qualifications: A Master's Degree in Computer Science, Electrical or Electronics Engineering, Information System, or equivalent and four (4) years general experience in data or telephony communications. Position requires specialized knowledge in one of the following areas: routing/switching infrastructures, transport technology, network management systems, or network protocols for computer telephony integration (CTI). Capable of working alone on specific tasks associated with the implementation of specific aspects of a computer telephony integration (CTI). Proven experience in providing limited guidance or supervision for other Engineers in highly complex data or telecommunications internetworking projects. A Bachelor's Degree and two (2) years related work experience may be substituted for a Master's Degree and one (1) year general experience.

## **Computer Telephony Integration Engineer III**

Has in-depth knowledge in multiple aspects of telecommunications or data system integration. Individual may possess subject matter expertise (SME) knowledge in either the telecommunications or data network arenas or may specialize in routing/switching infrastructures, transport technology, network management systems, or network protocols in computer telephony integration (CTI). Supervises or manages the implementation of specific aspects of a computer telephony integration (CTI) and is capable of supervising a team of specialty Engineers in highly complex data or telecommunications internetworking projects. Participates in national or international forums on requirements or standards for a specific CTI specialty. Provides in-depth analysis on CTI interoperability with data or telecommunication protocols or services and technical lead management oversight for specific technical areas of expertise on a CTI project.

Qualifications: A Doctorate in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and eight (8) years general work experience in data or telephony communications. The individual is experienced in specific CTI technology areas associated with the computer telephony integration as the lead specialty engineer while providing overall technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration. Master's Degree with eight (8) years general experience or a Bachelor's Degree and ten (10) years general experience are considered equivalent to a Doctorate and six (6) years general experience.

## **Cost Analyst**

Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline. This position requires a minimum of six (6) years of experience, and three (3) of which shall be within the last five (5) years. Additionally, at least three (3) years must be specialized. Specialized experience includes: demonstrated experience in providing technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of computer system selections. General experience includes increasing responsibilities in information systems or a technical and fiscal nature.

### **Data Communications Specialist I**

Monitors data communications network to ensure that network is available to all system users and resolves data communications problems. Receives telephone call from user with data communications problem. Monitors modems and communication monitor screens to detect error messages that signal malfunction in communications software or hardware. Enters diagnostic commands or attaches diagnostic equipment in order to isolate and locate problem. Reads technical reference manuals for communications hardware and software to learn cause of problem. Calls service technician for service when problem cannot be resolved. Monitors data communications traffic, records problems and actions taken in tracking system. Updates documentation to record new equipment installed, new sites, and changes to computer configurations. May inspect communications wires and cables. May train staff and users to use equipment. May coordinate installation or install communications lines, network cabling, communication devices.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires three (3) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with seven years of experience.

### **Data Communications Specialist II**

Monitors data communications network to ensure that network is available to all system users and resolves data communications problems. Receives telephone call from user with data communications problem. Monitors modems and communication monitor screens to detect error messages that signal malfunction in communications software or hardware. Enters diagnostic commands or attaches diagnostic equipment in order to isolate and locate problem. Reads technical reference manuals for communications hardware and software to learn cause of problem. Calls service technician for service when problem cannot be resolved. Monitors data communications traffic, records problems and actions taken in tracking system. Updates documentation to record new equipment installed, new sites, and changes to computer configurations. May inspect communications wires and cables. May train staff and users to use equipment. May coordinate installation or install communications lines, network cabling, communication devices.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires five (5) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with seven years of experience.

### **Data Communications Supervisor I**

Supervises and coordinates activities of employees engaged in monitoring or installing data communication lines and resolving user data communication problems. Distributes work assignments and monitors daily logs. Explains data communications diagnostic and monitoring procedures to operators, using computer terminal and following vendor's equipment and software instructions. Explains and demonstrates installation of data communication lines and equipment to operators, using hand-tools and following vendor manuals. Enters diagnostic commands into equipment and determines nature of problem to assist operators in resolving data communication problems. Enters record of actions taken to resolve problem in daily log. Briefs management and client on data communications problems and actions taken to resolve. Performs other duties required of a supervisor.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires three (3) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with eight years of experience.

### **Data Communications Supervisor II**

Supervises and coordinates activities of employees engaged in monitoring or installing data communication lines and resolving user data communication problems. Distributes work assignments and monitors daily logs. Explains data communications diagnostic and monitoring procedures to operators, using computer terminal and following vendor's equipment and software instructions. Explains and demonstrates installation of data communication lines and equipment to operators, using hand-tools and following vendor manuals. Enters diagnostic commands into equipment and determines nature of problem to assist operators in resolving data communication problems. Enters record of actions taken to resolve problem in daily log. Briefs management and client on data communications problems and actions taken to resolve. Performs other duties required of a supervisor.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires four (4) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with eight years of experience.

### **Data Entry Clerk**

Enters a wide variety of source documents such as computer-generated reports, program coding sheets, and other narrative and statistical information using PC-based database management software, such as dBase IV or PARADOX. Examines and sorts documents by subject matter, category, or other specified manner. In accordance with established procedures, reviews source documents for completeness and accuracy. Detects and rejects illegible or incomplete source documents and information. Keys data rapidly and accurately. Verifies accuracy and corrects data using automated data edit reports if possible. Reviews and annotates data sheets, reports, and other documents for data entry technicians. Maintains records covering verification statistics.

Qualifications: High School diploma or equivalent with a minimum of two (2) year within the last five (5) years; direct experience in the area outlined above, and be proficient in PC-based database management software.

### **Database Administrator I**

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.

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

### **Database Administrator II**

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.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and four (4) years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming data base systems.

### **Database Administrator III**

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.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and eight (8) years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming data base systems.

### **Database Administrator IV**

Performs engineering and systems analysis to support design, development, test, configuration, and integration of new or modified large-scale relational database systems. Perform database administration (DBA) services including installation, configuration, administration, performance monitoring, tuning, backup, and disaster recovery strategies for operational and developmental databases. Provides database design, client/server integration, database modeling, and support for systems under development. Coordinates functional design and system architecture issues between parties involved in the development process.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. Requires four (4) years of experience. Must be directly involved with large-scale relational data base system and maintenance activities. A Master of Sciences or higher degree in Computer Science, Information Systems, or other related scientific or technical discipline may be substituted for two years of experience. An Associates Degree in Computer Science, Information Systems or other related technical disciplines may be substituted for two years of experience. Eight years of experience in the computer technology field (five of which must be with large-scale relational data bases) may be substituted for the degree and experience requirements.

### **Database Management Specialist**

Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. The position requires a minimum of six (6) years of experience, of which at least four (4) years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience-e includes: demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

### **Database Manager III**

Manages high-level databases. Directs the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the design and development of database management systems (DBMS) at the highest level, and in defining system and subsystems. Provides leadership in problem solving, implementation practices, and selection of DBMS theory. Manages the software development process based on cost and personnel factors. Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system design and specification. Ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

Qualifications: A Bachelor's Degree in Computer Sciences, Systems Analysis, Information Management, Software Engineering, Statistics, or Mathematics, and a minimum of ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in database management, development and systems analysis, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience.

### **Documentation Clerk**

Responsible for writing manuals and user guides for users, programmers and the operations staff. Assists in designing and documenting data requirements, system tests and implementation plans, and system demonstrations. Develops flow charts and system workflow graphics. Sets up data dictionaries for automated systems. May assist in entering and managing financial management systems data.

Qualifications: A minimum of two (2) years with the last five (5) years, direct experience in the area outlined above, and must be proficient in Microsoft Word, and Excel.

### **Documentation Specialist**

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, and presentation materials for corporate and/or stand alone computing applications.

Qualifications: A High School diploma or equivalent and one (1) year of experience performing typing and/or word processor functions.

### **Drafter III**

Develops engineering drawings, using computer based drawing packages such as APTITUDE. Develops engineering drawings for site plans, electrical interconnects, and mechanical plans for specialized hardware.

Qualifications: High School diploma or equivalent with a minimum of seven (7) years drafting experience, three (3) of which shall be within the last five (5) years. A diversified drafting background is required. A minimum of four (4) years of experience shall be in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of custom hardware installations. Must demonstrate the ability to work independently or under only general supervision.

### **Electrical/Electronics Engineer I**

Performs analysis of electronic and/or electrical components and systems, develops specifications, design modifications and revisions. Identifies part and item substitutions and produces technical documentation.

Qualifications: A Bachelor of Science degree in Electronic or Electrical Engineering is required. At least two (2) years of experience in performing analyses of electronic and/or electrical components and systems, developing specifications, designing modifications and revisions, identifying part and item substitutions, and producing engineering technical documentation. Specialized knowledge of FAA systems, equipment, procedures, and operations is highly desired. Knowledge of NAS systems computer hardware and firmware/software to include embedded applications is highly desired.

### **Electrical/Electronics Engineer II**

Performs analysis of electronic and/or electrical components and systems, develops specifications, design modifications and revisions. Identifies part and item substitutions and produces technical documentation.

Qualifications: A Bachelor of Science degree in Electronic or Electrical Engineering is required. At least six (6) years of experience in performing analyses of electronic and/or electrical components and systems, developing specifications, designing modifications and revisions, identifying part and item substitutions, and producing engineering technical documentation. Specialized knowledge of FAA systems, equipment, procedures, and operations is highly desired. Knowledge of NAS systems computer hardware and firmware/software to include embedded applications is highly desired.

### **Electronic Publishing Specialist II**

Performs low-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic Publishing system and desktop software programs, such as WORD for Windows, Pagemaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files periodic maintenance of desktop publishing equipment, including laser printers responds to telephone and in-person inquiries from users or potential users prepares periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

Qualifications: An Associate degree in a directly related field may be substituted for two (2) years work experience. The Electronic Publishing Support must have a minimum of five (5) years of experience, two (2) of which shall be within the last five (5) years in the areas outlined above.

### **Electronic Publishing Specialist III**

Performs high-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic publishing system and desktop software programs, such as WORD for Windows, Pagemaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files periodic maintenance of desktop publishing equipment, including laser printers responds to telephone and in-person inquiries from users or potential users prepares periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

Qualifications: A Bachelors degree in Computer Sciences, Graphic Design, English (writing/editing/publishing), Business Management, or other related subjects be substituted for two (2) years of experience. A minimum of eight (8) years of direct experience, three (3) of which shall be within the last five (5) years in document design and publishing, including all of the areas outlined above. Must have demonstrated experience in managing schedules and deliverables, and extensive knowledge of Pagemaker, Ventura, Adobe, and other desktop publishing programs.

## **Engineer I**

Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing.

Qualifications: A Bachelor of Science degree in Electrical Engineering or Computer Engineering or a related engineering discipline from an accredited college or university.

## **Engineer II**

Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing. Analyzes, designs, develops, implements, and test automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems. Responsible for segments or phases of broader, more complex projects.

Qualifications: A Bachelor of Science degree in Electrical Engineering or Computer Engineering or a related engineering discipline from an accredited college or university and four (4) years of engineering experience performing the foregoing functions.

## **Engineer III**

Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing. Analyzes, designs, develops, implements, and test automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems. Responsible for developing project plans, justifications, guidelines, and controls.

Qualifications: A Bachelor of Science degree in Electrical Engineering or Computer Engineering or a related engineering discipline from an accredited college or university and eight (8) recent years of engineering experience performing the foregoing functions.

## **Financial Analyst II**

Works in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Responsible for formulation of strategic financial plans, preparing cost estimates and correlation of financial requirements into executable budgets. Responsible for assessment of products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Manages completion of work within the time frame specified by the government, ensuring that all financial requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Qualifications: A Bachelors degree with four (4) years of financial management experience. Experience in financial management with demonstrated ability to supervise or lead a team of financial analysts is required. Possess knowledge of Federal financial and accounting policies and systems requirements. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Is familiar with activity based costing, business case analysis and outsourcing requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

### **Financial Analyst III**

Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Responsible for formulating strategic financial plans, preparing cost estimates and correlation of financial requirements into executable budgets. Responsible for assessment of products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Manages completion of work within the time frame specified by the government ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Qualifications: A Bachelors degree with eight (8) years of financial management experience, including at least five (5) years of increasing responsibilities as a team leader or first level supervisor. Experienced in financial management with demonstrated ability to supervise or lead a team of financial analysts is required. Possesses a thorough knowledge of Federal financial and accounting policies and systems requirements. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Must demonstrate knowledge of activity based costing, business case analysis and outsourcing requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

### **Financial Manager**

Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within the time frame specified by the government, and that all of the financial requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Prepares all milestone documentation and presentations for senior managers, colleagues, and subordinates. Can present material before oversight authority for the government and/or prepare Program Managers for briefings and presentations. Is thoroughly familiar with activity based costing, business case analysis and outsourcing requirements

Qualifications: Bachelors Degree with twelve (12) years of experience in financial management or High School diploma and fifteen (15) years of financial management experience, including seven (7) years of increasing responsibilities including supervisory duties. Experience in financial management with demonstrated ability to supervise or lead a team of financial management professionals. Must demonstrate a thorough knowledge of Federal financial and accounting systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

### **Financial Systems Analyst III**

Manages a team of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the government. Directs the gathering of user requirements and translation into workable automated solutions. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Leads all stages of a project's life cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications, and project status reporting.

Qualifications: A Bachelors degree or related experience with eight (8) years of combined financial management and systems engineering experience. Experience in Financial Management/Accounting for the Federal Government. Possess a thorough knowledge of Federal financial and accounting systems and current technological environments such as the Internet, Client/Server, and Object Oriented related systems. Must demonstrate an in-depth knowledge of database architectures, object oriented design, and systems implementation.

## **Geographic Information System Analyst**

Applies knowledge of information systems principles, spatial data processing functions, spatial analysis of topological structured data, and computer programming languages and techniques to solve multi-discipline query and classification of spatial data. Designs computer automated processes and programs to solve cartographic and map communication problems. Applies scientific and statistical methods in obtaining, analyzing, rectifying, and classifying remotely sensed digital raster and vector data to develop or modify geospatial databases.

Qualifications: A Bachelor's degree in Geography, Geographic Information Systems, Information Systems, or Computer Science, or related field from an accredited college or university, or a High School diploma and eight (8) years of experience performing the foregoing functions.

## **Graphics Artist**

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.

Qualifications: A High School diploma or equivalent and two (2) years of experience in computer generated graphics, presentation preparation, formal drawings, and/or graphic oriented ADP support.

## **Graphics Specialist**

Directly supports Program Manager or Project Manager in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Qualifications: High School diploma or equivalent and a minimum of two (2) years of experience in office administration and developing graphic/artistic presentations for publications and documents). At a minimum, one (1) year of specialized experience using commercial automated graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

## **Information Engineer I**

Works with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. Uses software tools and subsystems to support software reuse and domain analyses and their implementation. Performs software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Provides input to estimate software development costs and schedule. Uses diagnostic software to test and isolate ADPE to validate functionality. Often assists with monitoring system performance and security and sets up terminal/printer queues. Provides in-service support for proper use of system software, hardware, or applications and provides Tier 1 technical support.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience. Possesses ability to assume increasing responsibilities in information engineering activities. Knowledgeable of applicable standards and general technical support processes is required.

## **Information Engineer III**

Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, system upgrades and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement

techniques. Assists in establishing standards for information systems procedures. Manages planned projects for overall installation of application and network systems. Develops action plans with milestones for system upgrades. Provides technical leadership for analysis, integration and support of new products, interfaces and performance enhancements. Analyzes and resolves system software issues. Administers accounts and system access as needed. Assists with the development of training curriculum for customer orientation and use of new and improved systems. Also assists with application customization through process analysis and workflow development including advising customers of database file & table configuration best practices.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience. Specific experience in the following is required: applying business process improvement practices to re-engineer methodologies/principles and business process modernization projects, developing and applying organization-wide information plans and models for use in designing and building integrated, shared software and database management systems, and constructing logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Possesses the ability to work independently.

### **Information Engineer IV**

Mentors task leaders and acts as project manager directing the efforts of other IE categories. Has full life-cycle experience and expertise in all areas of the IE Methodology. Performs instruction in information engineering and engineering process reengineering, and hands-on training in the use of Computer Aided Software Engineering (CASE) tools. Plans and manages projects schedules, directs the work of other contractors, provides quality assurance reviews, and provides consulting services during the planning, analysis, and design phases of information engineering.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

### **INFOSEC/IA Analyst I**

Individual will provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Associates degree in a technical field (Computer Science, MIS, Engineering) required. Three (3) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Two (2) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **INFOSEC/IA Analyst II**

Provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Bachelors degree in a technical field (Computer Science, MIS, Engineering) required. Ten (10) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Five (5) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **INFOSEC/IA Analyst III**

Provide security architecture, policy and design guidance for business systems and networks. Individual may also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Masters degree in a technical field (Computer Science, MIS, Engineering) required. Fifteen (15) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Ten (10) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **Internet/Intranet Specialist I**

Performs system analysis and design techniques for Internet or Intranet development, which may include Hypertext Markup Language (HTML), HyperText Transfer Protocol (HTTP), and Common Gateway Interface (CGI). Analyzes and develops Internet/Intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management functions. Works under general direction.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience required. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

### **Internet/Intranet Specialist II**

Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies, which may include HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Common Gateway Interface (CGI), FrontPage, and Netscape software. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and three (3) years of general experience required. Experienced in providing daily supervision and direction to junior staff. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, one (1) year of general experience is required. With a PhD, no experience is required.

### **Internet/Intranet Specialist III**

Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API).

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience required. Experienced in providing daily supervision and direction to staff. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, three (3) years of general experience is required. With a PhD, one (1) year of general experience is required.

### **Internet/Intranet Web Site Developer**

Determines customer requirements into internet web and translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Must be able to apply new and emerging technologies to the site development process.

Qualifications: A Bachelors degree or three (3) years of equivalent experience in a related field with a minimum of one (1) year of computer experience using Internet/intranet products, including Web server and related products selection and administration. At least one (1) year of experience building and installing web sites, including product selection, configuration, installation, maintenance, and site policy development. Experienced in developing web pages using HTML and associated scripting and graphics integration.

### **Librarian**

Provides document control; performs check-in/check-out, filing, posting revisions and modifications, copying and distribution, and maintaining computerized document inventory databases.

Qualifications: A high school diploma or equivalent is required. An associate degree in library science is highly desired. Two (2) years practical experience as a librarian is required. Specialized knowledge of FAA document types and documentation maintenance procedures, and name recognition of FAA equipment and systems, is highly desired.

### **Management Analyst III**

Oversees assignments, including those employing novel approaches to conducting high-level studies and resolving complex management problems. Individually, or with assistants, develops, analyzes, evaluates, and advises on methods and techniques to improve organizational work processes, procedures, resources, management controls, information systems, documentation, and similar management functions. Conducts management and organizational studies involving analysis of broad programs, functions, and organizations of government agencies at multiple locations and including controversial relationships. Based upon study findings, develops detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staffing and dollar savings. Develops project plans and determines resource needs and allocates them. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations, discussions with managers or specialist at the work site. Identifies problems and develops recommendations. Participates in procurement process, and conducts or coordinates related training. Coordinates actions with government and corporate headquarters staff. Keeps government program authorities, and management aware of status, problems, and solutions.

Qualifications: A Bachelors degree with twelve (12) years of direct experience, three (3) of which shall be within the last five (5) years in management of government business and technical operations, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. An advanced degree in Business Management, Systems Analysis, MIS, Law, Economics, Human Resources or other related field may be substituted for three years of experience.

### **Network Administrator I**

Administers, evaluates, installs, maintains and provides overall support for LANs and WANs. Designs, test and implements interface programs, develops security procedures, and regulates usage. Performs planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks applications and troubleshoots problem areas. Coordinates network policy, procedures, and standards. Assists training of users

Qualifications: A Bachelor's degree in Computr Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and four (4) recent years of experience performing the foregoing functions, or a High School diploma and eight (8) recent years of experience performing the foregoing functions.

## **Network Administrator II**

Responsible for evaluating, developing, and maintaining the configuration and operation of Local Area Networks (LAN) and Wide Area Networks (WAN). Responsible for implementing archiving, backup, and restoration procedures. Performs capacity analysis and optimization studies. Researches and evaluates new LAN/WAN software products to determine whether they will enhance the performance or effectiveness of existing client networks. Presents recommendations to management related to purchasing, configuring, and installing hardware, software and telecommunication equipment. Manages LAN/WAN security and network performance. Establishes and implements LAN policies, procedures, and standards and ensures their conformance with information systems and client objectives. Develops and writes procedures for installation, use, and solving problems of communications hardware and software. Instructs users in use of equipment. May oversee or assist in the installation of communications hardware components. May have responsibility for the technical architecture of LANs/WANs.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Position requires three (3) years of experience in administering UNIX or open system compliant systems or server based LANs using Windows NT, 2000 or 2003, Novel, or comparable systems. A Masters Degree may be substituted for one year's experience. An Associates Degree and/or experience may be substituted for the degree when approved by the government.

## **Network Administrator III**

Responsible for evaluating, developing, and maintaining the configuration and operation of Local Area Networks (LAN) and Wide Area Networks (WAN). Responsible for implementing archiving, backup, and restoration procedures. Performs capacity analysis and optimization studies. Researches and evaluates new LAN/WAN software products to determine whether they will enhance the performance or effectiveness of existing client networks. Presents recommendations to management related to purchasing, configuring, and installing hardware, software and telecommunication equipment. Manages LAN/WAN security and network performance. Establishes and implements LAN policies, procedures, and standards and ensures their conformance with information systems and client objectives. Develops and writes procedures for installation, use, and solving problems of communications hardware and software. Instructs users in use of equipment. May oversee or assist in the installation of communications hardware components. May have responsibility for the technical architecture of LANs/WANs.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Position requires four (4) years of experience in administering UNIX or open system compliant systems or server based LANs using Windows NT, 2000 or 2003, Novel, or comparable systems. A Masters Degree may be substituted for one year's experience. An Associates Degree and/or experience may be substituted for the degree when approved by the government.

## **Network Communications Technician I**

Installs and repairs data communications lines and equipment. Reviews work orders to move, change, install, repair, or remove data communications equipment, such as modems, cables, network cards, and wires. Reads technical manuals to learn correct settings for equipment. Measures, cuts, and installs wires and cables. Splices wires or cables, using hand-tools or soldering iron. Connects microcomputer or terminal to data communication lines. Develops test plans and tests communication lines to ensure that data is being transmitted between locations according to specifications using testing instruments such as voltmeter and data scope. Uses diagnostic techniques to locate problem, and repairs wiring, cables. When equipment repair is required, coordinates with maintenance organization or company. Monitors repair activity to ensure repair or replacement is done in a timely manner. May plan layout and installation of data communications equipment. May demonstrate use of equipment.

Qualifications: This position requires one year experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Bachelor's degree may be substituted for the experience. An Associates Degree, trade school or manufacturer training programs in communication system devices and equipment or related equipment may be substituted for one years of experience.

## **Network Communications Technician II**

Installs and repairs data communications lines and equipment. Reviews work orders to move, change, install, repair, or remove data communications equipment, such as modems, cables, network cards, and wires. Reads technical manuals to learn correct settings for equipment. Measures, cuts, and installs wires and cables. Splices wires or cables, using hand-tools or soldering iron. Connects microcomputer or terminal to data communication lines. Develops test plans and tests communication lines to ensure that data is being transmitted between locations according to specifications using testing instruments such as voltmeter and data scope. Uses diagnostic techniques to locate problem, and repairs wiring, cables. When equipment repair is required, coordinates with maintenance organization or company. Monitors repair activity to ensure repair or replacement is done in a timely manner. May plan layout and installation of data communications equipment. May demonstrate use of equipment.

Qualifications: This position requires three (3) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Bachelor's degree may be substituted for one year's experience. An Associates Degree, trade school or manufacturer training programs in communication system devices and equipment or related equipment may be substituted for one year's experience.

## **Network Engineer I**

Responsible for the technical architecture of Local Area Networks and Wide Area Networks. Researches, test, evaluates, and recommends telecommunications and data network systems. Requires advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware and software. May support complex Personal Computer and LAN networks throughout the organization. Identifies areas of operation which need upgraded equipment, such as modems, fiber optic cables, and telephone wires. Conducts survey to determine user needs. Tests and evaluates hardware and software to determine efficiency, reliability, and compatibility with existing system. Analyzes test data and recommends hardware or software for purchase. Develops and writes procedures for installation, use, and solving problems of communications hardware and software. Monitors system performance. May design and develop complex software interface programs. Instructs users in use of equipment. Assists users to identify and solve data communication problems. May develop technical specifications for acquisition. May oversee or assist in installation of communications hardware. May perform minor equipment repairs.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related Scientific or technical discipline. Requires a minimum of four (4) experience in developing, installing, testing, operating and maintaining network and communications systems; knowledge of OSI protocols, ATM, frame relay, bridges, routers, gateways, FDDI; knowledge of UNIX, Novell, Windows NT computer or similar networks. A Master's Degree in the fields described above may be substituted for two years of experience. An Associates Degree and/or experience may be substituted for the degree when approved by the government.

## **Network Engineer II**

Responsible for the technical architecture of Local Area Networks and Wide Area Networks. Researches, test, evaluates, and recommends telecommunications and data network systems. Requires advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware and software. May support complex Personal Computer and LAN networks throughout the organization. Identifies areas of operation which need upgraded equipment, such as modems, fiber optic cables, and telephone wires. Conducts survey to determine user needs. Tests and evaluates hardware and software to determine efficiency, reliability, and compatibility with existing system. Analyzes test data and recommends hardware or software for purchase. Develops and writes procedures for installation, use, and solving problems of communications hardware and software. Monitors system performance. May design and develop complex software interface programs. Instructs users in use of equipment. Assists users to identify and solve data communication problems. May develop technical specifications for acquisition. May oversee or assist in installation of communications hardware. May perform minor equipment repairs.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related Scientific or technical discipline. Requires a minimum of seven (7) experience in developing, installing, testing, operating and maintaining network and communications systems; knowledge of OSI protocols, ATM, frame relay, bridges, routers, gateways, FDDI; knowledge of UNIX, Novell, Windows NT computer or similar networks. A Master's Degree in the fields described above may be substituted for two years of experience. An Associates Degree and/or experience may be substituted for the degree when approved by the government.

### **Network Engineer III**

Under supervision, performs a variety of network engineering tasks, which are broad in nature and are related to the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. . Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Responsible for the technical/engineering part of a major project or a project of lesser complexity and importance than those normally assigned to a higher-level engineer. Coordinates the activities of Network Technicians assigned to specific network engineering projects. Performs with some latitude for independent actions and decisions.

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 seven (7) years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, one (1) year of general experience is required. With a PhD, no experience is required.

### **Network Engineer IV**

Performs a variety of network engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software, and support facilities and/or equipment. The Senior Network Engineer is responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. This person plans and performs network-engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Supervises team of Network Engineers through project completion.

Qualifications: Bachelor's Degree or equivalent and eight (8) years of general experience. Experienced in coordinating the activities of Network Engineers and Network Technicians assigned to specific network engineering projects and has supervised teams through project completion. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, four (4) years of general experience is required. With a PhD, two (2) years of general experience is required.

### **Network Management Engineer I**

Has knowledge and experience architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Typically has knowledge of one or more flavors of Unix and leading hardware vendors' products on which the Network Management platform would run. Capable of working, with supervision, on specific aspects of Network Management Engineering.

Qualifications: A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent. Eight (8) years of experience in telecommunications network management may be substituted for a Bachelor's degree.

### **Network Management Engineer II**

Has broad in-depth knowledge and several years of experience in architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government

applications. Tasks include designing, developing, and deploying a fault and performance network management system, and providing the required trouble isolation and identification required for the applications. The individual shall identify deficiencies in existing Network Management platforms and propose solutions mediating these problems. This may include identification of COTS platforms that are currently not deployed. The engineer shall provide customizations of existing Network Management implementations to reduce the interval from identification of a fault to problem resolution. Additionally, the person will accommodate the integration of multiple COTS vendor products into a seamless operation for a Network Operations Center (NOC) and the transfer of that knowledge to NOC personnel or other individuals charged with the maintaining the environment being monitored by the Network Management solution.

Qualifications: A Master's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and four (4) or more years of experience in Network Management platforms. A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and five (5) years general work experience (of which three (3) years have been spent on Network Management) is considered equivalent to a Master's Degree and three (3) years of experience. With a PhD, one (1) year of general experience is required.

### **Network Management Engineer III**

Has broad in-depth knowledge and several years leadership experience in architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Typically has knowledge of one or more types of Unix and leading hardware vendors' products on which the Network Management platform would run.. Supervises or manages the implementation of specific aspects of Network Management Engineering and is capable of supervising a team of technical specialists working on complex projects.

Qualifications: A Doctorate in Computer Science, Electrical Engineering, Information Systems or equivalent and eight (8) years of experience in Network Management platforms is required. Experienced in providing overall leadership to identify deficiencies in existing Network Must demonstrate ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data Management platforms and proposing solutions that mediate these problems for customizations of existing Network Management implementations to reduce the interval from identification of a fault to problem resolution; for the integration of multiple COTS vendor products into a seamless operation for a Network Operations Center (NOC). A Master's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and eight (8) years general work experience (of which four (4) years have been spent on Network Management) is considered equivalent to a Doctorate and six (6) years of experience.

### **Network Security Integration Specialist**

Provides technical design guidance and/or system administration and trouble call resolution in support of the network security products. Individual will manage firewalls, routers and intrusion detection equipment.

Qualifications: Bachelors degree in computer science, MIS, engineering or equivalent with ten (10) years of experience may be substituted for the technical degree.

### **Network Specialist II**

Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

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 four (4) years of experience performing the foregoing functions, or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **Network Specialist III**

Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

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.

### **Procurement Specialist**

Develops Acquisition Plans and other procurement justifications and approval documentation, Source Selection Plans including development of evaluation criteria, contract line item structures, statements of work, task statements, contract modifications, and contract correspondence. Performs contract administration. Responsible for assessment of products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards.

Qualifications: A Bachelors degree with four (4) years of experience and attendance at federal government acquisition workforce training (e.g. DAWIA) may be substituted for a degree. Four (4) years of progressive experience supporting and developing government procurements. Must possess knowledge of the organization and contents of the Federal Acquisition Regulation (FAR), agency specific regulations, and be current and knowledgeable of acquisition streamlining initiatives and reforms. The Procurement Specialist has understanding of the uses of the various acquisition approaches, e.g. full and open competition, cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and is able to formulate documentation for the various approaches. Must demonstrate good organization and writing skills.

### **Program Analyst I**

Schedules, performs, reports, analyzes and documents activities associated with ensuring the productivity and efficiency of programs or of administrative and management operations. Performs evaluations of actual versus budgeted costs, schedules, and performance data. Identifies manpower resource requirements; develops assessment metrics; compiles actual cost, schedules, and performance data; develops variance information; produces cost, schedule, and performance budget forecasts; develops and manages administrative and management activity schedules and budgets; and produces administrative and management reports, presentations, and correspondence.

Qualifications: A high school diploma or equivalent is required. A Bachelors of Arts degree in Business Administration, or an Associates degree in Accounting or Business, is highly desired. Experience shall include at least two (2) years performing the requisite activities. . Knowledge of analytical and evaluative methods and techniques for schedule and budget performance, and for assessing program, administrative, and management effectiveness is required.

### **Program Analyst II**

Schedules, performs, reports, analyzes and documents activities associated with ensuring the productivity and efficiency of programs or of administrative and management operations. Performs evaluations of actual versus budgeted costs, schedules, and performance data. Identifies manpower resource requirements; develops assessment metrics; compiles actual cost, schedules, and performance data; develops variance information; produces cost, schedule, and performance budget forecasts; develops and manages administrative and management activity schedules and budgets; and produces administrative and management reports, presentations, and correspondence.

Qualifications: A high school diploma or equivalent is required. A Bachelors of Arts degree in Business Administration, or an Associates degree in Accounting or Business, is highly desired. Experience shall include at least four (4) years performing the requisite activities. . Knowledge of analytical and evaluative methods and techniques for schedule and budget performance, and for assessing program, administrative, and management

effectiveness is required. Specialized knowledge of FAA systems, equipment, procedures, operations, and budgeting is highly desired. Knowledge of budgeting and accounting principles is required.

### **Program Analyst III**

Schedules, performs, reports, analyzes and documents activities associated with ensuring the productivity and efficiency of programs or of administrative and management operations. Performs evaluations of actual versus budgeted costs, schedules, and performance data. Identifies manpower resource requirements; develops assessment metrics; compiles actual cost, schedules, and performance data; develops variance information; produces cost, schedule, and performance budget forecasts; develops and manages administrative and management activity schedules and budgets; and produces administrative and management reports, presentations, and correspondence.

Qualifications: A high school diploma or equivalent is required. A Bachelors of Arts degree in Business Administration, or an Associates degree in Accounting or Business, is highly desired. Experience shall include at least six (6) years performing the requisite activities. . Knowledge of analytical and evaluative methods and techniques for schedule and budget performance, and for assessing program, administrative, and management effectiveness is required. Specialized knowledge of FAA systems, equipment, procedures, operations, and budgeting is highly desired. Knowledge of budgeting and accounting principles is required.

### **Project Administrator I**

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

Qualifications: A Bachelor's degree or a High School diploma and two (2) years of experience performing the foregoing functions.

### **Project Administrator II**

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.

Qualifications: A Bachelor's degree and two (2) years of experience performing the foregoing functions or a High School diploma and four (4) years of experience performing the foregoing functions.

### **Project Analyst**

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.

Qualifications: A Bachelor's degree and four (4) years of experience performing the foregoing functions or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **Project Control Analyst**

Oversees financial management and administrative information and activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a

report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems.

Qualifications: Minimum of six (6) years of experience, three (3) of which shall be within the last five (5) years in preparation and analysis of financial statements, development of complex project schedules, in general accounting and management activities. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline may be substituted for three years of experience.

## **Project Manager II**

Responsible for overall direction, completion, and financial outcome of a contract. Serves as the primary interface and point of contact with client personnel. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews task request to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with contract staff to outline work-plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of contract personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and consolidates for submittal or prepares report and submits to management and client. Confers with contract personnel to provide technical advice and to resolve problems. Develops strategies and implementation plans. Develops planning documents, briefings and presentations as required.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires eight (8) years of experience in planning and managing complex technical projects involving software, communication, and local/wide area network systems with demonstrated ability to provide guidance and direction in assigned tasks, expertise in the management and control of funds and resources, and the ability to manage complex technical tasks with high visibility. A Master's Degree may be substituted for two (2) years of experience. A degree is not required with ten (10) years of experience.

## **Project Manager III**

Acts as overall system engineer, technical manager, and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Program Manager on technical program/project issues. Supervises program/project operations by developing system engineering and management procedures, planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

## **Quality Assurance Analyst**

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications: Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six (6) years of experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use or the programming

languages such as ADA, Cobol, 4GL, and/or DBMS. Has knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

### **Quality Assurance Manager**

Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline may be substituted for two (2) years of experience. A minimum of eight (8) years of experience, three (3) of which shall be within the last five (5) years in Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

### **Records Management Specialist**

Receives and processes transfer requests for the storage of government records as well as the retrieval of government records. The Records Management Specialist will identify individuals responsible for records management at the government facility; obtain identifying information create a mailing list/tracking system; and develop a recommended mechanism for carrying out periodic updates. Reviews materials that are stored in the government facility and determines the responsible party for each document or set of documents. The Management Analyst is responsible for arranging the return of the items to the responsible party. Attends local meetings and workshops to collect information about records practices, procedures, and technology when these topics are appropriate to government records functions.

Qualifications: A Bachelors degree in Library Science or Records Management substituted for four (4) years, an advanced degree in Library Science or Records Management for six (6) years. A minimum of ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in records management, and working familiarity with related government policies and procedures. Education may be substituted for up to six (6) years work experience.

### **Security System Administrator**

Maintain security environment in accordance with government agency security orders and procedures. Maintain and distribute security related documentation to appropriate government and contractor customers/employees. Provide training to customers and users when required. Prepare and present security information, reports, and briefings for management and conferences. Provide security/vulnerability analysis, guidance, recommendations, and deficiency resolution and implementation. Resolve security vulnerabilities identified by site surveys and security readiness reviews. May be required to evaluate , develop, recommend, test, modify, and change software/hardware configurations in order to meet government service level computer security requirements. Analyze and resolve computer security issues related to the system customer base including telephone and on-site support as required. Communicate with a wide range of customers, management, technical employees on information and recommendations on current security issues and the future direction of security systems. Provide briefings and presentations to management and users regarding computer security issues. May be required to serve as the Information Systems Security Officer for assigned computer environments.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires five years of experience with computer hardware and operating systems including utilities for the required computer environment. Must be able to identify security vulnerabilities and develop operating procedures or systems to resolve vulnerability. Must be able to effectively communicate orally or in writing to a diverse base of management, customers, and other security representatives.

Must demonstrate the ability to work independently or under only general direction. A Bachelor's degree in Computer Science, Information Systems, or other scientific or technical discipline will be considered equivalent to two years of experience. Experience may be substituted for the degree when approved by the government.

### **Security System User Access Manager**

Provides overall management of the system access request process for assigned computer environment. Provide all administrative and technical support required to accomplish the appropriate individual user access privileges, in accordance with all applicable security operating instructions, regulations, procedures, and any other official guidance in effect. Perform entry or ensure entry of user security information is in accordance with security provisions. Communicate with customers, management, technical support personnel in a professional manner.

Qualifications: A High School Diploma or equivalent is required. Must demonstrate the ability to work independently or under only general direction.

### **Senior Systems Engineer I**

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management (IM) applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, or other standards as they apply to the implementation and specification of IM solutions on the application platform across the application program interface and the external environment/software application. Evaluates and recommends COTS applications and methodologies that be acquired to provide inter-operable, portable, and scaleable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IM designs.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires four (4) years of experience in the information systems/software engineering field. Three years of experience may be substituted for the Bachelor's degree. A Master of Science degree or higher in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to two years of experience.

### **Senior Systems Engineer II**

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management (IM) applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, or other standards as they apply to the implementation and specification of IM solutions on the application platform across the application program interface and the external environment/software application. Evaluates and recommends COTS applications and methodologies that be acquired to provide inter-operable, portable, and scaleable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IM designs.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires seven (7) years of experience in the information systems/software engineering field. Three years of experience may be substituted for the Bachelor's degree. A Master of Science degree or higher in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to two years of experience.

### **Software Architect III**

Establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional

requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Qualifications: A Bachelor' Degree in Computer Science, Information Systems, Engineering, or other related discipline. The Senior Systems Architect must have a minimum of ten (10) years of experience with three (3) of the last five (5) years in supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEFIX, entity relationship diagrams), and other design techniques. Experience with object-oriented principles, and the logical and physical functional, operational, and technical architecture of large and complex information systems. An advanced degree in Computer Science, Information Systems, Engineering, or other related discipline may be substituted for two years of experience.

### **Software Engineer I**

Performs software engineering, application development and computer systems analysis. Designs, develops, tests, implements, documents and maintains computer software applications and relational databases for use in client-server and internet accessible computing environments.

Qualifications: A Bachelor of Science degree in Computer Science, Management Information Systems, or Electronic or Electrical Engineering, is required. Specialized training and/or certification may be required for specific positions. At least two (2) years performing the described position responsibilities. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required. Specialized experience and/or certifications may be required for specific positions (Examples: Oracle Database Design and Administration; Oracle Applications Development; Internet Applications and Database Development; Real-time Operating Systems; etc.). Knowledge of computer systems architecture and hardware, network topology, data communications, computer access and data security techniques, systems-level software, and applications and database development and administration is required. Specialized knowledge may be required for specific positions.

### **Software Engineer II**

Performs software engineering, application development and computer systems analysis. Designs, develops, tests, implements, documents and maintains computer software applications and relational databases for use in client-server and internet accessible computing environments.

Qualifications: A Bachelor of Science degree in Computer Science, Management Information Systems, or Electronic or Electrical Engineering, is required. Specialized training and/or certification may be required for specific positions. At least six (6) years performing the described position responsibilities. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required. Specialized experience and/or certifications may be required for specific positions (Examples: Oracle Database Design and Administration; Oracle Applications Development; Internet Applications and Database Development; Real-time Operating Systems; etc.). Knowledge of computer systems architecture and hardware, network topology, data communications, computer access and data security techniques, systems-level software, and applications and database development and administration is required. Specialized knowledge may be required for specific positions.

### **System Administrator**

Supervises and manages the daily activities of configuration and operation of business systems, which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline combined with a minimum of four (4) years of experience.

### **System Operator**

Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation, which may be mainframe, mini, or client/server based.

Qualifications: An Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. A minimum of three (3) years of experience, three (3) of which shall be within the last five (5) years in operating a large-scale computer system or a multi-server local area network. Must demonstrate sufficient knowledge of programming to understand how programs use computer hardware.

### **Systems Analyst I**

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.

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 (2) years of experience performing the foregoing functions or a High School diploma and six (6) years of experience performing the foregoing functions.

### **Systems Analyst II**

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.

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 four (4) years of experience performing the foregoing functions or a High School diploma and ten (10) years of experience performing the foregoing functions.

### **Systems Analyst III**

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.

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 (8) years of experience performing the foregoing functions or a High School diploma and twelve (12) years of experience performing the foregoing functions.

### **Systems Architect III**

Serves as the computer scientist and expert responsible for providing technical leadership and direction in supporting the application of sound software engineering concepts and practices to the acquisition of government embedded, real-time systems and information processing systems. The Senior Systems Architect advises, participates and supports projects and teams in the technical analysis of large complex mission critical systems in defining systems and software architecture within the National Airspace System (NAS). The Senior System Architect uses experience and knowledge in object oriented technology, COTS/NDI, software engineering tools and techniques to assist the FAA to develop agency guidance for FAA projects in testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects.

Qualifications: A Bachelor's Degree in Engineering, Computer Science, Math, and Physics or in an appropriate discipline. The Senior System Architect must have a minimum of eight (8) years of experience three (3) of which shall be within the last five (5) years using object oriented technology, or COTS/NDI, and using software engineering tools and techniques in the design, development and support of large complex mission critical in areas such as: testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects. An advanced degree will account for two (2) years of experience.

### **Systems Engineer II**

Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate military weapon 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 military weapons systems, associated support systems, or management information systems.

Qualifications: A Bachelor's degree in Engineering, Computer Science, Math, or Physics and four (4) years of experience performing the foregoing systems engineering functions.

### **Systems Engineer III**

Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate military weapon 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 military weapons systems, associated support systems, or management information systems.

Qualifications: A Bachelor's degree in Engineering, Computer Science, Math or Physics and eight (8) years of experience performing the foregoing systems engineering functions.

### **Technical Data Technician**

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.

Qualifications: A High School diploma or equivalent and three (3) years of experience performing the foregoing functions.

## **Technical Manager**

Manages an electronics engineering activity and supervises a technical staff including engineers, technicians, and engineering support personnel. Provides direct engineering support for equipment and systems and electronic systems design.

### Qualifications

A Bachelor of Science degree in Electronic or Electrical Engineering is required. At least ten years of experience in managing an electronics engineering activity and supervising a technical staff including engineers, technicians, and engineering support personnel is required. At least five years personal experience in providing direct engineering support for equipment and systems is required. At least two years personal experience in electronic systems design is required. Experience in managing and providing engineering and technical support for NAS systems is highly desired. Specialized knowledge of FAA systems, equipment, procedures, and operations is highly desired. Familiarity with government contract administration rules and procedures is required.

## **Technical Writer/Editor II**

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.

Qualifications: High School diploma or equivalent with at least three (3) years of experience performing the foregoing technical writing/editing functions.

## **Technical Writer/Editor III**

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.

Qualifications: A Bachelor's degree in English or Journalism and at least five (5) years of experience performing the foregoing technical writing/editing functions. At least two (2) 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.

## **Web Designer III**

Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of the website in support of Information Technology (IT) projects. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts. Knowledgeable in web development methodology to include CM and testing. Typically requires a college degree in computer science or a related field, and developmental experience in web-based languages.

Qualifications: Bachelor's Degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution with two (2) years of experience in a computer related field including development and design of software systems and WEB development. Five (5) years of experience may be substituted for a degree.

## **Web Page Designer**

Develops and troubleshoots internet web pages and implements software code (such as HTML, CGI, and Javascript) for components of the website as directed. Works with web designers and other members of a project team to develop and deploy the site.

Qualifications: High School diploma or equivalent and one (1) year of web development. Knowledgeable in web development methodology to include CM and testing. Two (2) years of web development or technical training may be substituted for the diploma.



### **4.3. SYSTEMS ANALYSIS SERVICES: FPDS CODE D306**

*Pricing for all positions is provided beginning on page 152*

#### **Acquisitions Analyst III**

Provides professional services in the areas of acquisition management and contract administration. The Senior Acquisitions Analyst acts as lead for the contractor procurement support team. Provides assistance in, and coordinates contract support for, all phases of the acquisition process. Conducts research and presents findings on contracting approaches, requirements analysis, existing contract analysis, and preparation of all pre-contract documentation, including preparation of Statements of Work (SOWs), Independent Government Cost Estimates (IGCEs), and Procurement Requests (PRs). Reviews contract documentation for compliance with government acquisition policies and regulations. Assists in the evaluation of proposals, contract negotiation and review of all contract documentation. Provides and supports budget and resource requirements. Assists in implementing and managing contract modifications reviews, interprets and identifies discrepancies in modifications. Provides contract administration support; acts as interface with the government Contracting Officer and Specialist, and technical support staff to review, mediate, and resolve contract related issues. Tracks resources and expenditures, identifies and analyzes buying trends, and monitors and evaluates deliverables and performance. Reviews and evaluates existing procedures, and assists in the development of new standard operating procedures

Qualifications: A graduate degree in Business, Law, Communications, or related field is required. The Senior Acquisitions Analyst must have a minimum of twelve (12) years direct experience in government contracting and contract administration, five (5) of which must have been within the past eight (8) years. In addition, the Senior Acquisitions Analyst must have demonstrated experience in government financial processes, and FAA acquisitions regulation and policy analysis, mediation and negotiation, and management of professional staff.

#### **Business Application and Resource Analyst**

Responsible for manpower resource planning and allocation, analysis of buying trends, research, analysis and presentation of contract status and resource reports, and market analysis. Supports the government Acquisition Contract Management Team in developing, implementing, and documenting best business practices related to manpower resource planning, allocation and compensation. Provides professional support to Contract and Business Managers in meeting and maintaining manpower resource requirements. Evaluates internal manpower requirements for the execution of IT strategies and procedures and performs analysis of external market factors affecting compensation for IT professionals and supporting technical personnel. Develops compensation strategies for achieving and maintaining the optimum levels of technical capability with available financial resources.

Qualifications: High School diploma or equivalent with a minimum of ten (10) years of experience in business systems analysis, five (5) of which must have been within the past eight (8) years, and with six (6) years direct experience in contract negotiations and market analysis. Must have the capability to monitor industry and public policy development for impact on market for IT personnel.

#### **Clerk Typist**

Prepares periodic or special reports of workload and information from records and files using PC-based word processing software, such as Microsoft Word or WordPerfect. Performs related clerical duties such as answering telephone, referring callers or furnishing information, maintaining files, operating copying machine and distributing or preparing documents to be mailed.

Qualifications: High School diploma or equivalent with a minimum of one (1) year within the last three (3) years, direct experience in the area outlined above.

#### **Computer Aide/Intern**

Assists one or more workers in a computer related field by performing specific or general duties of a lesser skill. Various duties may include, but are not limited to, the following: Entering program information via a video display

terminal in assisting programmers by preparing final flowcharts and record layouts following rough drafts, or making copies of documentation to update program maintenance manuals.

Qualifications: Currently attending High School or equivalent. No experience necessary as this is a trainee position.

### **Computer Applications Specialist**

Applies knowledge of automated data processing (ADP) functions, hardware and software systems operation, and computer programming languages and techniques, and software applications products to produce technical or management information products. Uses standard database, spreadsheet, or document-producing software applications programs on microcomputer, minicomputer, or mainframe computer systems. Designs and formats databases and input screens. Searches, queries, or compiles data, creating reports or other documents to meet user requirements. Writes and debugs flow charts, code, programs, or routines in fourth generation languages. Maintains and manages databases, files, and back-ups. Operates computer terminals printers, plotters, and other peripheral hardware, entering commands and data required to control their operation. Prepares software change requests and trouble reports. Prepares user manuals, advises, and/or trains users on new software system operations. As a result of the above functions, a Secret clearance may be required for the above position

Qualifications: A High School diploma or equivalent, and four (4) years of experience performing the foregoing functions.

### **Computer Systems Analyst I**

Performs computer systems analyses, identifies and documents system requirements, and designs, develops, tests, implements and maintains computer software applications and databases. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required.

Qualifications

A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. Three (3) years of experience performing the required duties is required. Knowledge of computer systems hardware, systems software, and applications and database development tools is required.

### **Computer Systems Analyst II**

Performs computer systems analyses, identifies and documents system requirements, and designs, develops, tests, implements and maintains computer software applications and databases. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. Four (4) years of experience performing the required duties is required. Knowledge of computer systems hardware, systems software, and applications and database development tools is required.

### **Computer Systems Analyst III**

Performs computer systems analyses, identifies and documents system requirements, and designs, develops, tests, implements and maintains computer software applications and databases. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. Five (5) years of experience performing the required duties is required. Knowledge of computer systems hardware, systems software, and applications and database development tools is required.

## **Computer Systems Analyst IV**

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations if needed for approval of major system installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight (8) years general experience with at least six (6) years must be specialized in computer applications, programming and data storage/retrieval. Specifically, three (3) of the last five (5) years shall include experience in the analysis and design of business applications for complex systems, large-scale computers, and database management. The individual must use programming languages such as ADA, Cobol, 4GL, and/or DBMS. The analyst shall possess knowledge of current storage and retrieval methods and the ability to formulate specifications for other computer programmers to use in coding, testing, and debugging of computer programs.

## **Computer User Support Analyst I**

Investigates and resolves computer software and hardware problems of users. May perform this service directly with the user or in support of a help desk. Receives telephone calls from the help desk or from users having problems using computer software and hardware or inquiring how to use specific software, such as statistical, graphics, data base, printing, word processing, programming languages, electronic mail, and operating systems. Talks to user to learn procedures followed and source of error. Answers questions, applying knowledge of computer software, hardware, and procedures. Asks user with problem to use telephone and participate in diagnostic procedures, using diagnostic software, or by listening to and following instructions. Determines whether problem is caused by hardware, such as modem, printer, cables, or telephone. Talks with coworkers to research problem and find solution. Talks to programmers to explain software errors or to recommend changes to programs. Calls software and hardware vendors to request service regarding defective products. May test software and hardware to evaluate ease of use and whether product will aid user in performing work. May write software and hardware evaluation and recommendation for management review. May write or revise user training manuals and procedures. May develop training materials, such as exercises and visual displays. May train users on software and hardware on-site or in classroom, or recommend outside contractors to provide training. May install microcomputers, software, and peripheral equipment, following procedures and using. May work as in-house consultant and research alternate approaches to existing software and hardware when standardized approaches cannot be applied. May conduct office automation feasibility studies, including work flow analysis, space design, and cost comparison analysis. May specialize by type of software, computer language, or computer operating system.

Qualifications: Requires a high school degree and four (4) years general experience in operating, maintaining or troubleshooting micro-computer systems such as DOS, Windows, NT; networking and e-mail systems. Demonstrated ability to communicate orally and in writing with a positive customer service attitude. An Associates or Bachelor's Degree in the above experience fields may be substituted for two years of experience.

## **Computer User Support Analyst II**

Investigates and resolves computer software and hardware problems of users. May perform this service directly with the user or in support of a help desk. Receives telephone calls from the help desk or from users having problems using computer software and hardware or inquiring how to use specific software, such as statistical, graphics, data base, printing, word processing, programming languages, electronic mail, and operating systems. Talks to user to learn procedures followed and source of error. Answers questions, applying knowledge of computer software, hardware, and procedures. Asks user with problem to use telephone and participate in diagnostic procedures, using diagnostic software, or by listening to and following instructions. Determines whether problem is caused by hardware, such as modem, printer, cables, or telephone. Talks with coworkers to research problem and find solution.

Talks to programmers to explain software errors or to recommend changes to programs. Calls software and hardware vendors to request service regarding defective products. May test software and hardware to evaluate ease of use and whether product will aid user in performing work. May write software and hardware evaluation and recommendation for management review. May write or revise user training manuals and procedures. May develop training materials, such as exercises and visual displays. May train users on software and hardware on-site or in classroom, or recommend outside contractors to provide training. May install microcomputers, software, and peripheral equipment, following procedures and using. May work as in-house consultant and research alternate approaches to existing software and hardware when standardized approaches cannot be applied. May conduct office automation feasibility studies, including work flow analysis, space design, and cost comparison analysis. May specialize by type of software, computer language, or computer operating system.

Qualifications: Requires a high school degree and seven (7) years general experience in operating, maintaining or troubleshooting micro-computer systems such as DOS, Windows, NT; networking and e-mail systems. Demonstrated ability to communicate orally and in writing with a positive customer service attitude. An Associates or Bachelor's Degree in the above experience fields may be substituted for two years of experience.

### **Contracts Analyst II**

Provides professional services in market and trend analysis, and contract business and technical evaluation support to the FAA Acquisition Contract Management Team. Specific responsibilities shall include conducting technical reviews of government contracts and modifications, and comparisons with similar products and services, collection and evaluation of, and reporting on market surveys and trends, and analysis of alternate vehicles in terms of office automation, hardware, software, and technical support requirements. In addition, the Senior Contracts Analyst shall act coordinate activities with the government Acquisition Teams, and shall maintain the contract database, and shall analyze the advisability on entering into government contracts. The Senior Contracts Analyst shall oversee and publish a monthly newsletter, assist in maintaining the WEB site, and shall coordinate the Telecom.

Qualifications: A Bachelors degree in Business, Communications, or related field with a minimum of six (6) years of experience in management and analysis of government requirements and contracts, two (2) of which must have been within the past five (5) years. The Contracts Analyst shall have knowledge of government contract and acquisition procedures and policies.

### **Contracts Analyst III**

Provides professional services in market and trend analysis, and contract business and technical evaluation support to the FAA Acquisition Contract Management Team. Specific responsibilities shall include conducting technical reviews of government contracts and modifications, and comparisons with similar products and services, collection and evaluation of, and reporting on market surveys and trends, and analysis of alternate vehicles in terms of office automation, hardware, software, and technical support requirements. In addition, the Senior Contracts Analyst shall act coordinate activities with the government Acquisition Teams, and shall maintain the contract database, and shall analyze the advisability on entering into government contracts. The Senior Contracts Analyst shall oversee and publish a monthly newsletter, assist in maintaining the WEB site, and shall coordinate the Telecom.

Qualifications: A Masters degree in Business, Communications, or related field with a minimum of twelve (12) years of experience in management and analysis of government requirements and contracts, five (5) of which must have been within the past eight (8) years, and shall have eight (8) years direct experience in market analysis and Market Surveys. The Senior Contracts Analyst shall have in-depth knowledge of FAA contract and acquisition procedures and policies.

### **Cost Analyst**

Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline. This position requires a minimum of six (6) years of experience, and three (3) of which shall be within the last five (5) years. Additionally, at least three (3) years must be specialized. Specialized experience includes: demonstrated experience in providing technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of computer system selections. General experience includes increasing responsibilities in information systems or a technical and fiscal nature.

### **Financial Analyst II**

Works in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Responsible for formulation of strategic financial plans, preparing cost estimates and correlation of financial requirements into executable budgets. Responsible for assessment of products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Manages completion of work within the time frame specified by the government, ensuring that all financial requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Qualifications: A Bachelors degree with four (4) years of financial management experience. Experience in financial management with demonstrated ability to supervise or lead a team of financial analysts is required. Possess knowledge of Federal financial and accounting policies and systems requirements. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Is familiar with activity based costing, business case analysis and outsourcing requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

### **Financial Analyst III**

Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Responsible for formulating strategic financial plans, preparing cost estimates and correlation of financial requirements into executable budgets. Responsible for assessment of products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Manages completion of work within the time frame specified by the government ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Qualifications: A Bachelors degree with eight (8) years of financial management experience, including at least five (5) years of increasing responsibilities as a team leader or first level supervisor. Experienced in financial management with demonstrated ability to supervise or lead a team of financial analysts is required. Possesses a thorough knowledge of Federal financial and accounting policies and systems requirements. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Must demonstrate knowledge of activity based costing, business case analysis and outsourcing requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

### **Financial Systems Analyst III**

Functions: Manages a team of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the government. Directs the gathering of user requirements and translation into workable automated solutions. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Leads all stages of a project's life cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications, and project status reporting.

Qualifications: A Bachelors degree or related experience with eight (8) years of combined financial management and systems engineering experience. Experience in Financial Management/Accounting for the Federal Government. Possess a thorough knowledge of Federal financial and accounting systems and current technological environments such as the Internet, Client/Server, and Object Oriented related systems. Must demonstrate an in-depth knowledge of database architectures, object oriented design, and systems implementation.

### **Geographic Information System Analyst**

Applies knowledge of information systems principles, spatial data processing functions, spatial analysis of topological structured data, and computer programming languages and techniques to solve multi-discipline query and classification of spatial data. Designs computer automated processes and programs to solve cartographic and map communication problems. Applies scientific and statistical methods in obtaining, analyzing, rectifying, and classifying remotely sensed digital raster and vector data to develop or modify geospatial databases.

Qualifications: A Bachelor's degree in Geography, Geographic Information Systems, Information Systems, or Computer Science, or related field from an accredited college or university, or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **INFOSEC/IA Analyst I**

Individual will provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Associates degree in a technical field (Computer Science, MIS, Engineering) required. Three (3) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Two (2) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **INFOSEC/IA Analyst II**

Provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Bachelors degree in a technical field (Computer Science, MIS, Engineering) required. Ten (10) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Five (5) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **INFOSEC/IA Analyst III**

Provide security architecture, policy and design guidance for business systems and networks. Individual may also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Masters degree in a technical field (Computer Science, MIS, Engineering) required. Fifteen (15) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Ten (10) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

## **Lead Business Analyst**

Analyzes information requirements. Evaluates analytically and systematically problems of workflow, organization, and planning and develops appropriate corrective action. Applies business process improvement practices, to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with the configuration information management guiding principles, cost savings, and open architecture objectives.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Business, or related field with eight (8) years of demonstrated experience, three (3) of which shall be within the last five (5) years in the business of information resources management, which must include five (5) years of experience in business process improvement.

## **Management Analyst III**

Functions: Oversees assignments, including those employing novel approaches to conducting high-level studies and resolving complex management problems. Individually, or with assistants, develops, analyzes, evaluates, and advises on methods and techniques to improve organizational work processes, procedures, resources, management controls, information systems, documentation, and similar management functions. Conducts management and organizational studies involving analysis of broad programs, functions, and organizations of government agencies at multiple locations and including controversial relationships. Based upon study findings, develops detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staffing and dollar savings. Develops project plans and determines resource needs and allocates them. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations, discussions with managers or specialist at the work site. Identifies problems and develops recommendations. Participates in procurement process, and conducts or coordinates related training. Coordinates actions with government and corporate headquarters staff. Keeps government program authorities, and management aware of status, problems, and solutions.

Qualifications: A Bachelors degree with twelve (12) years of direct experience, three (3) of which shall be within the last five (5) years in management of government business and technical operations, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. An advanced degree in Business Management, Systems Analysis, MIS, Law, Economics, Human Resources or other related field may be substituted for three years of experience.

## **Program Analyst I**

Schedules, performs, reports, analyzes and documents activities associated with ensuring the productivity and efficiency of programs or of administrative and management operations. Performs evaluations of actual versus budgeted costs, schedules, and performance data. Identifies manpower resource requirements; develops assessment metrics; compiles actual cost, schedules, and performance data; develops variance information; produces cost, schedule, and performance budget forecasts; develops and manages administrative and management activity schedules and budgets; and produces administrative and management reports, presentations, and correspondence.

Qualifications: A high school diploma or equivalent is required. A Bachelors of Arts degree in Business Administration, or an Associates degree in Accounting or Business, is highly desired. Experience shall include at least two (2) years performing the requisite activities. Knowledge of analytical and evaluative methods and techniques for schedule and budget performance, and for assessing program, administrative, and management effectiveness is required.

## **Program Analyst II**

Schedules, performs, reports, analyzes and documents activities associated with ensuring the productivity and efficiency of programs or of administrative and management operations. Performs evaluations of actual versus budgeted costs, schedules, and performance data. Identifies manpower resource requirements; develops assessment metrics; compiles actual cost, schedules, and performance data; develops variance information; produces cost, schedule, and performance budget forecasts; develops and manages administrative and management activity schedules and budgets; and produces administrative and management reports, presentations, and correspondence.

Qualifications: A high school diploma or equivalent is required. A Bachelors of Arts degree in Business Administration, or an Associates degree in Accounting or Business, is highly desired. Experience shall include at least four (4) years performing the requisite activities. . Knowledge of analytical and evaluative methods and techniques for schedule and budget performance, and for assessing program, administrative, and management effectiveness is required. Specialized knowledge of FAA systems, equipment, procedures, operations, and budgeting is highly desired. Knowledge of budgeting and accounting principles is required.

## **Program Analyst III**

Schedules, performs, reports, analyzes and documents activities associated with ensuring the productivity and efficiency of programs or of administrative and management operations. Performs evaluations of actual versus budgeted costs, schedules, and performance data. Identifies manpower resource requirements; develops assessment metrics; compiles actual cost, schedules, and performance data; develops variance information; produces cost, schedule, and performance budget forecasts; develops and manages administrative and management activity schedules and budgets; and produces administrative and management reports, presentations, and correspondence.

### **Qualifications**

A high school diploma or equivalent is required. A Bachelors of Arts degree in Business Administration, or an Associates degree in Accounting or Business, is highly desired. Experience shall include at least six (6) years performing the requisite activities. . Knowledge of analytical and evaluative methods and techniques for schedule and budget performance, and for assessing program, administrative, and management effectiveness is required. Specialized knowledge of FAA systems, equipment, procedures, operations, and budgeting is highly desired. Knowledge of budgeting and accounting principles is required.

## **Project Administrator I**

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

Qualifications: A Bachelor's degree or a High School diploma and two (2) years of experience performing the foregoing functions.

## **Project Administrator II**

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.

Qualifications: A Bachelor's degree and two (2) years of experience performing the foregoing functions or a High School diploma and four (4) years of experience performing the foregoing functions.

### **Project Analyst**

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.

Qualifications: A Bachelor's degree and four (4) years of experience performing the foregoing functions or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **Project Control Analyst**

Oversees financial management and administrative information and activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems.

Qualifications: Minimum of six (6) years of experience, three (3) of which shall be within the last five (5) years in preparation and analysis of financial statements, development of complex project schedules, in general accounting and management activities. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline may be substituted for three years of experience.

### **Project Manager II**

Responsible for overall direction, completion, and financial outcome of a contract. Serves as the primary interface and point of contact with client personnel. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews task request to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with contract staff to outline work-plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of contract personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and consolidates for submittal or prepares report and submits to management and client. Confers with contract personnel to provide technical advice and to resolve problems. Develops strategies and implementation plans. Develops planning documents, briefings and presentations as required.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires eight (8) years of experience in planning and managing complex technical projects involving software, communication, and local/wide area network systems with demonstrated ability to provide guidance and direction in assigned tasks, expertise in the management and control of funds and resources, and the ability to manage complex technical tasks with high visibility. A Master's Degree may be substituted for two (2) years of experience. A degree is not required with ten (10) years of experience.

### **Project Manager III**

Acts as overall system engineer, technical manager, and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Program Manager on technical program/project issues. Supervises program/project operations by developing system engineering and management procedures, planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

### **Quality Assurance Analyst**

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications: Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six (6) years of experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use or the programming languages such as ADA, Cobol, 4GL, and/or DBMS. Has knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

### **Quality Assurance Manager**

Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline may be substituted for two (2) years of experience. A minimum of eight (8) years of experience, three (3) of which shall be within the last five (5) years in Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

### **Systems Analyst I**

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.

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 (2) years of experience performing the foregoing functions or a High School diploma and six (6) years of experience performing the foregoing functions.

### **Systems Analyst II**

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.

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 four (4) years of experience

performing the foregoing functions or a High School diploma and ten (10) years of experience performing the foregoing functions.

### **Systems Analyst III**

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.

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 (8) years of experience performing the foregoing functions or a High School diploma and twelve (12) years of experience performing the foregoing functions.

### **Systems Architect III**

Serves as the computer scientist and expert responsible for providing technical leadership and direction in supporting the application of sound software engineering concepts and practices to the acquisition of government embedded, real-time systems and information processing systems. The Senior Systems Architect advises, participates and supports projects and teams in the technical analysis of large complex mission critical systems in defining systems and software architecture within the National Airspace System (NAS). The Senior System Architect uses experience and knowledge in object oriented technology, COTS/NDI, software engineering tools and techniques to assist the FAA to develop agency guidance for FAA projects in testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects.

Qualifications: A Bachelor's Degree in Engineering, Computer Science, Math, and Physics or in an appropriate discipline. The Senior System Architect must have a minimum of eight (8) years of experience three (3) of which shall be within the last five (5) years using object oriented technology, or COTS/NDI, and using software engineering tools and techniques in the design, development and support of large complex mission critical in areas such as: testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects. An advanced degree will account for two (2) years of experience.

### **Technical Manager**

Manages an electronics engineering activity and supervises a technical staff including engineers, technicians, and engineering support personnel. Provides direct engineering support for equipment and systems and electronic systems design.

Qualifications: A Bachelor of Science degree in Electronic or Electrical Engineering is required. At least ten years of experience in managing an electronics engineering activity and supervising a technical staff including engineers, technicians, and engineering support personnel is required. At least five years personal experience in providing direct engineering support for equipment and systems is required. At least two years personal experience in electronic systems design is required. Experience in managing and providing engineering and technical support for NAS systems is highly desired. Specialized knowledge of FAA systems, equipment, procedures, and operations is highly desired. Familiarity with government contract administration rules and procedures is required.

### **Technical Writer/Editor II**

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.

Qualifications: High School diploma or equivalent with at least three (3) years of experience performing the foregoing technical writing/editing functions.

**Technical Writer/Editor III**

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.

Qualifications: A Bachelor's degree in English or Journalism and at least five (5) years of experience performing the foregoing technical writing/editing functions. At least two (2) 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.



## **4.4. INFORMATION SYSTEMS DESIGN AND INTEGRATION SERVICES: FPDS CODE D307**

*Pricing for all positions is provided beginning on page 152*

### **Acquisitions Analyst III**

Provides professional services in the areas of acquisition management and contract administration. The Senior Acquisitions Analyst acts as lead for the contractor procurement support team. Provides assistance in, and coordinates contract support for, all phases of the acquisition process. Conducts research and presents findings on contracting approaches, requirements analysis, existing contract analysis, and preparation of all pre-contract documentation, including preparation of Statements of Work (SOWs), Independent Government Cost Estimates (IGCEs), and Procurement Requests (PRs). Reviews contract documentation for compliance with government acquisition policies and regulations. Assists in the evaluation of proposals, contract negotiation and review of all contract documentation. Provides and supports budget and resource requirements. Assists in implementing and managing contract modifications reviews, interprets and identifies discrepancies in modifications. Provides contract administration support; acts as interface with the government Contracting Officer and Specialist, and technical support staff to review, mediate, and resolve contract related issues. Tracks resources and expenditures, identifies and analyzes buying trends, and monitors and evaluates deliverables and performance. Reviews and evaluates existing procedures, and assists in the development of new standard operating procedures

Qualifications: A graduate degree in Business, Law, Communications, or related field is required. The Senior Acquisitions Analyst must have a minimum of twelve (12) years direct experience in government contracting and contract administration, five (5) of which must have been within the past eight (8) years. In addition, the Senior Acquisitions Analyst must have demonstrated experience in government financial processes, and FAA acquisitions regulation and policy analysis, mediation and negotiation, and management of professional staff.

### **Application Engineer II**

Analyzes and studies complex system requirements and prepares recommendations for change. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Prepares existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Position requires a minimum of four (4) years of experience managing or performing software engineering activities, of which at least four (4) years must be specialized and two (2) of which shall be within the last four (4) years. Requires knowledge of applicable standards.

### **Application Engineer III**

Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Position requires a minimum of eight (8) years of experience managing or performing software engineering activities, of which at least five (5) years must be specialized and three (3) of which shall be within the last five (5) years. Knowledgeable of applicable standards and supervisory skills is required.

## **Applications Engineer II**

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. The Applications Engineer position requires a minimum of six (6) years computer equipment experience, with three (3) of the last five (5) years focused upon applications programming on large scale data base management systems and the developing of complex software solutions to satisfy design objectives.

## **Applications Programmer**

Analyzes business applications and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation including program-level and system-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires five years of experience, of which at least three years must be specialized. Specialized experience includes: experience as a applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Must demonstrate the ability to work independently or under only general direction. A Master of Science degree or higher in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience. A Bachelor's degree in Computer Science, Information Systems, or other scientific or technical discipline will be considered equivalent to two years general experience.

## **Business Application and Resource Analyst**

Responsible for manpower resource planning and allocation, analysis of buying trends, research, analysis and presentation of contract status and resource reports, and market analysis. Supports the government Acquisition Contract Management Team in developing, implementing, and documenting best business practices related to manpower resource planning, allocation and compensation. Provides professional support to Contract and Business Managers in meeting and maintaining manpower resource requirements. Evaluates internal manpower requirements for the execution of IT strategies and procedures and performs analysis of external market factors affecting compensation for IT professionals and supporting technical personnel. Develops compensation strategies for achieving and maintaining the optimum levels of technical capability with available financial resources.

Qualifications: High School diploma or equivalent with a minimum of ten (10) years of experience in business systems analysis, five (5) of which must have been within the past eight (8) years, and with six (6) years direct experience in contract negotiations and market analysis. Must have the capability to monitor industry and public policy development for impact on market for IT personnel.

## **Computer Scientist II**

Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing

project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for segments or phases of broader more complex projects.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, Engineering, or Information Systems from an accredited college or university and four (4) years of experience performing the foregoing functions, three (3) of which shall be in the last five (5) years.

### **Computer Scientist III**

Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and eight (8) years of experience performing the foregoing functions, three (3) of which shall be in the last five (5) years. Required specialized experience required includes performing as a team lead or independent project lead in the functions stated above.

### **Computer Security Systems Specialist II**

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses and assessments.

Qualifications: A Bachelors degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline may be substituted for three (3) years of experience. A minimum of eight years, three (3) of which shall be in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

### **Computer Software Systems Specialist III**

Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing configuration management, integrating software, interpreting software test results, and recommending solutions for unsatisfactory test results. Must be knowledgeable in life-cycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Must have eight (8) years of progressive working experience as a computer specialist or a computer systems analyst. At least five (5) years of experience as a computer systems analyst.

## **Computer Specialist/Programmer I**

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.

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 (4) years of experience performing the foregoing functions.

## **Computer Specialist/Programmer II**

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 minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate database 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 adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects.

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 four (4) recent years of experience performing the foregoing functions or a High School diploma and eight recent (8) years of experience performing the foregoing functions. At least two (2) years of the foregoing experience must have been in programming.

## **Computer Specialist/Programmer III**

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. Addresses 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 minicomputer and mainframe computer systems in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems, and simulation models. Formulates architectural design, functional specification, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques. Responsible for developing project plans, guidelines and controls.

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 (8) recent years of experience performing the foregoing functions or a High School diploma and twelve (12) recent years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming.

### **Computer Systems Analyst I**

Performs computer systems analyses, identifies and documents system requirements, and designs, develops, tests, implements and maintains computer software applications and databases. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. Three (3) years of experience performing the required duties is required. Knowledge of computer systems hardware, systems software, and applications and database development tools is required.

### **Computer Systems Analyst II**

Performs computer systems analyses, identifies and documents system requirements, and designs, develops, tests, implements and maintains computer software applications and databases. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. Four (4) years of experience performing the required duties is required. Knowledge of computer systems hardware, systems software, and applications and database development tools is required.

### **Computer Systems Analyst III**

Performs computer systems analyses, identifies and documents system requirements, and designs, develops, tests, implements and maintains computer software applications and databases. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. Five (5) years of experience performing the required duties is required. Knowledge of computer systems hardware, systems software, and applications and database development tools is required.

### **Computer Systems Analyst IV**

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations if needed for approval of major system installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight (8) years general experience with at least six (6) years must be specialized in computer applications, programming and data storage/retrieval. Specifically, three (3) of the last five (5) years shall include experience in the analysis and design of business applications for complex systems, large-scale computers, and database management. The individual must use programming languages such as ADA, Cobol, 4GL, and/or DBMS. The analyst shall possess knowledge of current storage and retrieval methods and the ability to formulate specifications for other computer programmers to use in coding, testing, and debugging of computer programs.

### **Computer Technician III**

Applies computer techniques, principles and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems for military support equipment and/or facilities. Maintains, repairs, inspects, troubleshoots or

programs systems equipment or components. Reviews, analyzes, develops prepares or applies specifications, policies, standards, or procedures. Plans and performs tests and evaluations of systems equipment or components. Responsible for developing project plans, justifications, guidelines, and controls. As a result of the above functions, a Secret clearance may be required for the above position.

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 (8) recent years of experience performing the foregoing functions, or a High School diploma and twelve (12) recent years of experience performing the foregoing functions. At least three (3) years of experience installing, troubleshooting, and supporting microcomputers, network interface cards, and printers.

### **Computer Telephony Integration Engineer I**

Has knowledge in one or more aspects of telecommunications or data system integration. This individual possesses broad knowledge in one or more areas of the telecommunications or data network arenas and may possess specialized knowledge in one of the following areas: routing/switching infrastructures, transport technology, network management systems, or network protocols for computer telephony integration (CTI). Performs research in support of the development of requirements or standards for a specific CTI specialty. Assists in testing or analysis of CTI interoperability with data or telecommunication protocols or services. Performs general technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration. Capable of working with supervision on specific tasks associated with the implementation of specific aspects of computer telephony integration.

Qualifications: Bachelor's Degree in Electrical/Electronics Engineering, Computer Science, Information Systems, or equivalent. Eight (8) years of experience in Telecommunications, Data Networking, or Information Systems can be substituted for the Bachelor's Degree.

### **Computer Telephony Integration Engineer II**

Shall possess a broad knowledge in one or more areas of telecommunication systems or data network integration. Provides technical expertise supporting national or international forums on requirements/standards for a specific CTI specialty. Assists in the development of white papers and conducts research for specific technical areas on a CTI project. Performs technical analysis of CTI interoperability with data or telecommunication protocols or services. Provides technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration.

Qualifications: A Master's Degree in Computer Science, Electrical or Electronics Engineering, Information System, or equivalent and four (4) years general experience in data or telephony communications. Position requires specialized knowledge in one of the following areas: routing/switching infrastructures, transport technology, network management systems, or network protocols for computer telephony integration (CTI). Capable of working alone on specific tasks associated with the implementation of specific aspects of a computer telephony integration (CTI). Proven experience in providing limited guidance or supervision for other Engineers in highly complex data or telecommunications internetworking projects. A Bachelor's Degree and two (2) years related work experience may be substituted for a Master's Degree and one (1) year general experience.

### **Computer Telephony Integration Engineer III**

Has in-depth knowledge in multiple aspects of telecommunications or data system integration. Individual may possess subject matter expertise (SME) knowledge in either the telecommunications or data network arenas or may specialize in routing/switching infrastructures, transport technology, network management systems, or network protocols in computer telephony integration (CTI). Supervises or manages the implementation of specific aspects of a computer telephony integration (CTI) and is capable of supervising a team of specialty Engineers in highly complex data or telecommunications internetworking projects. Participates in national or international forums on requirements or standards for a specific CTI specialty. Provides in-depth analysis on CTI interoperability with data or

telecommunication protocols or services and technical lead management oversight for specific technical areas of expertise on a CTI project.

Qualifications: A Doctorate in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and eight (8) years general work experience in data or telephony communications. The individual is experienced in specific CTI technology areas associated with the computer telephony integration as the lead specialty engineer while providing overall technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration. Master's Degree with eight (8) years general experience or a Bachelor's Degree and ten (10) years general experience are considered equivalent to a Doctorate and six (6) years general experience.

### **Data Communications Specialist I**

Monitors data communications network to ensure that network is available to all system users and resolves data communications problems. Receives telephone call from user with data communications problem. Monitors modems and communication monitor screens to detect error messages that signal malfunction in communications software or hardware. Enters diagnostic commands or attaches diagnostic equipment in order to isolate and locate problem. Reads technical reference manuals for communications hardware and software to learn cause of problem. Calls service technician for service when problem cannot be resolved. Monitors data communications traffic, records problems and actions taken in tracking system. Updates documentation to record new equipment installed, new sites, and changes to computer configurations. May inspect communications wires and cables. May train staff and users to use equipment. May coordinate installation or install communications lines, network cabling, communication devices.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires three (3) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with seven years of experience.

### **Data Communications Specialist II**

Monitors data communications network to ensure that network is available to all system users and resolves data communications problems. Receives telephone call from user with data communications problem. Monitors modems and communication monitor screens to detect error messages that signal malfunction in communications software or hardware. Enters diagnostic commands or attaches diagnostic equipment in order to isolate and locate problem. Reads technical reference manuals for communications hardware and software to learn cause of problem. Calls service technician for service when problem cannot be resolved. Monitors data communications traffic, records problems and actions taken in tracking system. Updates documentation to record new equipment installed, new sites, and changes to computer configurations. May inspect communications wires and cables. May train staff and users to use equipment. May coordinate installation or install communications lines, network cabling, communication devices.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires five (5) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with seven years of experience.

### **Data Communications Supervisor I**

Supervises and coordinates activities of employees engaged in monitoring or installing data communication lines and resolving user data communication problems. Distributes work assignments and monitors daily logs. Explains data communications diagnostic and monitoring procedures to operators, using computer terminal and following vendor's equipment and software instructions. Explains and demonstrates installation of data communication lines and equipment to operators, using hand-tools and following vendor manuals. Enters diagnostic commands into equipment and determines nature of problem to assist operators in resolving data communication problems. Enters record of

actions taken to resolve problem in daily log. Briefs management and client on data communications problems and actions taken to resolve. Performs other duties required of a supervisor.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires three (3) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with eight years of experience.

## **Data Communications Supervisor II**

Supervises and coordinates activities of employees engaged in monitoring or installing data communication lines and resolving user data communication problems. Distributes work assignments and monitors daily logs. Explains data communications diagnostic and monitoring procedures to operators, using computer terminal and following vendor's equipment and software instructions. Explains and demonstrates installation of data communication lines and equipment to operators, using hand-tools and following vendor manuals. Enters diagnostic commands into equipment and determines nature of problem to assist operators in resolving data communication problems. Enters record of actions taken to resolve problem in daily log. Briefs management and client on data communications problems and actions taken to resolve. Performs other duties required of a supervisor.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires four (4) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with eight years of experience.

## **Electrical/Electronics Engineer I**

Performs analysis of electronic and/or electrical components and systems, develops specifications, design modifications and revisions. Identifies part and item substitutions and produces technical documentation.

Qualifications: A Bachelor of Science degree in Electronic or Electrical Engineering is required. At least two (2) years of experience in performing analyses of electronic and/or electrical components and systems, developing specifications, designing modifications and revisions, identifying part and item substitutions, and producing engineering technical documentation. Specialized knowledge of FAA systems, equipment, procedures, and operations is highly desired. Knowledge of NAS systems computer hardware and firmware/software to include embedded applications is highly desired.

## **Electrical/Electronics Engineer II**

Performs analysis of electronic and/or electrical components and systems, develops specifications, design modifications and revisions. Identifies part and item substitutions and produces technical documentation.

Qualifications: A Bachelor of Science degree in Electronic or Electrical Engineering is required. At least six (6) years of experience in performing analyses of electronic and/or electrical components and systems, developing specifications, designing modifications and revisions, identifying part and item substitutions, and producing engineering technical documentation. Specialized knowledge of FAA systems, equipment, procedures, and operations is highly desired. Knowledge of NAS systems computer hardware and firmware/software to include embedded applications is highly desired.

## **Electronic Publishing Specialist II**

Performs low-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic Publishing system and desktop software programs, such as WORD for Windows, Pagemaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft

and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files periodic maintenance of desktop publishing equipment, including laser printers responds to telephone and in-person inquiries from users or potential users prepares periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

Qualifications: An Associate degree in a directly related field may be substituted for two (2) years work experience. The Electronic Publishing Support must have a minimum of five (5) years of experience, two (2) of which shall be within the last five (5) years in the areas outlined above.

### **Electronic Publishing Specialist III**

Performs high-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic publishing system and desktop software programs, such as WORD for Windows, Pagemaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files periodic maintenance of desktop publishing equipment, including laser printers responds to telephone and in-person inquiries from users or potential users prepares periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

Qualifications: A Bachelors degree in Computer Sciences, Graphic Design, English (writing/editing/publishing), Business Management, or other related subjects be substituted for two (2) years of experience. A minimum of eight (8) years of direct experience, three (3) of which shall be within the last five (5) years in document design and publishing, including all of the areas outlined above. Must have demonstrated experience in managing schedules and deliverables, and extensive knowledge of Pagemaker, Ventura, Adobe, and other desktop publishing programs.

### **Engineer I**

Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing.

Qualifications: A Bachelor of Science degree in Electrical Engineering or Computer Engineering or a related engineering discipline from an accredited college or university.

### **Engineer II**

Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing. Analyzes, designs, develops, implements, and test automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems. Responsible for segments or phases of broader, more complex projects.

Qualifications: A Bachelor of Science degree in Electrical Engineering or Computer Engineering or a related engineering discipline from an accredited college or university and four (4) years of engineering experience performing the foregoing functions.

### **Engineer III**

Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing. Analyzes, designs, develops, implements, and test automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems. Responsible for developing project plans, justifications, guidelines, and controls.

Qualifications: A Bachelor of Science degree in Electrical Engineering or Computer Engineering or a related engineering discipline from an accredited college or university and eight (8) recent years of engineering experience performing the foregoing functions.

### **Hardware Installation Technician**

Conducts sites surveys; assesses and documents current site network configuration and user requirements. Designs and optimize network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized interconnecting cables.

Qualifications: A High School diploma or equivalent with a minimum of five (5) years of experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: analysis and installation of computer based systems; analysis and installation of local area nets; fiber optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communications systems. Proven ability to work independently or under only general direction.

### **Information Engineer I**

Works with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. Uses software tools and subsystems to support software reuse and domain analyses and their implementation. Performs software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Provides input to estimate software development costs and schedule. Uses diagnostic software to test and isolate ADPE to validate functionality. Often assists with monitoring system performance and security and sets up terminal/printer queues. Provides in-service support for proper use of system software, hardware, or applications and provides Tier 1 technical support.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience. Possesses ability to assume increasing responsibilities in information engineering activities. Knowledgeable of applicable standards and general technical support processes is required.

### **Information Engineer III**

Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, system upgrades and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Manages planned projects for overall installation of application and network systems. Develops action plans with milestones for system upgrades. Provides technical leadership for analysis, integration and support of new products, interfaces and performance enhancements. Analyzes and resolves system software issues. Administers accounts and system access as needed.

Assists with the development of training curriculum for customer orientation and use of new and improved systems. Also assists with application customization through process analysis and workflow development including advising customers of database file & table configuration best practices.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience. Specific experience in the following is required: applying business process improvement practices to re-engineer methodologies/principles and business process modernization projects, developing and applying organization-wide information plans and models for use in designing and building integrated, shared software and database management systems, and constructing logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Possesses the ability to work independently.

### **Information Engineer IV**

Mentors task leaders and acts as project manager directing the efforts of other IE categories. Has full life-cycle experience and expertise in all areas of the IE Methodology. Performs instruction in information engineering and engineering process reengineering, and hands-on training in the use of Computer Aided Software Engineering (CASE) tools. Plans and manages projects schedules, directs the work of other contractors, provides quality assurance reviews, and provides consulting services during the planning, analysis, and design phases of information engineering.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

### **INFOSEC/IA Analyst I**

Individual will provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Associates degree in a technical field (Computer Science, MIS, Engineering) required. Three (3) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Two (2) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **INFOSEC/IA Analyst II**

Provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Bachelors degree in a technical field (Computer Science, MIS, Engineering) required. Ten (10) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Five (5) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **INFOSEC/IA Analyst III**

Provide security architecture, policy and design guidance for business systems and networks. Individual may also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Masters degree in a technical field (Computer Science, MIS, Engineering) required. Fifteen (15) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Ten (10) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **Internet/Intranet Specialist I**

Performs system analysis and design techniques for Internet or Intranet development, which may include Hypertext Markup Language (HTML), HyperText Transfer Protocol (HTTP), and Common Gateway Interface (CGI). Analyzes and develops Internet/Intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management functions. Works under general direction.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience required. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

### **Internet/Intranet Specialist II**

Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies, which may include HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Common Gateway Interface (CGI), FrontPage, and Netscape software. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and three (3) years of general experience required. Experienced in providing daily supervision and direction to junior staff. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, one (1) year of general experience is required. With a PhD, no experience is required.

### **Internet/Intranet Specialist III**

Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API).

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience required. Experienced in providing daily supervision and direction to staff. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, three (3) years of general experience is required. With a PhD, one (1) year of general experience is required.

### **Internet/Intranet Web Site Developer**

Determines customer requirements into internet web and translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Must be able to apply new and emerging technologies to the site development process.

Qualifications: A Bachelors degree or three (3) years of equivalent experience in a related field with a minimum of one (1) year of computer experience using Internet/intranet products, including Web server and related products selection and administration. At least one (1) year of experience building and installing web sites, including product selection, configuration, installation, maintenance, and site policy development. Experienced in developing web pages using HTML and associated scripting and graphics integration.

### **Network Communications Technician I**

Installs and repairs data communications lines and equipment. Reviews work orders to move, change, install, repair, or remove data communications equipment, such as modems, cables, network cards, and wires. Reads technical manuals to learn correct settings for equipment. Measures, cuts, and installs wires and cables. Splices wires or cables, using hand-tools or soldering iron. Connects microcomputer or terminal to data communication lines. Develops test plans and tests communication lines to ensure that data is being transmitted between locations according to specifications using testing instruments such as voltmeter and data scope. Uses diagnostic techniques to locate problem, and repairs wiring, cables. When equipment repair is required, coordinates with maintenance organization or company. Monitors repair activity to ensure repair or replacement is done in a timely manner. May plan layout and installation of data communications equipment. May demonstrate use of equipment.

Qualifications: This position requires one year experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Bachelor's degree may be substituted for the experience. An Associates Degree, trade school or manufacturer training programs in communication system devices and equipment or related equipment may be substituted for one years of experience.

### **Network Communications Technician II**

Installs and repairs data communications lines and equipment. Reviews work orders to move, change, install, repair, or remove data communications equipment, such as modems, cables, network cards, and wires. Reads technical manuals to learn correct settings for equipment. Measures, cuts, and installs wires and cables. Splices wires or cables, using hand-tools or soldering iron. Connects microcomputer or terminal to data communication lines. Develops test plans and tests communication lines to ensure that data is being transmitted between locations according to specifications using testing instruments such as voltmeter and data scope. Uses diagnostic techniques to locate problem, and repairs wiring, cables. When equipment repair is required, coordinates with maintenance organization or company. Monitors repair activity to ensure repair or replacement is done in a timely manner. May plan layout and installation of data communications equipment. May demonstrate use of equipment.

Qualifications: This position requires three (3) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Bachelor's degree may be substituted for one year's experience. An Associates Degree, trade school or manufacturer training programs in communication system devices and equipment or related equipment may be substituted for one year's experience.

### **Network Engineer I**

Responsible for the technical architecture of Local Area Networks and Wide Area Networks. Researches, test, evaluates, and recommends telecommunications and data network systems. Requires advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware and software. May support complex Personal Computer and LAN networks throughout the organization. Identifies areas of operation which need upgraded equipment, such as modems, fiber optic cables, and telephone wires. Conducts survey to determine user needs. Tests and evaluates hardware and software to determine efficiency, reliability, and compatibility with existing system. Analyzes test data and recommends hardware or software for purchase. Develops and writes procedures for installation, use, and solving problems of communications hardware and software. Monitors system performance. May design and develop complex software interface programs. Instructs users in use of equipment. Assists users to identify and solve data communication problems. May develop technical specifications

for acquisition. May oversee or assist in installation of communications hardware. May perform minor equipment repairs.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related Scientific or technical discipline. Requires a minimum of four (4) experience in developing, installing, testing, operating and maintaining network and communications systems; knowledge of OSI protocols, ATM, frame relay, bridges, routers, gateways, FDDI; knowledge of UNIX, Novell, Windows NT computer or similar networks. A Master's Degree in the fields described above may be substituted for two years of experience. An Associates Degree and/or experience may be substituted for the degree when approved by the government.

## **Network Engineer II**

Responsible for the technical architecture of Local Area Networks and Wide Area Networks. Researches, test, evaluates, and recommends telecommunications and data network systems. Requires advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware and software. May support complex Personal Computer and LAN networks throughout the organization. Identifies areas of operation which need upgraded equipment, such as modems, fiber optic cables, and telephone wires. Conducts survey to determine user needs. Tests and evaluates hardware and software to determine efficiency, reliability, and compatibility with existing system. Analyzes test data and recommends hardware or software for purchase. Develops and writes procedures for installation, use, and solving problems of communications hardware and software. Monitors system performance. May design and develop complex software interface programs. Instructs users in use of equipment. Assists users to identify and solve data communication problems. May develop technical specifications for acquisition. May oversee or assist in installation of communications hardware. May perform minor equipment repairs.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related Scientific or technical discipline. Requires a minimum of seven (7) experience in developing, installing, testing, operating and maintaining network and communications systems; knowledge of OSI protocols, ATM, frame relay, bridges, routers, gateways, FDDI; knowledge of UNIX, Novell, Windows NT computer or similar networks. A Master's Degree in the fields described above may be substituted for two years of experience. An Associates Degree and/or experience may be substituted for the degree when approved by the government.

## **Network Engineer III**

Under supervision, performs a variety of network engineering tasks, which are broad in nature and are related to the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. . Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Responsible for the technical/engineering part of a major project or a project of lesser complexity and importance than those normally assigned to a higher-level engineer. Coordinates the activities of Network Technicians assigned to specific network engineering projects. Performs with some latitude for independent actions and decisions.

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 four (4) years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, one (1) year of general experience is required. With a PhD, no experience is required.

## **Network Engineer IV**

Performs a variety of network engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software, and support facilities and/or equipment. The Senior Network Engineer is responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. This person plans and performs network-engineering research, design development, and other

assignments in conformance with network design, engineering and customer specifications. Supervises team of Network Engineers through project completion.

Qualifications: Bachelor's Degree or equivalent and eight (8) years of general experience. Experienced in coordinating the activities of Network Engineers and Network Technicians assigned to specific network engineering projects and has supervised teams through project completion. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, four (4) years of general experience is required. With a PhD, two (2) years of general experience is required.

### **Network Installation Technician II**

The Network Installation Technician conducts site Surveys. Documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Follows installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports/inputs.

Qualifications: A High School diploma or equivalent with a minimum of three (3) years of experience.

### **Network Installation Technician III**

Organizes and directs network installations and site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Prepares site installation and test reports. Manages network installation technical team.

Qualifications: With a Bachelor's degree, three (3) years of general experience. With High School Diploma or equivalent and five (5) years of general experience.

### **Network Management Engineer I**

Has knowledge and experience architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Typically has knowledge of one or more flavors of Unix and leading hardware vendors' products on which the Network Management platform would run. Capable of working, with supervision, on specific aspects of Network Management Engineering.

Qualifications: A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent. Eight (8) years of experience in telecommunications network management may be substituted for a Bachelor's degree.

### **Network Management Engineer II**

Has broad in-depth knowledge and several years of experience in architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Tasks include designing, developing, and deploying a fault and performance network management system, and providing the required trouble isolation and identification required for the applications. The individual shall identify deficiencies in existing Network Management platforms and propose solutions mediating these problems. This may include identification of COTS platforms that are currently not deployed. The engineer shall provide customizations of existing Network Management implementations to reduce the interval from identification of a fault to problem resolution. Additionally, the person will accommodate the integration of multiple COTS vendor products into a seamless operation for a Network Operations Center (NOC) and the transfer of that knowledge to

NOC personnel or other individuals charged with the maintaining the environment being monitored by the Network Management solution.

Qualifications: A Master's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and four (4) or more years of experience in Network Management platforms. A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and five (5) years general work experience (of which three (3) years have been spent on Network Management) is considered equivalent to a Master's Degree and three (3) years of experience. With a PhD, one (1) year of general experience is required.

### **Network Management Engineer III**

Has broad in-depth knowledge and several years leadership experience in architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Typically has knowledge of one or more types of Unix and leading hardware vendors' products on which the Network Management platform would run.. Supervises or manages the implementation of specific aspects of Network Management Engineering and is capable of supervising a team of technical specialists working on complex projects.

Qualifications: A Doctorate in Computer Science, Electrical Engineering, Information Systems or equivalent and eight (8) years of experience in Network Management platforms is required. Experienced in providing overall leadership to identify deficiencies in existing Network Must demonstrate ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data Management platforms and proposing solutions that mediate these problems for customizations of existing Network Management implementations to reduce the interval from identification of a fault to problem resolution; for the integration of multiple COTS vendor products into a seamless operation for a Network Operations Center (NOC). A Master's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and eight (8) years general work experience (of which four (4) years have been spent on Network Management) is considered equivalent to a Doctorate and six (6) years of experience.

### **Network Security Integration Specialist**

Provides technical design guidance and/or system administration and trouble call resolution in support of the network security products. Individual will manage firewalls, routers and intrusion detection equipment.

Qualifications: Bachelors degree in computer science, MIS, engineering or equivalent with ten (10) years of experience may be substituted for the technical degree.

### **Network Specialist II**

Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

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 four (4) years of experience performing the foregoing functions, or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **Network Specialist III**

Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

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 (8) years of experience performing the foregoing functions, or a High School diploma and twelve years of experience performing the foregoing functions.

### **Procurement Specialist**

Develops Acquisition Plans and other procurement justifications and approval documentation, Source Selection Plans including development of evaluation criteria, contract line item structures, statements of work, task statements, contract modifications, and contract correspondence. Performs contract administration. Responsible for assessment of products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards.

Qualifications: A Bachelors degree with four (4) years of experience and attendance at federal government acquisition workforce training (e.g. DAWIA) may be substituted for a degree. Four (4) years of progressive experience supporting and developing government procurements. Must possess knowledge of the organization and contents of the Federal Acquisition Regulation (FAR), agency specific regulations, and be current and knowledgeable of acquisition streamlining initiatives and reforms. The Procurement Specialist has understanding of the uses of the various acquisition approaches, e.g. full and open competition, cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and is able to formulate documentation for the various approaches. Must demonstrate good organization and writing skills.

### **Project Administrator I**

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.

Qualifications: A Bachelor's degree or a High School diploma and two (2) years of experience performing the foregoing functions.

### **Project Administrator II**

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.

Qualifications: A Bachelor's degree and two (2) years of experience performing the foregoing functions or a High School diploma and four (4) years of experience performing the foregoing functions.

### **Project Analyst**

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.

Qualifications: A Bachelor's degree and four (4) years of experience performing the foregoing functions or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **Project Control Analyst**

Oversees financial management and administrative information and activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems.

Qualifications: Minimum of six (6) years of experience, three (3) of which shall be within the last five (5) years in preparation and analysis of financial statements, development of complex project schedules, in general accounting and management activities. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline may be substituted for three years of experience.

### **Project Manager II**

Responsible for overall direction, completion, and financial outcome of a contract. Serves as the primary interface and point of contact with client personnel. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews task request to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with contract staff to outline work-plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of contract personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and consolidates for submittal or prepares report and submits to management and client. Confers with contract personnel to provide technical advice and to resolve problems. Develops strategies and implementation plans. Develops planning documents, briefings and presentations as required.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires eight (8) years of experience in planning and managing complex technical projects involving software, communication, and local/wide area network systems with demonstrated ability to provide guidance and direction in assigned tasks, expertise in the management and control of funds and resources, and the ability to manage complex technical tasks with high visibility. A Master's Degree may be substituted for two (2) years of experience. A degree is not required with ten (10) years of experience.

### **Project Manager III**

Acts as overall system engineer, technical manager, and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Program Manager on technical program/project issues. Supervises program/project operations by developing system engineering and management procedures, planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

### **Quality Assurance Analyst**

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications: Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six (6) years of experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use or the programming languages such as ADA, Cobol, 4GL, and/or DBMS. Has knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

### **Quality Assurance Manager**

Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline may be substituted for two (2) years of experience. A minimum of eight (8) years of experience, three (3) of which shall be within the last five (5) years in Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

### **Records Management Specialist**

Receives and processes transfer requests for the storage of government records as well as the retrieval of government records. The Records Management Specialist will identify individuals responsible for records management at the government facility; obtain identifying information create a mailing list/tracking system; and develop a recommended mechanism for carrying out periodic updates. Reviews materials that are stored in the government facility and determines the responsible party for each document or set of documents. The Management Analyst is responsible for arranging the return of the items to the responsible party. Attends local meetings and workshops to collect information about records practices, procedures, and technology when these topics are appropriate to government records functions.

Qualifications: A Bachelors degree in Library Science or Records Management substituted for four (4) years, an advanced degree in Library Science or Records Management for six (6) years. A minimum of ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in records management, and working familiarity with related government policies and procedures. Education may be substituted for up to six (6) years work experience.

### **Senior Systems Engineer I**

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management (IM) applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, or other standards as they apply to the implementation and specification of IM solutions on the application platform across the application program interface and the external environment/software application. Evaluates and recommends COTS applications and methodologies that be acquired to provide inter-operable, portable, and scaleable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IM designs.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires four (4) years of experience in the information systems/software engineering field. Three years of experience may be substituted for the Bachelor's degree. A Master of Science degree or higher in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to two years of experience.

## **Senior Systems Engineer II**

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management (IM) applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, or other standards as they apply to the implementation and specification of IM solutions on the application platform across the application program interface and the external environment/software application. Evaluates and recommends COTS applications and methodologies that be acquired to provide inter-operable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IM designs.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires seven (7) years of experience in the information systems/software engineering field. Three years of experience may be substituted for the Bachelor's degree. A Master of Science degree or higher in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to two years of experience.

## **Software Architect III**

Establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Qualifications: A Bachelor' Degree in Computer Science, Information Systems, Engineering, or other related discipline. The Senior Systems Architect must have a minimum of ten (10) years of experience with three (3) of the last five (5) years in supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEFIX, entity relationship diagrams), and other design techniques. Experience with object-oriented principles, and the logical and physical functional, operational, and technical architecture of large and complex information systems. An advanced degree in Computer Science, Information Systems, Engineering, or other related discipline may be substituted for two years of experience.

## **Software Engineer I**

Performs software engineering, application development and computer systems analysis. Designs, develops, tests, implements, documents and maintains computer software applications and relational databases for use in client-server and internet accessible computing environments.

Qualifications: A Bachelor of Science degree in Computer Science, Management Information Systems, or Electronic or Electrical Engineering, is required. Specialized training and/or certification may be required for specific positions. At least two (2) years performing the described position responsibilities. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required. Specialized experience and/or certifications may be required for specific positions (Examples: Oracle Database Design and Administration; Oracle Applications Development; Internet Applications and Database Development; Real-time Operating Systems; etc.). Knowledge of computer systems architecture and hardware, network topology, data communications, computer access and data security techniques, systems-level software, and applications and database development and administration is required. Specialized knowledge may be required for specific positions.

## **Software Engineer II**

Performs software engineering, application development and computer systems analysis. Designs, develops, tests, implements, documents and maintains computer software applications and relational databases for use in client-server and internet accessible computing environments.

Qualifications: A Bachelor of Science degree in Computer Science, Management Information Systems, or Electronic or Electrical Engineering, is required. Specialized training and/or certification may be required for specific positions. At least six (6) years performing the described position responsibilities. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required. Specialized experience and/or certifications may be required for specific positions (Examples: Oracle Database Design and Administration; Oracle Applications Development; Internet Applications and Database Development; Real-time Operating Systems; etc.). Knowledge of computer systems architecture and hardware, network topology, data communications, computer access and data security techniques, systems-level software, and applications and database development and administration is required. Specialized knowledge may be required for specific positions.

## **Systems Analyst I**

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.

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 (2) years of experience performing the foregoing functions or a High School diploma and six (6) years of experience performing the foregoing functions.

## **Systems Analyst II**

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.

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 four (4) years of experience performing the foregoing functions or a High School diploma and ten (10) years of experience performing the foregoing functions.

## **Systems Analyst III**

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.

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 (8) years of experience performing the foregoing functions or a High School diploma and twelve (12) years of experience performing the foregoing functions.

### **Systems Architect III**

Serves as the computer scientist and expert responsible for providing technical leadership and direction in supporting the application of sound software engineering concepts and practices to the acquisition of government embedded, real-time systems and information processing systems. The Senior Systems Architect advises, participates and supports projects and teams in the technical analysis of large complex mission critical systems in defining systems and software architecture within the National Airspace System (NAS). The Senior System Architect uses experience and knowledge in object oriented technology, COTS/NDI, software engineering tools and techniques to assist the FAA to develop agency guidance for FAA projects in testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects.

Qualifications: A Bachelor's Degree in Engineering, Computer Science, Math, and Physics or in an appropriate discipline. The Senior System Architect must have a minimum of eight (8) years of experience three (3) of which shall be within the last five (5) years using object oriented technology, or COTS/NDI, and using software engineering tools and techniques in the design, development and support of large complex mission critical in areas such as: testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects. An advanced degree will account for two (2) years of experience.

### **Systems Engineer II**

Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate military weapon 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 military weapons systems, associated support systems, or management information systems.

Qualifications: A Bachelor's degree in Engineering, Computer Science, Math, or Physics and four (4) years of experience performing the foregoing systems engineering functions.

### **Systems Engineer III**

Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate military weapon 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 military weapons systems, associated support systems, or management information systems.

Qualifications: A Bachelor's degree in Engineering, Computer Science, Math or Physics and eight (8) years of experience performing the foregoing systems engineering functions.

### **Technical Manager**

Manages an electronics engineering activity and supervises a technical staff including engineers, technicians, and engineering support personnel. Provides direct engineering support for equipment and systems and electronic systems design.

Qualifications: A Bachelor of Science degree in Electronic or Electrical Engineering is required. At least ten years of experience in managing an electronics engineering activity and supervising a technical staff including engineers, technicians, and engineering support personnel is required. At least five years personal experience in providing direct engineering support for equipment and systems is required. At least two years personal experience in electronic systems design is required. Experience in managing and providing engineering and technical support for NAS

systems is highly desired. Specialized knowledge of FAA systems, equipment, procedures, and operations is highly desired. Familiarity with government contract administration rules and procedures is required.

### **Telecommunications Specialist**

Provides senior level technical staff functions regarding new systems design efforts. Provides high-level expertise in design decisions relating to hardware systems configurations, software design and database, user interface design, and display features for operational display systems. Serves as a senior level manager of large multi-disciplined department of telecommunication engineers, human factors, and specialty technical personnel involved in the design and development of the advanced automation systems. Must be technically current in telecommunications systems design functions and project planning relating to large scale distributed computer systems and equivalent design work related to medium and smaller scale "stand-alone" systems.

Qualifications: High School diploma or equivalent with a minimum of eight (8) years of experience. Three (3) of the last five (5) years shall consist of direct experience in telecommunications system design and management. The Telecommunications Specialist must have demonstrated experience in program and staff management, business practice, and system evaluation. A Bachelors degree in a related field may be substituted for two (2) years of experience.

### **Telecommunications Technology Project Manager**

Provides high-level knowledge of telecommunications networks and/or technologies and integrates this information with knowledge of project management methodologies to organize and direct resources and deliver telecommunications products and services, such as consulting and research, for government applications. Serves as point of contact for details regarding project progress. Works with Program Manager, or directly with Contract Officer/Contract Officer's Technical Representative, to identify and address changes in project scope, schedule, and budget.

Qualifications: A Bachelor's degree and (6) years Project Management experience is required. Experienced in managing resources, scheduling, and allocation of funding in order to deliver contracted products and services on time. Has managed the planning, execution, and delivery phases of complex telecommunications projects within the constraints of contract terms and conditions and government procurement regulations. Capable of developing proposals for new work and changes to existing work while providing advice on matters of project problem resolution issues. A Master's Degree and five (5) years Project management experience with at least one (1) year managing government projects is acceptable. With a PhD, three (3) year of general experience is required.



## **4.5. CUSTOM PROGRAMMING SERVICES: FPDS CODE D308**

*Pricing for all positions is provided beginning on page 152*

### **Application Engineer II**

Analyzes and studies complex system requirements and prepares recommendations for change. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Prepares existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Position requires a minimum of four (4) years of experience managing or performing software engineering activities, of which at least four (4) years must be specialized and two (2) of which shall be within the last four (4) years. Requires knowledge of applicable standards.

### **Application Engineer III**

Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Position requires a minimum of eight (8) years of experience managing or performing software engineering activities, of which at least five (5) years must be specialized and three (3) of which shall be within the last five (5) years. Knowledgeable of applicable standards and supervisory skills is required.

### **Applications Engineer II**

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. The Applications Engineer position requires a minimum of six (6) years computer equipment experience, with three (3) of the last five (5) years focused upon applications programming on large scale data base management systems and the developing of complex software solutions to satisfy design objectives.

### **Applications Programmer**

Analyzes business applications and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation including program-level and system-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires five years of experience, of which at least three years must be specialized. Specialized experience includes: experience as a applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy

design objectives. Must demonstrate the ability to work independently or under only general direction. A Master of Science degree or higher in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience. A Bachelor's degree in Computer Science, Information Systems, or other scientific or technical discipline will be considered equivalent to two years general experience.

### **Computer Applications Specialist**

Applies knowledge of automated data processing (ADP) functions, hardware and software systems operation, and computer programming languages and techniques, and software applications products to produce technical or management information products. Uses standard database, spreadsheet, or document-producing software applications programs on microcomputer, minicomputer, or mainframe computer systems. Designs and formats databases and input screens. Searches, queries, or compiles data, creating reports or other documents to meet user requirements. Writes and debugs flow charts, code, programs, or routines in fourth generation languages. Maintains and manages databases, files, and back-ups. Operates computer terminals printers, plotters, and other peripheral hardware, entering commands and data required to control their operation. Prepares software change requests and trouble reports. Prepares user manuals, advises, and/or trains users on new software system operations. As a result of the above functions, a Secret clearance may be required for the above position

Qualifications: A High School diploma or equivalent, and four (4) years of experience performing the foregoing functions.

### **Computer Programmer I**

Develops computer programs and databases for scientific, administrative and management applications. Analyzes program requirements and data, develops program spreadsheets, charts, and graphs, populates programs and databases with data, and produces reports depicting the data.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. At least two (2) years of experience in developing computer programs and databases for administrative and management applications is required. Experience shall include analyzing program requirements and data, developing program spreadsheets, charts, and graphs, populating programs and databases with data, and producing reports depicting the data. Knowledge of computer systems hardware, systems software, and applications and database development tools is required. Specialized knowledge of MS Windows, MS Powerpoint, and MS applications and database development tools (Excel, Access, Visual Basic, etc.) is required.

### **Computer Programmer II**

Develops computer programs and databases for scientific, administrative and management applications. Analyzes program requirements and data, develops program spreadsheets, charts, and graphs, populates programs and databases with data, and produces reports depicting the data.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. At least three (3) years of experience in developing computer programs and databases for administrative and management applications is required. Experience shall include analyzing program requirements and data, developing program spreadsheets, charts, and graphs, populating programs and databases with data, and producing reports depicting the data. Knowledge of computer systems hardware, systems software, and applications and database development tools is required. Specialized knowledge of MS Windows, MS Powerpoint, and MS applications and database development tools (Excel, Access, Visual Basic, etc.) is required.

### **Computer Programmer III**

Develops computer programs and databases for scientific, administrative and management applications. Analyzes program requirements and data, develops program spreadsheets, charts, and graphs, populates programs and databases with data, and produces reports depicting the data.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. At least four (4) years of experience in developing computer programs and databases for administrative and management applications is required. Experience shall include analyzing program requirements and data, developing program spreadsheets, charts, and graphs, populating programs and databases with data, and producing reports depicting the data. Knowledge of computer systems hardware, systems software, and applications and database development tools is required. Specialized knowledge of MS Windows, MS Powerpoint, and MS applications and database development tools (Excel, Access, Visual Basic, etc.) is required.

### **Computer Programmer IV**

Develops computer programs and databases for scientific, administrative and management applications. Analyzes program requirements and data, develops program spreadsheets, charts, and graphs, populates programs and databases with data, and produces reports depicting the data.

Qualifications: A high school diploma or equivalent is required. A Bachelor of Science degree in Computer Science or Management Information Systems is highly desired. At least five (5) years of experience in developing computer programs and databases for administrative and management applications is required. Experience shall include analyzing program requirements and data, developing program spreadsheets, charts, and graphs, populating programs and databases with data, and producing reports depicting the data. Knowledge of computer systems hardware, systems software, and applications and database development tools is required. Specialized knowledge of MS Windows, MS Powerpoint, and MS applications and database development tools (Excel, Access, Visual Basic, etc.) is required.

### **Computer Scientist II**

Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for segments or phases of broader more complex projects.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, Engineering, or Information Systems from an accredited college or university and four (4) years of experience performing the foregoing functions, three (3) of which shall be in the last five (5) years.

### **Computer Scientist III**

Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of

computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and eight (8) years of experience performing the foregoing functions, three (3) of which shall be in the last five (5) years. Required specialized experience required includes performing as a team lead or independent project lead in the functions stated above.

### **Computer Specialist/Programmer I**

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.

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 (4) years of experience performing the foregoing functions.

### **Computer Specialist/Programmer II**

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 minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate database 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 adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects.

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 four (4) recent years of experience performing the foregoing functions or a High School diploma and eight recent (8) years of experience performing the foregoing functions. At least two (2) years of the foregoing experience must have been in programming.

### **Computer Specialist/Programmer III**

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. Addresses 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 minicomputer and mainframe computer systems in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems, and simulation models. Formulates architectural design, functional specification, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes, and software

or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques. Responsible for developing project plans, guidelines and controls.

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 (8) recent years of experience performing the foregoing functions or a High School diploma and twelve (12) recent years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming.

### **Documentation Clerk**

Responsible for writing manuals and user guides for users, programmers and the operations staff. Assists in designing and documenting data requirements, system tests and implementation plans, and system demonstrations. Develops flow charts and system workflow graphics. Sets up data dictionaries for automated systems. May assist in entering and managing financial management systems data.

Qualifications: A minimum of two (2) years with the last five (5) years, direct experience in the area outlined above, and must be proficient in Microsoft Word, and Excel.

### **Documentation Specialist**

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, and presentation materials for corporate and/or stand alone computing applications.

Qualifications: A High School diploma or equivalent and one (1) year of experience performing typing and/or word processor functions.

### **Graphics Artist**

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.

Qualifications: A High School diploma or equivalent and two (2) years of experience in computer generated graphics, presentation preparation, formal drawings, and/or graphic oriented ADP support.

### **Graphics Specialist**

Directly supports Program Manager or Project Manager in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Qualifications: High School diploma or equivalent and a minimum of two (2) years of experience in office administration and developing graphic/artistic presentations for publications and documents). At a minimum, one (1) year of specialized experience using commercial automated graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

### **Information Engineer I**

Works with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. Uses software tools and subsystems to support software reuse and domain analyses and their implementation. Performs software development and support using formal specifications, data flow

diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Provides input to estimate software development costs and schedule. Uses diagnostic software to test and isolate ADPE to validate functionality. Often assists with monitoring system performance and security and sets up terminal/printer queues. Provides in-service support for proper use of system software, hardware, or applications and provides Tier 1 technical support.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience. Possesses ability to assume increasing responsibilities in information engineering activities. Knowledgeable of applicable standards and general technical support processes is required.

### **Information Engineer III**

Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, system upgrades and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Manages planned projects for overall installation of application and network systems. Develops action plans with milestones for system upgrades. Provides technical leadership for analysis, integration and support of new products, interfaces and performance enhancements. Analyzes and resolves system software issues. Administers accounts and system access as needed. Assists with the development of training curriculum for customer orientation and use of new and improved systems. Also assists with application customization through process analysis and workflow development including advising customers of database file & table configuration best practices.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience. Specific experience in the following is required: applying business process improvement practices to re-engineer methodologies/principles and business process modernization projects, developing and applying organization-wide information plans and models for use in designing and building integrated, shared software and database management systems, and constructing logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Possesses the ability to work independently.

### **Information Engineer IV**

Mentors task leaders and acts as project manager directing the efforts of other IE categories. Has full life-cycle experience and expertise in all areas of the IE Methodology. Performs instruction in information engineering and engineering process reengineering, and hands-on training in the use of Computer Aided Software Engineering (CASE) tools. Plans and manages projects schedules, directs the work of other contractors, provides quality assurance reviews, and provides consulting services during the planning, analysis, and design phases of information engineering.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

### **Internet/Intranet Specialist I**

Performs system analysis and design techniques for Internet or Intranet development, which may include Hypertext Markup Language (HTML), HyperText Transfer Protocol (HTTP), and Common Gateway Interface (CGI). Analyzes and develops Internet/Intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management functions. Works under general direction.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience required. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

## **Internet/Intranet Specialist II**

Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies, which may include HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Common Gateway Interface (CGI), FrontPage, and Netscape software. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and three (3) years of general experience required. Experienced in providing daily supervision and direction to junior staff. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, one (1) year of general experience is required. With a PhD, no experience is required.

## **Internet/Intranet Specialist III**

Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API).

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience required. Experienced in providing daily supervision and direction to staff. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, three (3) years of general experience is required. With a PhD, one (1) year of general experience is required.

## **Internet/Intranet Web Site Developer**

Determines customer requirements into internet web and translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Must be able to apply new and emerging technologies to the site development process.

Qualifications: A Bachelors degree or three (3) years of equivalent experience in a related field with a minimum of one (1) year of computer experience using Internet/intranet products, including Web server and related products selection and administration. At least one (1) year of experience building and installing web sites, including product selection, configuration, installation, maintenance, and site policy development. Experienced in developing web pages using HTML and associated scripting and graphics integration.

## **Program Analyst I**

Schedules, performs, reports, analyzes and documents activities associated with ensuring the productivity and efficiency of programs or of administrative and management operations. Performs evaluations of actual versus budgeted costs, schedules, and performance data. Identifies manpower resource requirements; develops assessment metrics; compiles actual cost, schedules, and performance data; develops variance information; produces cost, schedule, and performance budget forecasts; develops and manages administrative and management activity schedules and budgets; and produces administrative and management reports, presentations, and correspondence.

Qualifications: A high school diploma or equivalent is required. A Bachelors of Arts degree in Business Administration, or an Associates degree in Accounting or Business, is highly desired. Experience shall include at least two (2) years performing the requisite activities. . Knowledge of analytical and evaluative methods and techniques for schedule and budget performance, and for assessing program, administrative, and management effectiveness is required.

### **Program Analyst II**

Schedules, performs, reports, analyzes and documents activities associated with ensuring the productivity and efficiency of programs or of administrative and management operations. Performs evaluations of actual versus budgeted costs, schedules, and performance data. Identifies manpower resource requirements; develops assessment metrics; compiles actual cost, schedules, and performance data; develops variance information; produces cost, schedule, and performance budget forecasts; develops and manages administrative and management activity schedules and budgets; and produces administrative and management reports, presentations, and correspondence.

Qualifications: A high school diploma or equivalent is required. A Bachelors of Arts degree in Business Administration, or an Associates degree in Accounting or Business, is highly desired. Experience shall include at least four (4) years performing the requisite activities. . Knowledge of analytical and evaluative methods and techniques for schedule and budget performance, and for assessing program, administrative, and management effectiveness is required. Specialized knowledge of FAA systems, equipment, procedures, operations, and budgeting is highly desired. Knowledge of budgeting and accounting principles is required.

### **Program Analyst III**

Schedules, performs, reports, analyzes and documents activities associated with ensuring the productivity and efficiency of programs or of administrative and management operations. Performs evaluations of actual versus budgeted costs, schedules, and performance data. Identifies manpower resource requirements; develops assessment metrics; compiles actual cost, schedules, and performance data; develops variance information; produces cost, schedule, and performance budget forecasts; develops and manages administrative and management activity schedules and budgets; and produces administrative and management reports, presentations, and correspondence.

Qualifications: A high school diploma or equivalent is required. A Bachelors of Arts degree in Business Administration, or an Associates degree in Accounting or Business, is highly desired. Experience shall include at least six (6) years performing the requisite activities. . Knowledge of analytical and evaluative methods and techniques for schedule and budget performance, and for assessing program, administrative, and management effectiveness is required. Specialized knowledge of FAA systems, equipment, procedures, operations, and budgeting is highly desired. Knowledge of budgeting and accounting principles is required.

### **Project Administrator I**

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

Qualifications: A Bachelor's degree or a High School diploma and two (2) years of experience performing the foregoing functions.

### **Project Administrator II**

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.

Qualifications: A Bachelor's degree and two (2) years of experience performing the foregoing functions or a High School diploma and four (4) years of experience performing the foregoing functions.

### **Project Manager II**

Responsible for overall direction, completion, and financial outcome of a contract. Serves as the primary interface and point of contact with client personnel. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews task request to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with contract staff to outline work-plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of contract personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and consolidates for submittal or prepares report and submits to management and client. Confers with contract personnel to provide technical advice and to resolve problems. Develops strategies and implementation plans. Develops planning documents, briefings and presentations as required.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires eight (8) years of experience in planning and managing complex technical projects involving software, communication, and local/wide area network systems with demonstrated ability to provide guidance and direction in assigned tasks, expertise in the management and control of funds and resources, and the ability to manage complex technical tasks with high visibility. A Master's Degree may be substituted for two (2) years of experience. A degree is not required with ten (10) years of experience.

### **Project Manager III**

Acts as overall system engineer, technical manager, and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Program Manager on technical program/project issues. Supervises program/project operations by developing system engineering and management procedures, planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

### **Quality Assurance Analyst**

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications: Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six (6) years of experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use or the programming languages such as ADA, Cobol, 4GL, and/or DBMS. Has knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

## **Quality Assurance Manager**

Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline may be substituted for two (2) years of experience. A minimum of eight (8) years of experience, three (3) of which shall be within the last five (5) years in Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

## **Records Management Specialist**

Receives and processes transfer requests for the storage of government records as well as the retrieval of government records. The Records Management Specialist will identify individuals responsible for records management at the government facility; obtain identifying information create a mailing list/tracking system; and develop a recommended mechanism for carrying out periodic updates. Reviews materials that are stored in the government facility and determines the responsible party for each document or set of documents. The Management Analyst is responsible for arranging the return of the items to the responsible party. Attends local meetings and workshops to collect information about records practices, procedures, and technology when these topics are appropriate to government records functions.

Qualifications: A Bachelors degree in Library Science or Records Management substituted for four (4) years, an advanced degree in Library Science or Records Management for six (6) years. A minimum of ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in records management, and working familiarity with related government policies and procedures. Education may be substituted for up to six (6) years work experience.

## **Senior Systems Engineer I**

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management (IM) applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, or other standards as they apply to the implementation and specification of IM solutions on the application platform across the application program interface and the external environment/software application. Evaluates and recommends COTS applications and methodologies that be acquired to provide inter-operable, portable, and scaleable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IM designs.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires four (4) years of experience in the information systems/software engineering field. Three years of experience may be substituted for the Bachelor's degree. A Master of Science degree or higher in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to two years of experience.

## **Senior Systems Engineer II**

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management (IM) applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, or other standards as they apply to the implementation and specification of IM solutions on the application platform across the application program interface and the external environment/software application. Evaluates and recommends COTS applications and methodologies that be acquired to provide inter-operable, portable, and scaleable information technology

solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IM designs.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires seven (7) years of experience in the information systems/software engineering field. Three years of experience may be substituted for the Bachelor's degree. A Master of Science degree or higher in Computer Science, Information Systems, Engineering or other related scientific or technical discipline will be considered equivalent to two years of experience.

### **Software Architect III**

Establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Qualifications: A Bachelor' Degree in Computer Science, Information Systems, Engineering, or other related discipline. The Senior Systems Architect must have a minimum of ten (10) years of experience with three (3) of the last five (5) years in supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEFIX, entity relationship diagrams), and other design techniques. Experience with object-oriented principles, and the logical and physical functional, operational, and technical architecture of large and complex information systems. An advanced degree in Computer Science, Information Systems, Engineering, or other related discipline may be substituted for two years of experience.

### **Software Engineer I**

Performs software engineering, application development and computer systems analysis. Designs, develops, tests, implements, documents and maintains computer software applications and relational databases for use in client-server and internet accessible computing environments.

Qualifications: A Bachelor of Science degree in Computer Science, Management Information Systems, or Electronic or Electrical Engineering, is required. Specialized training and/or certification may be required for specific positions. At least two (2) years performing the described position responsibilities. At least one (1) year experience working in a Relational Database Management System (RDBMS) environment is required. Specialized experience and/or certifications may be required for specific positions (Examples: Oracle Database Design and Administration; Oracle Applications Development; Internet Applications and Database Development; Real-time Operating Systems; etc.). Knowledge of computer systems architecture and hardware, network topology, data communications, computer access and data security techniques, systems-level software, and applications and database development and administration is required. Specialized knowledge may be required for specific positions.

### **Software Engineer II**

Performs software engineering, application development and computer systems analysis. Designs, develops, tests, implements, documents and maintains computer software applications and relational databases for use in client-server and internet accessible computing environments.

Qualifications: A Bachelor of Science degree in Computer Science, Management Information Systems, or Electronic or Electrical Engineering, is required. Specialized training and/or certification may be required for specific positions. At least six (6) years performing the described position responsibilities. At least one (1) year experience working in a

Relational Database Management System (RDBMS) environment is required. Specialized experience and/or certifications may be required for specific positions (Examples: Oracle Database Design and Administration; Oracle Applications Development; Internet Applications and Database Development; Real-time Operating Systems; etc.). Knowledge of computer systems architecture and hardware, network topology, data communications, computer access and data security techniques, systems-level software, and applications and database development and administration is required. Specialized knowledge may be required for specific positions.

### **Systems Analyst I**

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.

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 (2) years of experience performing the foregoing functions or a High School diploma and six (6) years of experience performing the foregoing functions.

### **Systems Analyst II**

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.

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 four (4) years of experience performing the foregoing functions or a High School diploma and ten (10) years of experience performing the foregoing functions.

### **Systems Analyst III**

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.

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 (8) years of experience performing the foregoing functions or a High School diploma and twelve (12) years of experience performing the foregoing functions.

### **Systems Architect III**

Serves as the computer scientist and expert responsible for providing technical leadership and direction in supporting the application of sound software engineering concepts and practices to the acquisition of government embedded, real-time systems and information processing systems. The Senior Systems Architect advises, participates and supports projects and teams in the technical analysis of large complex mission critical systems in defining systems and software architecture within the National Airspace System (NAS). The Senior System Architect uses experience and knowledge in object oriented technology, COTS/NDI, software engineering tools and techniques to assist the

FAA to develop agency guidance for FAA projects in testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects.

Qualifications: A Bachelor's Degree in Engineering, Computer Science, Math, and Physics or in an appropriate discipline. The Senior System Architect must have a minimum of eight (8) years of experience three (3) of which shall be within the last five (5) years using object oriented technology, or COTS/NDI, and using software engineering tools and techniques in the design, development and support of large complex mission critical in areas such as: testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects. An advanced degree will account for two (2) years of experience.

## **Systems Engineer II**

Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate military weapon 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 military weapons systems, associated support systems, or management information systems.

Qualifications: A Bachelor's degree in Engineering, Computer Science, Math, or Physics and four (4) years of experience performing the foregoing systems engineering functions.

## **Systems Engineer III**

Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate military weapon 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 military weapons systems, associated support systems, or management information systems.

Qualifications: A Bachelor's degree in Engineering, Computer Science, Math or Physics and eight (8) years of experience performing the foregoing systems engineering functions.

## **Technical Manager**

Manages an electronics engineering activity and supervises a technical staff including engineers, technicians, and engineering support personnel. Provides direct engineering support for equipment and systems and electronic systems design.

Qualifications: A Bachelor of Science degree in Electronic or Electrical Engineering is required. At least ten years of experience in managing an electronics engineering activity and supervising a technical staff including engineers, technicians, and engineering support personnel is required. At least five years personal experience in providing direct engineering support for equipment and systems is required. At least two years personal experience in electronic systems design is required. Experience in managing and providing engineering and technical support for NAS systems is highly desired. Specialized knowledge of FAA systems, equipment, procedures, and operations is highly desired. Familiarity with government contract administration rules and procedures is required.

## **Technical Writer/Editor II**

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.

Qualifications: High School diploma or equivalent with at least three (3) years of experience performing the foregoing technical writing/editing functions.

### **Technical Writer/Editor III**

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.

Qualifications: A Bachelor's degree in English or Journalism and at least five (5) years of experience performing the foregoing technical writing/editing functions. At least two (2) 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.



## **4.6. DATA BACKUP AND SECURITY SERVICES: FPDS CODE D310**

*Pricing for all positions is provided beginning on page 152*

### **ADP Security Specialist II**

Implements and monitors ADP security procedures and issues. Conducts risks assessments, firewall determinations, and security procedures. Participates in planning, cost analysis and implementation of all aspects of ADP security. Develops and implements InfoSec and CompuSec procedures in all areas. Designs, develops, implements, and supports all ADP security policy, procedures, and systems.

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 four (4) years of experience performing the foregoing functions, or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **ADP Security Specialist III**

Directs all ADP security procedures and issues. Conducts risks assessments, firewall determinations, and security procedures. Conducts planning, cost analysis and implementation of all aspects of ADP security. Performs resident expert functions in all InfoSec and CompuSec areas. Manages the designs, development, implementation and support of all ADP security policy, procedures, and systems.

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 (8) years of experience performing the foregoing functions.

### **Computer Security Systems Specialist II**

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses and assessments.

Qualifications: A Bachelors degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline may be substituted for three (3) years of experience. A minimum of eight years, three (3) of which shall be in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

### **Computer Software Systems Specialist III**

Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing configuration management, integrating software, interpreting software test results, and recommending solutions for unsatisfactory test results. Must be knowledgeable in life-cycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Must have eight (8) years of progressive working experience as a computer specialist or a computer systems analyst. At least five (5) years of experience as a computer systems analyst.

## **Data Communications Specialist I**

Monitors data communications network to ensure that network is available to all system users and resolves data communications problems. Receives telephone call from user with data communications problem. Monitors modems and communication monitor screens to detect error messages that signal malfunction in communications software or hardware. Enters diagnostic commands or attaches diagnostic equipment in order to isolate and locate problem. Reads technical reference manuals for communications hardware and software to learn cause of problem. Calls service technician for service when problem cannot be resolved. Monitors data communications traffic, records problems and actions taken in tracking system. Updates documentation to record new equipment installed, new sites, and changes to computer configurations. May inspect communications wires and cables. May train staff and users to use equipment. May coordinate installation or install communications lines, network cabling, communication devices.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires three (3) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with seven years of experience.

## **Data Communications Specialist II**

Monitors data communications network to ensure that network is available to all system users and resolves data communications problems. Receives telephone call from user with data communications problem. Monitors modems and communication monitor screens to detect error messages that signal malfunction in communications software or hardware. Enters diagnostic commands or attaches diagnostic equipment in order to isolate and locate problem. Reads technical reference manuals for communications hardware and software to learn cause of problem. Calls service technician for service when problem cannot be resolved. Monitors data communications traffic, records problems and actions taken in tracking system. Updates documentation to record new equipment installed, new sites, and changes to computer configurations. May inspect communications wires and cables. May train staff and users to use equipment. May coordinate installation or install communications lines, network cabling, communication devices.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires five (5) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with seven years of experience.

## **Data Communications Supervisor I**

Supervises and coordinates activities of employees engaged in monitoring or installing data communication lines and resolving user data communication problems. Distributes work assignments and monitors daily logs. Explains data communications diagnostic and monitoring procedures to operators, using computer terminal and following vendor's equipment and software instructions. Explains and demonstrates installation of data communication lines and equipment to operators, using hand-tools and following vendor manuals. Enters diagnostic commands into equipment and determines nature of problem to assist operators in resolving data communication problems. Enters record of actions taken to resolve problem in daily log. Briefs management and client on data communications problems and actions taken to resolve. Performs other duties required of a supervisor.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires three (3) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with eight years of experience.

## **Data Communications Supervisor II**

Supervises and coordinates activities of employees engaged in monitoring or installing data communication lines and resolving user data communication problems. Distributes work assignments and monitors daily logs. Explains data communications diagnostic and monitoring procedures to operators, using computer terminal and following vendor's equipment and software instructions. Explains and demonstrates installation of data communication lines and equipment to operators, using hand-tools and following vendor manuals. Enters diagnostic commands into equipment and determines nature of problem to assist operators in resolving data communication problems. Enters record of actions taken to resolve problem in daily log. Briefs management and client on data communications problems and actions taken to resolve. Performs other duties required of a supervisor.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Requires four (4) years of experience in developing, installing, testing, operating, and maintaining communications equipment and systems, e.g., ATM, frame relay, bridges, routers, gateways. A Master's Degree in the fields described in the Qualifications: above may be substituted for two years of experience. A degree is not required with eight years of experience.

## **Database Administrator I**

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.

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

## **Database Administrator II**

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.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and four (4) years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming data base systems.

## **Database Administrator III**

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.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and eight (8) years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming data base systems.

## **Database Administrator IV**

Performs engineering and systems analysis to support design, development, test, configuration, and integration of new or modified large-scale relational database systems. Perform database administration (DBA) services including installation, configuration, administration, performance monitoring, tuning, backup, and disaster recovery strategies for operational and developmental databases. Provides database design, client/server integration, database modeling, and support for systems under development. Coordinates functional design and system architecture issues between parties involved in the development process.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. Requires four (4) years of experience. Must be directly involved with large-scale relational data base system and maintenance activities. A Master of Sciences or higher degree in Computer Science, Information Systems, or other related scientific or technical discipline may be substituted for two years of experience. An Associates Degree in Computer Science, Information Systems or other related technical disciplines may be substituted for two years of experience. Eight years of experience in the computer technology field (five of which must be with large-scale relational data bases) may be substituted for the degree and experience requirements.

## **Database Administrator II**

Performs engineering and systems analysis to support design, development, test, configuration, and integration of new or modified large-scale relational database systems. Perform database administration (DBA) services including installation, configuration, administration, performance monitoring, tuning, backup, and disaster recovery strategies for operational and developmental databases. Provides database design, client/server integration, database modeling, and support for systems under development. Coordinates functional design and system architecture issues between parties involved in the development process.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. Requires six (6) years of experience. Must be directly involved with large-scale relational data base system and maintenance activities. A Master of Sciences or higher degree in Computer Science, Information Systems, or other related scientific or technical discipline may be substituted for two years of experience. An Associates Degree in Computer Science, Information Systems or other related technical disciplines may be substituted for two years of experience. Eight years of experience in the computer technology field (five of which must be with large-scale relational data bases) may be substituted for the degree and experience requirements.

## **Database Management Specialist**

Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. The position requires a minimum of six (6) years of experience, of which at least four (4) years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience-e includes: demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

## **Database Manager III**

Manages high-level databases. Directs the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the design and development of database management systems (DBMS) at the highest level, and in defining system and subsystems.

Provides leadership in problem solving, implementation practices, and selection of DBMS theory. Manages the software development process based on cost and personnel factors. Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system design and specification. Ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

Qualifications: A Bachelor's Degree in Computer Sciences, Systems Analysis, Information Management, Software Engineering, Statistics, or Mathematics, and a minimum of ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in database management, development and systems analysis, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience.

### **Documentation Clerk**

Responsible for writing manuals and user guides for users, programmers and the operations staff. Assists in designing and documenting data requirements, system tests and implementation plans, and system demonstrations. Develops flow charts and system workflow graphics. Sets up data dictionaries for automated systems. May assist in entering and managing financial management systems data.

Qualifications: A minimum of two (2) years with the last five (5) years, direct experience in the area outlined above, and must be proficient in Microsoft Word, and Excel.

### **Documentation Specialist**

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, and presentation materials for corporate and/or stand alone computing applications.

Qualifications: A High School diploma or equivalent and one (1) year of experience performing typing and/or word processor functions.

### **Information Engineer I**

Works with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. Uses software tools and subsystems to support software reuse and domain analyses and their implementation. Performs software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Provides input to estimate software development costs and schedule. Uses diagnostic software to test and isolate ADPE to validate functionality. Often assists with monitoring system performance and security and sets up terminal/printer queues. Provides in-service support for proper use of system software, hardware, or applications and provides Tier 1 technical support.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience. Possesses ability to assume increasing responsibilities in information engineering activities. Knowledgeable of applicable standards and general technical support processes is required.

### **Information Engineer III**

Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, system upgrades and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Applies, as appropriate, activity and data modeling, transaction

flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Manages planned projects for overall installation of application and network systems. Develops action plans with milestones for system upgrades. Provides technical leadership for analysis, integration and support of new products, interfaces and performance enhancements. Analyzes and resolves system software issues. Administers accounts and system access as needed. Assists with the development of training curriculum for customer orientation and use of new and improved systems. Also assists with application customization through process analysis and workflow development including advising customers of database file & table configuration best practices.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience. Specific experience in the following is required: applying business process improvement practices to re-engineer methodologies/principles and business process modernization projects, developing and applying organization-wide information plans and models for use in designing and building integrated, shared software and database management systems, and constructing logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Possesses the ability to work independently.

### **Information Engineer IV**

Mentors task leaders and acts as project manager directing the efforts of other IE categories. Has full life-cycle experience and expertise in all areas of the IE Methodology. Performs instruction in information engineering and engineering process reengineering, and hands-on training in the use of Computer Aided Software Engineering (CASE) tools. Plans and manages projects schedules, directs the work of other contractors, provides quality assurance reviews, and provides consulting services during the planning, analysis, and design phases of information engineering.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

### **INFOSEC/IA Analyst I**

Individual will provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Associates degree in a technical field (Computer Science, MIS, Engineering) required. Three (3) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Two (2) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **INFOSEC/IA Analyst II**

Provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Bachelors degree in a technical field (Computer Science, MIS, Engineering) required. Ten (10) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Five (5) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **INFOSEC/IA Analyst III**

Provide security architecture, policy and design guidance for business systems and networks. Individual may also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Masters degree in a technical field (Computer Science, MIS, Engineering) required. Fifteen (15) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Ten (10) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **Internet/Intranet Specialist I**

Performs system analysis and design techniques for Internet or Intranet development, which may include Hypertext Markup Language (HTML), HyperText Transfer Protocol (HTTP), and Common Gateway Interface (CGI). Analyzes and develops Internet/Intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management functions. Works under general direction.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience required. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

### **Internet/Intranet Specialist II**

Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies, which may include HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Common Gateway Interface (CGI), FrontPage, and Netscape software. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and three (3) years of general experience required. Experienced in providing daily supervision and direction to junior staff. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, one (1) year of general experience is required. With a PhD, no experience is required.

### **Internet/Intranet Specialist III**

Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API).

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience required. Experienced in providing daily supervision and direction to staff. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, three (3) years of general experience is required. With a PhD, one (1) year of general experience is required.

## **Internet/Intranet Web Site Developer**

Determines customer requirements into internet web and translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Must be able to apply new and emerging technologies to the site development process.

Qualifications: A Bachelors degree or three (3) years of equivalent experience in a related field with a minimum of one (1) year of computer experience using Internet/intranet products, including Web server and related products selection and administration. At least one (1) year of experience building and installing web sites, including product selection, configuration, installation, maintenance, and site policy development. Experienced in developing web pages using HTML and associated scripting and graphics integration.

## **Librarian**

Provides document control; performs check-in/check-out, filing, posting revisions and modifications, copying and distribution, and maintaining computerized document inventory databases.

Qualifications: A high school diploma or equivalent is required. An associate degree in library science is highly desired. Two (2) years practical experience as a librarian is required. Specialized knowledge of FAA document types and documentation maintenance procedures, and name recognition of FAA equipment and systems, is highly desired.

## **Network Management Engineer I**

Has knowledge and experience architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Typically has knowledge of one or more flavors of Unix and leading hardware vendors' products on which the Network Management platform would run. Capable of working, with supervision, on specific aspects of Network Management Engineering.

Qualifications: A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent. Eight (8) years of experience in telecommunications network management may be substituted for a Bachelor's degree.

## **Network Management Engineer II**

Has broad in-depth knowledge and several years of experience in architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Tasks include designing, developing, and deploying a fault and performance network management system, and providing the required trouble isolation and identification required for the applications. The individual shall identify deficiencies in existing Network Management platforms and propose solutions mediating these problems. This may include identification of COTS platforms that are currently not deployed. The engineer shall provide customizations of existing Network Management implementations to reduce the interval from identification of a fault to problem resolution. Additionally, the person will accommodate the integration of multiple COTS vendor products into a seamless operation for a Network Operations Center (NOC) and the transfer of that knowledge to NOC personnel or other individuals charged with the maintaining the environment being monitored by the Network Management solution.

Qualifications: A Master's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and four (4) or more years of experience in Network Management platforms. A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and five (5) years general work experience (of which three (3) years have been spent on Network Management) is considered equivalent to a Master's Degree and three (3) years of experience. With a PhD, one (1) year of general experience is required.

### **Network Management Engineer III**

Has broad in-depth knowledge and several years leadership experience in architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Typically has knowledge of one or more types of Unix and leading hardware vendors' products on which the Network Management platform would run.. Supervises or manages the implementation of specific aspects of Network Management Engineering and is capable of supervising a team of technical specialists working on complex projects.

Qualifications: A Doctorate in Computer Science, Electrical Engineering, Information Systems or equivalent and eight (8) years of experience in Network Management platforms is required. Experienced in providing overall leadership to identify deficiencies in existing Network Must demonstrate ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data Management platforms and proposing solutions that mediate these problems for customizations of existing Network Management implementations to reduce the interval from identification of a fault to problem resolution; for the integration of multiple COTS vendor products into a seamless operation for a Network Operations Center (NOC). A Master's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and eight (8) years general work experience (of which four (4) years have been spent on Network Management) is considered equivalent to a Doctorate and six (6) years of experience.

### **Network Security Integration Specialist**

Provides technical design guidance and/or system administration and trouble call resolution in support of the network security products. Individual will manage firewalls, routers and intrusion detection equipment.

Qualifications: Bachelors degree in computer science, MIS, engineering or equivalent with ten (10) years of experience may be substituted for the technical degree.

### **Network Specialist II**

Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

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 four (4) years of experience performing the foregoing functions, or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **Network Specialist III**

Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

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 (8) years of experience performing the foregoing functions, or a High School diploma and twelve years of experience performing the foregoing functions.

### **Project Administrator I**

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

Qualifications: A Bachelor's degree or a High School diploma and two (2) years of experience performing the foregoing functions.

## **Project Administrator II**

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.

Qualifications: A Bachelor's degree and two (2) years of experience performing the foregoing functions or a High School diploma and four (4) years of experience performing the foregoing functions.

## **Project Manager II**

Responsible for overall direction, completion, and financial outcome of a contract. Serves as the primary interface and point of contact with client personnel. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews task request to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with contract staff to outline work-plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of contract personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and consolidates for submittal or prepares report and submits to management and client. Confers with contract personnel to provide technical advice and to resolve problems. Develops strategies and implementation plans. Develops planning documents, briefings and presentations as required.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires eight (8) years of experience in planning and managing complex technical projects involving software, communication, and local/wide area network systems with demonstrated ability to provide guidance and direction in assigned tasks, expertise in the management and control of funds and resources, and the ability to manage complex technical tasks with high visibility. A Master's Degree may be substituted for two (2) years of experience. A degree is not required with ten (10) years of experience.

## **Project Manager III**

Acts as overall system engineer, technical manager, and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Program Manager on technical program/project issues. Supervises program/project operations by developing system engineering and management procedures, planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

## **Security System Administrator**

Maintain security environment in accordance with government agency security orders and procedures. Maintain and distribute security related documentation to appropriate government and contractor customers/employees. Provide training to customers and users when required. Prepare and present security information, reports, and briefings for

management and conferences. Provide security/vulnerability analysis, guidance, recommendations, and deficiency resolution and implementation. Resolve security vulnerabilities identified by site surveys and security readiness reviews. May be required to evaluate , develop, recommend, test, modify, and change software/hardware configurations in order to meet government service level computer security requirements. Analyze and resolve computer security issues related to the system customer base including telephone and on-site support as required. Communicate with a wide range of customers, management, technical employees on information and recommendations on current security issues and the future direction of security systems. Provide briefings and presentations to management and users regarding computer security issues. May be required to serve as the Information Systems Security Officer for assigned computer environments.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires five years of experience with computer hardware and operating systems including utilities for the required computer environment. Must be able to identify security vulnerabilities and develop operating procedures or systems to resolve vulnerability. Must be able to effectively communicate orally or in writing to a diverse base of management, customers, and other security representatives. Must demonstrate the ability to work independently or under only general direction. A Bachelor's degree in Computer Science, Information Systems, or other scientific or technical discipline will be considered equivalent to two years of experience. Experience may be substituted for the degree when approved by the government.

### **Technical Manager**

Manages an electronics engineering activity and supervises a technical staff including engineers, technicians, and engineering support personnel. Provides direct engineering support for equipment and systems and electronic systems design.

Qualifications: A Bachelor of Science degree in Electronic or Electrical Engineering is required. At least ten years of experience in managing an electronics engineering activity and supervising a technical staff including engineers, technicians, and engineering support personnel is required. At least five years personal experience in providing direct engineering support for equipment and systems is required. At least two years personal experience in electronic systems design is required. Experience in managing and providing engineering and technical support for NAS systems is highly desired. Specialized knowledge of FAA systems, equipment, procedures, and operations is highly desired. Familiarity with government contract administration rules and procedures is required.



## **4.7. DATA CONVERSION SERVICES: FPDS CODE D311**

*Pricing for all positions is provided beginning on page 152*

### **Data Entry Clerk**

Enters a wide variety of source documents such as computer-generated reports, program coding sheets, and other narrative and statistical information using PC-based database management software, such as dBase IV or PARADOX. Examines and sorts documents by subject matter, category, or other specified manner. In accordance with established procedures, reviews source documents for completeness and accuracy. Detects and rejects illegible or incomplete source documents and information. Keys data rapidly and accurately. Verifies accuracy and corrects data using automated data edit reports if possible. Reviews and annotates data sheets, reports, and other documents for data entry technicians. Maintains records covering verification statistics.

Qualifications: High School diploma or equivalent with a minimum of two (2) year within the last five (5) years; direct experience in the area outlined above, and be proficient in PC-based database management software.

### **Database Administrator I**

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.

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

### **Database Administrator II**

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.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and four (4) years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming data base systems.

### **Database Administrator III**

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.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and eight (8) years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming data base systems.

### **Database Administrator IV**

Performs engineering and systems analysis to support design, development, test, configuration, and integration of new or modified large-scale relational database systems. Perform database administration (DBA) services including installation, configuration, administration, performance monitoring, tuning, backup, and disaster recovery strategies for operational and developmental databases. Provides database design, client/server integration, database modeling, and support for systems under development. Coordinates functional design and system architecture issues between parties involved in the development process.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline. Requires four (4) years of experience. Must be directly involved with large-scale relational data base system and maintenance activities. A Master of Sciences or higher degree in Computer Science, Information Systems, or other related scientific or technical discipline may be substituted for two years of experience. An Associates Degree in Computer Science, Information Systems or other related technical disciplines may be substituted for two years of experience. Eight years of experience in the computer technology field (five of which must be with large-scale relational data bases) may be substituted for the degree and experience requirements.

### **Database Management Specialist**

Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. The position requires a minimum of six (6) years of experience, of which at least four (4) years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience-e includes: demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

### **Database Manager III**

Manages high-level databases. Directs the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the design and development of database management systems (DBMS) at the highest level, and in defining system and subsystems. Provides leadership in problem solving, implementation practices, and selection of DBMS theory. Manages the software development process based on cost and personnel factors. Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system design and specification. Ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

Qualifications: A Bachelor's Degree in Computer Sciences, Systems Analysis, Information Management, Software Engineering, Statistics, or Mathematics, and a minimum of ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in database management, development and systems analysis, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience.

## **Documentation Clerk**

Responsible for writing manuals and user guides for users, programmers and the operations staff. Assists in designing and documenting data requirements, system tests and implementation plans, and system demonstrations. Develops flow charts and system workflow graphics. Sets up data dictionaries for automated systems. May assist in entering and managing financial management systems data.

Qualifications: A minimum of two (2) years with the last five (5) years, direct experience in the area outlined above, and must be proficient in Microsoft Word, and Excel.

## **Documentation Specialist**

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, and presentation materials for corporate and/or stand alone computing applications.

Qualifications: A High School diploma or equivalent and one (1) year of experience performing typing and/or word processor functions.

## **Information Engineer I**

Works with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. Uses software tools and subsystems to support software reuse and domain analyses and their implementation. Performs software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Provides input to estimate software development costs and schedule. Uses diagnostic software to test and isolate ADPE to validate functionality. Often assists with monitoring system performance and security and sets up terminal/printer queues. Provides in-service support for proper use of system software, hardware, or applications and provides Tier 1 technical support.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience. Possesses ability to assume increasing responsibilities in information engineering activities. Knowledgeable of applicable standards and general technical support processes is required.

## **Information Engineer III**

Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, system upgrades and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Manages planned projects for overall installation of application and network systems. Develops action plans with milestones for system upgrades. Provides technical leadership for analysis, integration and support of new products, interfaces and performance enhancements. Analyzes and resolves system software issues. Administers accounts and system access as needed. Assists with the development of training curriculum for customer orientation and use of new and improved systems. Also assists with application customization through process analysis and workflow development including advising customers of database file & table configuration best practices.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience. Specific experience in the following is required: applying business process improvement practices to re-engineer methodologies/principles and business process modernization projects, developing and applying organization-wide information plans and models for use in designing and building integrated, shared software and database management systems, and constructing logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Possesses the ability to work independently.

## **Information Engineer IV**

Mentors task leaders and acts as project manager directing the efforts of other IE categories. Has full life-cycle experience and expertise in all areas of the IE Methodology. Performs instruction in information engineering and engineering process reengineering, and hands-on training in the use of Computer Aided Software Engineering (CASE) tools. Plans and manages projects schedules, directs the work of other contractors, provides quality assurance reviews, and provides consulting services during the planning, analysis, and design phases of information engineering.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

## **INFOSEC/IA Analyst I**

Individual will provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Associates degree in a technical field (Computer Science, MIS, Engineering) required. Three (3) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Two (2) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

## **INFOSEC/IA Analyst II**

Provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Bachelors degree in a technical field (Computer Science, MIS, Engineering) required. Ten (10) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Five (5) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

## **INFOSEC/IA Analyst III**

Provide security architecture, policy and design guidance for business systems and networks. Individual may also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Masters degree in a technical field (Computer Science, MIS, Engineering) required. Fifteen (15) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Ten (10) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

## **Internet/Intranet Specialist I**

Performs system analysis and design techniques for Internet or Intranet development, which may include Hypertext Markup Language (HTML), HyperText Transfer Protocol (HTTP), and Common Gateway Interface (CGI). Analyzes

and develops Internet/Intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management functions. Works under general direction.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience required. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

### **Internet/Intranet Specialist II**

Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies, which may include HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Common Gateway Interface (CGI), FrontPage, and Netscape software. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and three (3) years of general experience required. Experienced in providing daily supervision and direction to junior staff. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, one (1) year of general experience is required. With a PhD, no experience is required.

### **Internet/Intranet Specialist III**

Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API).

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience required. Experienced in providing daily supervision and direction to staff. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, three (3) years of general experience is required. With a PhD, one (1) year of general experience is required.

### **Librarian**

Provides document control; performs check-in/check-out, filing, posting revisions and modifications, copying and distribution, and maintaining computerized document inventory databases.

Qualifications: A high school diploma or equivalent is required. An associate degree in library science is highly desired. Two (2) years practical experience as a librarian is required. Specialized knowledge of FAA document types and documentation maintenance procedures, and name recognition of FAA equipment and systems, is highly desired.

### **Project Administrator I**

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

Qualifications: A Bachelor's degree or a High School diploma and two (2) years of experience performing the foregoing functions.

### **Project Administrator II**

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.

Qualifications: A Bachelor's degree and two (2) years of experience performing the foregoing functions or a High School diploma and four (4) years of experience performing the foregoing functions.

### **Project Manager II**

**Responsible for overall direction, completion, and financial outcome of a contract. Serves as the primary interface and point of contact with client personnel.** Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews task request to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with contract staff to outline work-plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of contract personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and consolidates for submittal or prepares report and submits to management and client. Confers with contract personnel to provide technical advice and to resolve problems. Develops strategies and implementation plans. Develops planning documents, briefings and presentations as required.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires eight (8) years of experience in planning and managing complex technical projects involving software, communication, and local/wide area network systems with demonstrated ability to provide guidance and direction in assigned tasks, expertise in the management and control of funds and resources, and the ability to manage complex technical tasks with high visibility. A Master's Degree may be substituted for two (2) years of experience. A degree is not required with ten (10) years of experience.

### **Project Manager III**

Acts as overall system engineer, technical manager, and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Program Manager on technical program/project issues. Supervises program/project operations by developing system engineering and management procedures, planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements.

Qualifications: A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions.

### **Quality Assurance Analyst**

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone

status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications: Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six (6) years of experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use or the programming languages such as ADA, Cobol, 4GL, and/or DBMS. Has knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

### **Quality Assurance Manager**

Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline may be substituted for two (2) years of experience. A minimum of eight (8) years of experience, three (3) of which shall be within the last five (5) years in Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

### **Records Management Specialist**

Receives and processes transfer requests for the storage of government records as well as the retrieval of government records. The Records Management Specialist will identify individuals responsible for records management at the government facility; obtain identifying information create a mailing list/tracking system; and develop a recommended mechanism for carrying out periodic updates. Reviews materials that are stored in the government facility and determines the responsible party for each document or set of documents. The Management Analyst is responsible for arranging the return of the items to the responsible party. Attends local meetings and workshops to collect information about records practices, procedures, and technology when these topics are appropriate to government records functions.

Qualifications: A Bachelors degree in Library Science or Records Management substituted for four (4) years, an advanced degree in Library Science or Records Management for six (6) years. A minimum of ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in records management, and working familiarity with related government policies and procedures. Education may be substituted for up to six (6) years work experience.

### **System Administrator**

Supervises and manages the daily activities of configuration and operation of business systems, which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline combined with a minimum of four (4) years of experience.

### **Technical Data Technician**

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.

Qualifications: A High School diploma or equivalent and three (3) years of experience performing the foregoing functions.



## **4.8. CAD/CAM SERVICES: FPDS CODE D313**

*Pricing for all positions is provided beginning on page 152*

### **Drafter I**

Uses traditional and computer aided drafting (CAD/CAM) systems to design, develop and update mechanical drawings.

Qualifications: An associate degree in computer-aided drafting (CAD/CAM) is highly desired. Five (5) years engineering drafting experience is required. At least one year experience in using an automated drafting system utilizing CAD software is required. Experience with the AutoCAD and Bentley Microstation CAD software is highly desired. Familiarity with FAA systems, equipment, procedures, and operations is highly desired. Knowledge of the Autocad or Microstation computer drafting systems is highly desired. Knowledge of manual technical drafting techniques is required.

### **Drafter III**

Develops engineering drawings, using computer based drawing packages such as Aptitude. Develops engineering drawings for site plans, electrical interconnects, and mechanical plans for specialized hardware.

Qualifications: High School diploma or equivalent with a minimum of seven (7) years drafting experience, three (3) of which shall be within the last five (5) years. A diversified drafting background is required. A minimum of four (4) years of experience shall be in drafting of specialized interconnects drawings, site plans, and mechanical parts typical of custom hardware installations. Must demonstrate the ability to work independently or under only general supervision.

## **4.9. LAN/WAN MANAGEMENT SERVICES: FPDS CODE D316**

*Pricing for all positions is provided beginning on page 152*

### **Administrative Support and Graphics Specialist**

Directly supports program/project manager and senior technical and management personnel by maintaining files; preparing correspondence; preparing presentation graphics; supporting the development of deliverables; preparation of reports by developing and updating graphic presentations to be included in formal reports and studies; integrating graphics generated with automated tools into reports and correspondence; and other typical office tasks.

Qualifications: Requires a high school diploma and two years of experience in office administration and developing graphic presentations for documents. As a minimum, one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word), graphics systems (Power Point, Harvard, Freelance, etc.), office automation (Schedule+, Microsoft Mail, etc.) and spreadsheets (Excel, Lotus 1,2,3, etc.). Demonstrated ability to work independently or under only general direction. With an Associate's Degree in Computer Science, Information Systems, Business, or other related scientific or technical discipline, one year of office experience using word processing, graphics and spreadsheets is required.

### **Communications Network Manager**

Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, and provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provides technical leadership in the integration and test of complex large-scale computer integrated networks. Schedules conversions and cutovers, and oversees network control center. Supervises the staff, maintenance of systems and coordinates with all responsible users and sites.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with a minimum of seven (7) years of experience, three (3) of the last five (5) years in protocol analysis. Possess a through knowledge of OSI protocols particularly TCP/IP, X.25, X.400, X.500, and a detailed knowledge of UNIX operating systems. Shall have experience with ATM, frame relay, bridges, routers, gateways, and FDDI, Experience as a CNE or ECNE desirable. Previous experience required in supervising the operation and maintenance of communication network systems (mainframe, mini, or client/server based), communication networks planning, installation, and support.

### **Computer Systems Analyst IV**

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations if needed for approval of major system installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight (8) years general experience with at least six (6) years must be specialized in computer applications, programming and data storage/retrieval. Specifically, three (3) of the last five (5) years shall include experience in the analysis and design of business applications for complex systems, large-scale computers, and database management. The individual must use programming languages such as ADA, Cobol, 4GL, and/or DBMS. The analyst shall possess knowledge of current storage and retrieval methods and the ability to formulate specifications for other computer programmers to use in coding, testing, and debugging of computer programs.

### **Computer Technician III**

Applies computer techniques, principles and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems for military support equipment and/or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews, analyzes, develops prepares or applies specifications, policies, standards, or procedures. Plans and performs tests and evaluations of systems equipment or components. Responsible for developing project plans, justifications, guidelines, and controls. As a result of the above functions, a Secret clearance may be required for the above position.

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 (8) recent years of experience performing the foregoing functions, or a High School diploma and twelve (12) recent years of experience performing the foregoing functions. At least three (3) years of experience installing, troubleshooting, and supporting microcomputers, network interface cards, and printers.

### **Computer Telephony Integration Engineer I**

Has knowledge in one or more aspects of telecommunications or data system integration. This individual possesses broad knowledge in one or more areas of the telecommunications or data network arenas and may possess specialized knowledge in one of the following areas: routing/switching infrastructures, transport technology, network management systems, or network protocols for computer telephony integration (CTI). Performs research in support of the development of requirements or standards for a specific CTI specialty. Assists in testing or analysis of CTI interoperability with data or telecommunication protocols or services. Performs general technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration. Capable of working with supervision on specific tasks associated with the implementation of specific aspects of computer telephony integration.

Qualifications: Bachelor's Degree in Electrical/Electronics Engineering, Computer Science, Information Systems, or equivalent. Eight (8) years of experience in Telecommunications, Data Networking, or Information Systems can be substituted for the Bachelor's Degree.

### **Computer Telephony Integration Engineer II**

Shall possess a broad knowledge in one or more areas of telecommunication systems or data network integration. Provides technical expertise supporting national or international forums on requirements/standards for a specific CTI specialty. Assists in the development of white papers and conducts research for specific technical areas on a CTI project. Performs technical analysis of CTI interoperability with data or telecommunication protocols or services. Provides technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration.

Qualifications: A Master's Degree in Computer Science, Electrical or Electronics Engineering, Information System, or equivalent and four (4) years general experience in data or telephony communications. Position requires specialized knowledge in one of the following areas: routing/switching infrastructures, transport technology, network management systems, or network protocols for computer telephony integration (CTI). Capable of working alone on specific tasks associated with the implementation of specific aspects of a computer telephony integration (CTI). Proven experience in providing limited guidance or supervision for other Engineers in highly complex data or telecommunications internetworking projects. A Bachelor's Degree and two (2) years related work experience may be substituted for a Master's Degree and one (1) year general experience.

### **Computer Telephony Integration Engineer III**

Has in-depth knowledge in multiple aspects of telecommunications or data system integration. Individual may possess subject matter expertise (SME) knowledge in either the telecommunications or data network arenas or may specialize in routing/switching infrastructures, transport technology, network management systems, or network protocols in computer telephony integration (CTI). Supervises or manages the implementation of specific aspects of a

computer telephony integration (CTI) and is capable of supervising a team of specialty Engineers in highly complex data or telecommunications internetworking projects. Participates in national or international forums on requirements or standards for a specific CTI specialty. Provides in-depth analysis on CTI interoperability with data or telecommunication protocols or services and technical lead management oversight for specific technical areas of expertise on a CTI project.

Qualifications: A Doctorate in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and eight (8) years general work experience in data or telephony communications. The individual is experienced in specific CTI technology areas associated with the computer telephony integration as the lead specialty engineer while providing overall technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration. Master's Degree with eight (8) years general experience or a Bachelor's Degree and ten (10) years general experience are considered equivalent to a Doctorate and six (6) years general experience.

### **Computer User Support Analyst I**

Investigates and resolves computer software and hardware problems of users. May perform this service directly with the user or in support of a help desk. Receives telephone calls from the help desk or from users having problems using computer software and hardware or inquiring how to use specific software, such as statistical, graphics, data base, printing, word processing, programming languages, electronic mail, and operating systems. Talks to user to learn procedures followed and source of error. Answers questions, applying knowledge of computer software, hardware, and procedures. Asks user with problem to use telephone and participate in diagnostic procedures, using diagnostic software, or by listening to and following instructions. Determines whether problem is caused by hardware, such as modem, printer, cables, or telephone. Talks with coworkers to research problem and find solution. Talks to programmers to explain software errors or to recommend changes to programs. Calls software and hardware vendors to request service regarding defective products. May test software and hardware to evaluate ease of use and whether product will aid user in performing work. May write software and hardware evaluation and recommendation for management review. May write or revise user training manuals and procedures. May develop training materials, such as exercises and visual displays. May train users on software and hardware on-site or in classroom, or recommend outside contractors to provide training. May install microcomputers, software, and peripheral equipment, following procedures and using. May work as in-house consultant and research alternate approaches to existing software and hardware when standardized approaches cannot be applied. May conduct office automation feasibility studies, including work flow analysis, space design, and cost comparison analysis. May specialize by type of software, computer language, or computer operating system.

Qualifications: Requires a high school degree and four (4) years general experience in operating, maintaining or troubleshooting micro-computer systems such as DOS, Windows, NT; networking and e-mail systems. Demonstrated ability to communicate orally and in writing with a positive customer service attitude. An Associates or Bachelor's Degree in the above experience fields may be substituted for two years of experience.

### **Computer User Support Analyst II**

Investigates and resolves computer software and hardware problems of users. May perform this service directly with the user or in support of a help desk. Receives telephone calls from the help desk or from users having problems using computer software and hardware or inquiring how to use specific software, such as statistical, graphics, data base, printing, word processing, programming languages, electronic mail, and operating systems. Talks to user to learn procedures followed and source of error. Answers questions, applying knowledge of computer software, hardware, and procedures. Asks user with problem to use telephone and participate in diagnostic procedures, using diagnostic software, or by listening to and following instructions. Determines whether problem is caused by hardware, such as modem, printer, cables, or telephone. Talks with coworkers to research problem and find solution. Talks to programmers to explain software errors or to recommend changes to programs. Calls software and hardware vendors to request service regarding defective products. May test software and hardware to evaluate ease of use and whether product will aid user in performing work. May write software and hardware evaluation and recommendation for management review. May write or revise user training manuals and procedures. May develop training materials, such as exercises and visual displays. May train users on software and hardware on-site or in classroom, or

recommend outside contractors to provide training. May install microcomputers, software, and peripheral equipment, following procedures and using. May work as in-house consultant and research alternate approaches to existing software and hardware when standardized approaches cannot be applied. May conduct office automation feasibility studies, including work flow analysis, space design, and cost comparison analysis. May specialize by type of software, computer language, or computer operating system.

Qualifications: Requires a high school degree and seven (7) years general experience in operating, maintaining or troubleshooting micro-computer systems such as DOS, Windows, NT; networking and e-mail systems. Demonstrated ability to communicate orally and in writing with a positive customer service attitude. An Associates or Bachelor's Degree in the above experience fields may be substituted for two years of experience.

**Trainer II**

Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Qualifications: A High School diploma or equivalent with a minimum of four (4) years of experience, three (3) of which shall be within the last five (5) years in developing and providing technical and end-user training on computer hardware and application software, information systems development, training. A Bachelors in any field is required.

**Trainer III**

Identifies, develops, implements, and conducts training and instruction of technical-based subject matter related to computer hardware/software, communications, local and wide area networking, Internet, video, imaging, business processes, Government regulations, procurement/acquisition, strategic planning, etc., as required for a particular situation. Designs, develops, prepares and refines training curriculum and course materials for various classroom and other instructional environments.

Qualifications: Bachelor's Degree or equivalent with a minimum of four (4) years of general experience. Experienced in supervision of Training Specialists in the instruction of individual trainees as well as whole classes of students in a variety of technical-based subject matter. Is intimately knowledgeable in the subject matters for which he/she is developing curriculum. Possesses skills and knowledge in computer-based and multimedia training environments. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, four (4) years of general experience is required. With a PhD, two (2) years of general experience is required.

**Training Specialist II**

Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Qualifications: Bachelor's Degree or equivalent with a minimum of four (4) years of general experience. Four (4) years of general experience is considered equivalent to a Bachelor's Degree.

**Training Specialist III**

Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

Qualifications: Bachelors degree and a minimum of eight (8) years, three (3) of which shall be within the last five (5) years specialized experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrates ability to communicate effectively orally and in writing.

**USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

## PREAMBLE

I.S. Technologies, LLC dba Computer System Designers, LLC (CSD) ) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

## COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact

**Phone: (405) 604-3277**

**FAX: (405) 604-3273**

**Brian Magers – Director, Business Development – Extension 202 email [bmagers@csdok.com](mailto:bmagers@csdok.com)**

**Jim Sexton – Vice President and Director of Operations – Extension 201 email [jsexton@csdok.com](mailto:jsexton@csdok.com)**



BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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**BASIC GUIDELINES FOR USING**  
**“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

**4.12. JOB POSITION RATE TABLE**

	<b>Ext Yr 1</b>
<b>Job Title</b>	<b>10-29-14 - 10/28/2015</b>
Acquisitions Analyst III	\$ 167.96
Administrative Support & Graphics	\$ 52.57
ADP Security Specialist II	\$ 76.29
ADP Security Specialist III	\$ 90.81
Application Engineer II	\$ 83.66
Application Engineer III	\$ 92.82
Applications Engineer II	\$ 88.04
Business Application and Resource Analyst	\$ 85.49
Clerk Typist	\$ 42.44
Communications Network Manager	\$ 120.76
Computer Aide/Intern	\$ 35.95
Computer Applications Specialist	\$ 61.05
Computer Clerk	\$ 40.89
Computer Help Desk Specialist I	\$ 43.13
Computer Help Desk Specialist II	\$ 49.60
Computer Help Desk Specialist III	\$ 55.99
Computer Help Desk Specialist IV	\$ 75.28
Computer Operator	\$ 49.14
Computer Programmer I	\$ 51.29
Computer Programmer II	\$ 70.91
Computer Programmer III	\$ 80.39
Computer Programmer IV	\$ 92.32
Computer Scientist II	\$ 82.18
Computer Scientist III	\$ 112.59
Computer Security System Specialist II	\$ 117.90
Computer Software Systems Specialist III	\$ 102.19
Computer Specialist / Programmer I	\$ 84.53
Computer Specialist / Programmer II	\$ 84.53
Computer Specialist / Programmer III	\$ 97.20
Computer Systems Analyst I	\$ 73.62
Computer Systems Analyst II	\$ 84.13
Computer Systems Analyst III	\$ 94.57
Computer Systems Analyst IV	\$ 102.13
Computer Technician III	\$ 64.55

	<b>Ext Yr 1</b>
<b>Job Title</b>	<b>10-29-14 - 10/28/2015</b>
Computer Telephony Integration Engineer I	\$ 88.37
Computer Telephony Integration Engineer II	\$ 102.82
Computer Telephony Integration Engineer III	\$ 118.32
Computer User Support Analyst I	\$ 62.60
Computer User Support Analyst II	\$ 66.95
Contracts Analyst II	\$ 66.83
Contracts Analyst III	\$ 89.97
Cost Analyst	\$ 74.08
Data Communications Specialist I	\$ 56.13
Data Communications Specialist II	\$ 65.74
Data Communications Supervisor I	\$ 68.36
Data Communications Supervisor II	\$ 79.40
Data Entry Clerk	\$ 35.21
Database Administrator I	\$ 68.70
Database Administrator II	\$ 79.24
Database Administrator III	\$ 92.71
Database Administrator IV	\$ 95.63
Database Management Specialist	\$ 99.77
Database Manager III	\$ 142.23
Documentation Clerk	\$ 45.57
Documentation Specialist	\$ 60.17
Drafter I	\$ 47.32
Drafter III	\$ 58.68
Electrical/Electronics Engineer I	\$ 81.58
Electrical/Electronics Engineer II	\$ 88.58
Electronic Publishing Specialist II	\$ 53.40
Electronic Publishing Specialist III	\$ 61.59
Engineer I	\$ 85.61
Engineer II	\$ 92.25
Engineer III	\$ 98.58
Financial Analyst II	\$ 80.91
Financial Analyst III	\$ 93.32
Financial Manager	\$ 100.79
Financial Systems Analyst III	\$ 100.56
Geographic Information System Analyst	\$ 84.53

	<b>Ext Yr 1</b>
<b>Job Title</b>	<b>10-29-14 - 10/28/2015</b>
Graphics Artist	\$ 56.31
Graphics Specialist	\$ 54.92
Hardware Installation Technician	\$ 56.31
Help Desk Manager	\$ 86.85
Help Desk Supervisor	\$ 73.62
Information Engineer I	\$ 88.04
Information Engineer III	\$ 99.77
Information Engineer IV	\$ 118.57
INFOSEC/IA Analyst I	\$ 70.32
INFOSEC/IA Analyst II	\$ 170.13
INFOSEC/IA Analyst III	\$ 258.42
Internet / Intranet Specialist I	\$ 64.55
Internet / Intranet Specialist II	\$ 76.29
Internet / Intranet Specialist III	\$ 85.11
Internet / Intranet Web Site Developer	\$ 66.86
Lead Business Analyst	\$ 92.44
Librarian	\$ 64.31
Management Analyst III	\$ 117.41
Microcomputer Support Specialist I	\$ 53.09
Microcomputer Support Specialist II	\$ 55.92
Microcomputer Support Specialist III	\$ 62.02
Network Administrator I	\$ 66.88
Network Administrator II	\$ 86.34
Network Administrator III	\$ 102.96
Network Communications Technician I	\$ 55.29
Network Communications Technician II	\$ 60.16
Network Engineer I	\$ 76.02
Network Engineer II	\$ 86.90
Network Engineer III	\$ 90.97
Network Engineer IV	\$ 105.64
Network Installation Technician II	\$ 58.68
Network Installation Technician III	\$ 70.42
Network Management Engineer I	\$ 102.13
Network Management Engineer II	\$ 137.90
Network Management Engineer III	\$ 149.11

	<b>Ext Yr 1</b>
<b>Job Title</b>	<b>10-29-14 - 10/28/2015</b>
Network Security Integration Specialist	\$ 117.40
Network Specialist II	\$ 82.24
Network Specialist III	\$ 93.87
Procurement Specialist	\$ 83.66
Program Analyst I	\$ 70.83
Program Analyst II	\$ 78.20
Program Analyst III	\$ 94.68
Project Administrator I	\$ 96.15
Project Administrator II	\$ 108.20
Project Analyst	\$ 86.43
Project Control Analyst	\$ 90.61
Project Manager II	\$ 92.66
Project Manager III	\$ 117.40
Quality Assurance Analyst	\$ 84.17
Quality Assurance Manager	\$ 100.49
Records Management Specialist	\$ 67.89
Security System Administrator	\$ 107.39
Security System User Access Manager	\$ 57.79
Software Architect III	\$ 199.60
Software Engineer I	\$ 77.92
Software Engineer II	\$ 85.94
System Administrator	\$ 79.81
System Operator	\$ 56.31
Systems Analyst I	\$ 70.42
Systems Analyst II	\$ 84.56
Systems Analyst III	\$ 100.93
Systems Architect III	\$ 111.52
Systems Engineer II	\$ 79.81
Systems Engineer III	\$ 88.04
Technical Data Technician	\$ 52.82
Technical Manager	\$ 92.99
Technical Writer/Editor II	\$ 55.85
Technical Writer/Editor III	\$ 70.94
Telecommunications Specialist	\$ 96.24
Telecommunications Technology Project Manager	\$ 129.14

	<b>Ext Yr 1</b>
<b>Job Title</b>	<b>10-29-14 - 10/28/2015</b>
Trainer II	\$ 67.12
Trainer III	\$ 82.18
Training Specialist II	\$ 76.29
Training Specialist III	\$ 105.64
Web Designer III	\$ 88.04
Web Page Designer	\$ 52.82