GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

54151S INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
ANCILLARY ANCILLARY SUPPLIES and/or SERVICES
OLM ORDER-LEVEL MATERIALS

- 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: Contractor has been awarded under the Cooperative Purchasing and Disaster Recovery Programs.

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.

Caelum Research Corporation
30 West Gude Drive, Suite 200
Rockville, MD 20850-1177
Phone - 301-424-8205 Toll-Free Number: 888-422-3586
Fax - 301-424-8183
www.caelum.com

Contract Number: GS-35F-007DA

Period Covered by Contract: October 1, 2020 through September 30, 2025
October 1, 2025 through September 30, 2030 (Option)
October 1, 2030 through September 30, 2035 (Option)
General Services Administration
Federal Acquisition Service

Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service’s Home Page via the Internet at https://www.gsa.gov/fas
1a. Table of awarded the special item number with appropriate cross-reference to item descriptions and awarded prices.

Categories: 54151S INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
ANCILLARY ANCILLARY SUPPLIES and/or SERVICES
OLM ORDER-LEVEL MATERIALS

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

See approved GSA Pricing for labor rate details

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

Skill category descriptions begin on page 11.

2. Maximum order.
$500,000

3. Minimum order.
$100

4. Geographic coverage.
Domestic only

5. Point of production.
30 West Gude Drive, Suite 200
Rockville, MD 20850-1177

6. Discount from list prices or statement of net price.
Government prices are net

7. Quantity discounts.
None

8. Prompt payment terms.
None

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
The Government purchase Card will be accepted for payment on orders below the micro-purchase threshold.
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
   The Government purchase Card will be accepted for payment on orders above the micro-purchase threshold.

10. Foreign items.
    Not Applicable

11a. Time of delivery.
    Contact Caelum Research Corporation. Delivery will be as negotiated on the task order level.

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
    Contact Caelum Research Corporation. Delivery will be as negotiated on the task order level. Expedited Delivery may be available.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
    Contact Caelum Research Corporation. Delivery will be as negotiated on the task order level. Expedited Delivery may be available.

11d. Urgent Requirements.
    When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other term and conditions of the contract.

12. F.O.B. point.
    Travel will be billed in accordance with GSA Schedule Contract Requirements.

13a. Ordering address.
    30 West Gude Drive, Suite 200
    Rockville, MD 20850-1177

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3. For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address.
   30 West Gude Drive, Suite 200
   Rockville, MD 20850-1177

15. Warranty provision.
   
   Not Applicable

16. Export packing charges, if applicable.
   
   Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-
    purchase level).
   None

18. Terms and conditions of rental, maintenance, and repair.
   
   Not Applicable

19. Terms and conditions of installation.
   
   Not Applicable

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

20a. Terms and conditions for any other services .
    
    Not Applicable

21. List of service and distribution points.
    
    Not Applicable

22. List of participating dealers.
    
    Not Applicable

23. Preventive maintenance.
    
    Not Applicable

24a. Special attributes such as environmental.
    
    Not Applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and
    Information Technology (EIT) supplies and services and show where full details can be found (e.g.
    contractor’s website or other locatio.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Number System (DUNS) number.
    196004394
26. Notification regarding registration in SAM.gov (formerly the Central Contractor Registration) database. 
   *CAGE Code: 0DLL1*
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 54151S 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.

   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.

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.

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 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.
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.

6. INSPECTION OF SERVICES

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.
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.

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.

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.

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.

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.

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

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.

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.

16. SUBSTITUTIONS
Caelum Research Corporation reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

   Education Substitutions:
   Associate’s Degree = 2 years of experience
   Bachelor’s Degree = 4 years of experience
   Master’s Degree = 6 years of experience
   PhD = 12 years of experience

   Experience Substitutions:
   2 years of experience = Associate’s Degree
   4 years of experience = Bachelor’s Degree
   6 years of experience = Master’s Degree
   12 years of experience = PhD

17. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING
See Labor Category descriptions included herein.
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<th>LABOR CATEGORY</th>
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PROFESSIONAL LABOR CATEGORY DESCRIPTIONS APPLICABLE TO SINS 132-51

Applications Developer I
Develops, reviews, analyzes, and modifies software/database/web applications including coding, testing, debugging and installing to support an organization's application systems. Modifies existing software to add new features or correct identified defects under strict configuration control and direction of senior developers or software engineers. Consults with users to identify current operating procedures and to clarify program objectives. Develops documentation to describe program development, logic, coding, and corrections: Writes or contributes material for manuals for users to describe installation and operating procedures. Working knowledge of either relational databases or web presentation concepts and demonstrated proficiency in one or more programming languages used in the environment supported. Typically works with interdisciplinary development teams including other developers, users, subject matter specialists and IT professionals with system or component specific expertise.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 2 years

Applications Developer II
Develops, reviews, analyzes, and modifies software/database/web applications including coding, testing, debugging and installing to support an organization's application systems. Modifies existing software to add new features or correct identified defects in accordance with local configuration control standards and practices. Consults with users to identify current operating procedures and to clarify program objectives. Writes documentation to describe program development, logic, coding, and corrections. Develops manuals for users to describe installation and operating procedures. Working knowledge of relational databases, web presentation concepts and software engineering principles. Typically works with interdisciplinary development teams including other developers, users, subject matter specialists and IT professionals with system or component specific expertise. Requires proficiency in programming languages.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 4 years

Applications Developer IV
Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software/database/web products or major enhancements to existing software. Develops, reviews, analyzes, and modifies software/database/web applications including coding, testing, debugging and installing to support an organization's application systems. Provides high-level support for various tools and applications. Consults with users to identify current operating procedures and to clarify program objectives. Develops documentation to describe program and system architecture, development frameworks, logic, coding, and corrections: Writes manuals for users to describe installation and operating procedures. Works with interdisciplinary development teams including other developers, users, subject matter specialists and IT professionals with system or component specific expertise often as the team or product lead. Must have both theoretical and working knowledge of software engineering principles, relational databases and/or web presentation concepts and protocols. Demonstrated proficiency in programming languages and related IT disciplines.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 8 years
Business Analyst I
Under direct supervision, performs detailed analyses of business processes, documents findings, and makes recommendations based on system flow. Translate requirements into system design, GUI, reports, and data definitions. Test functionality, develop scripts, and provides training. Demonstrates detailed product or service expertise.

Education: BS or BA degree in a business, administrative or technical field.
Experience: 4 years

Business Analyst II
Under general supervision, performs detailed analyses of business processes, documents findings, and makes recommendations based on system flow. Translate requirements into system design, GUI, reports, and data definitions. Test functionality, develop scripts, and provides training. Demonstrates detailed product or service expertise.

Education: BS or BA degree in a business, administrative or technical field.
Experience: 6 years

Business Analyst III
Under general direction, performs detailed analyses of business processes, documents findings, and makes recommendations based on system flow. Translate requirements into system design, GUI, reports, and data definitions. Test functionality, develop scripts, and provides training. Demonstrates detailed product or service expertise.

Education: BS or BA degree in a business, administrative or technical field.
Experience: 8 years

Business Analyst IV
Reviews, analyzes, and evaluates business IT systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with related computer software/programs used to perform job functions. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others.

Education: BA or BS degree
Experience: 6 years

Business Analyst V
Reviews, analyzes, and evaluates business IT systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with related computer software/programs used to perform job functions. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others.

Education: BA or BS degree
Experience: 8 years
**Business Process Consultant**
Reviews, analyzes, and evaluates IT business systems and user needs. Formulates systems to parallel overall business strategies and capture functional requirements for use in Requirements Management. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Familiar with related computer software/programs used to perform job functions. Contributes to and leads elements of overall system test plans. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others.

Education: BS or BA degree in a business, administrative or technical field.
Experience: 10 years

**Chief Engineer**
Establishes the overall objectives and initiatives of an Engineering Department in support of IT activities. Develops ideas for new products/services or product/service enhancements and oversees the creation and improvement of product/services that involve IT initiatives. Provides engineering expertise to IT development and sustainment projects where needed to ensure that systems engineering and discipline- specific engineering methodologies are applied consistently to ensure quality and technical value. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 10 years

**Cloud Computing Specialist, Journeyman**
Design new information technology systems employing the Internet and Cloud technologies. Ensure architectural integrity and consistency across the entire solution. Conceive, experiment with, and present architectural approaches for Cloud based information technology and systems, including software, hardware, and processes, in support of business needs.

Education: BA or BS degree
Experience: 2 years

**Cloud Computing Specialist, Master**
Cloud based design, definition and development custom modules, features, and package integration from proposal to product. Document features, modules, requirements, and the risks of each Cloud based initiative. Design system architecture and interface control using requirements.

Education: BA or BS degree
Experience: 4 years

**Cloud Computing Specialist, Senior**
Oversee the development of future Cloud based component architectures and migration plans. Conceive, design, prototype, and test new methods, algorithms, and models. Define and enforce appropriate technical standards and procedures. Lead the research and development of new Cloud based products and applications. Define system, technical and application architectures for major areas of development.

Education: BA or BS degree
Experience: 6 years
Cloud Security Specialist I
Strong understanding of Cloud information flows and process architecture necessary for implementation of cloud security. Uses information technology to plan, prepare, and execute cloud related security tasks. Prepares and reviews Cloud security architecture. Applies knowledge of security requirements, documentation, and risk mitigation strategies. Develops Cloud design documentation. Implements Cloud security policies and procedures. Conducts Cloud security audits against contractual requirements.

Education: BA or BS degree
Experience: 0 years

Cloud Security Specialist II
Strong understanding of Cloud information flows and process architecture necessary for implementation of cloud security. Uses information technology to plan, prepare, and execute cloud related security tasks. Prepares and reviews Cloud security architecture. Applies knowledge of security requirements, documentation, and risk mitigation strategies. Develops Cloud design documentation. Implements Cloud security policies and procedures. Conducts Cloud security audits against contractual requirements.

Education: BA or BS degree
Experience: 2 years

Cloud Security Specialist III
Strong understanding of Cloud information flows and process architecture necessary for implementation of cloud security. Uses information technology to plan, prepare, and execute cloud related security tasks. Prepares and reviews Cloud security architecture. Applies knowledge of security requirements, documentation, and risk mitigation strategies. Develops Cloud design documentation. Implements Cloud security policies and procedures. Conducts Cloud security audits against contractual requirements.

Education: BA or BS degree
Experience: 4 years

Cloud Systems Engineer
Implements and designs server, network, and software configurations for a cloud computing infrastructure and applications with a focus on DevOps principles. Monitors the performance of systems. Familiar with standard concepts, practices, and procedures of cloud technology, including Software as Service (SaaS), Platform as Service (PaaS), or Infrastructure as a Service (IaaS).

Education: BA or BS degree
Experience: 4 years

Cloud Systems Engineer, Senior
Responsible for planning and engineering of an organization's cloud computing infrastructure and applications. Implements and designs server, network, and software configurations for a cloud computing infrastructure and applications with a focus on DevOps principles. Monitors the performance of systems. Familiar with standard concepts, practices, and procedures of cloud technology, including Software as Service (SaaS), Platform as Service (PaaS), or Infrastructure as a Service (IaaS).

Education: BA or BS degree
Experience: 6 years
Configuration Management Specialist I
Assists with analyses of changes of IT products design to determine the effect on the end product design and function and determines and prepares documentation necessary for change. Coordinates with customers and manufacturers to determine a process for change reporting. Reviews released engineering change data and changes documenting activities to ensure adherence to configuration management procedures and policies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS degree
Experience: 0 years

Configuration Management Specialist II
Under general supervision, establish, develop and implement configuration management process to include configuration identification, control, data library/repository, configuration audits and product release and delivery. Operate and maintain an application configuration management database and library for the project using standard configuration management library tools. Participate in application configuration change board in accordance with the configuration management plan, engage customers and stakeholders to secure approval for envisioned changes, and change authorization before a release is deployed to production. Coordinate interfaces between release management and other functions/processes. Ensure quality of release including compliance with established standards. Assist in developing the application configuration management plan, provide configuration management reports as requested.

Education: BA or BS degree
Experience: 2 years

Configuration Management Specialist III
Under general direction, establish, develop and implement configuration management process to include configuration identification, control, data library/repository, configuration audits and product release and delivery. Operate and maintain an application configuration management database and library for the project using standard configuration management library tools. Participate in application configuration change board in accordance with the configuration management plan, engage customers and stakeholders to secure approval for envisioned changes, and change authorization before a release is deployed to production. Coordinate interfaces between release management and other functions/processes. Ensure quality of release including compliance with established standards. Assist in developing the application configuration management plan, provide configuration management reports as requested.

Education: BA or BS degree
Experience: 2 years

Configuration Management Specialist IV
Analyzes changes of IT product design to determine the effect on the end product design and function and determines and prepares documentation necessary for change. Coordinates with customers and manufacturers to determine a process for change reporting. Reviews released engineering change data and changes documenting activities to ensure adherence to configuration management procedures and policies. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree
Experience: 6 years
**Configuration Management Specialist V**

Analyzes changes of IT product design to determine the effect on the end product design and function and determines and prepares documentation necessary for change. Coordinates with customers and manufacturers to determine a process for change reporting. Reviews released engineering change data and changes documenting activities to ensure adherence to configuration management procedures and policies. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree  
Experience: 8 years

**Data Analyst Technician V**

Receives, processes, analyzes, and develops data reports. Reviews and audits new data for compliance; ensures technical data is complete and track data deficiencies. Supports tasks addressing data delivery problems, automation problems, and business process issues. Conducts extensive research to validate technical documentation. Responsible for development, control, and maintenance of specified records to support acquisitions. May lead and direct others.

Education: AA degree  
Experience: 10 years

**Data Communications Specialist**

Analyzes data communication needs through surveys and user sessions and recommend, plans, and implements network architecture. Performs network evaluation by determining characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends improvements. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of data communication network components and capabilities. Coordinates requirements with users and suppliers.

Education: BA or BS degree  
Experience: 8 years

**Data Technician I**

Collects, reviews, and inputs data into a computer processing system; audits output data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor.

Education: AA degree  
Experience: 0 years
Data Technician II
Collects, reviews, and inputs data into a computer processing system; audits output data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. Must be familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. May be required to complete an apprenticeship and/or formal training in area of specialty.

Education: AA degree
Experience: 1 years

Data Technician III
Collects, reviews, and inputs data into a computer processing system; audits output data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. Must be familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected. May be required to complete an apprenticeship and/or formal training in area of specialty.

Education: AA degree
Experience: 2 years

Data Technician IV
Collects, reviews, and inputs data into a computer processing system; audits output data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. Must be familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected. May lead and direct others. May be required to complete an apprenticeship and/or formal training in area of specialty.

Education: AA degree
Experience: 4 years

Data Technician V
Collects, reviews, and inputs data into a computer processing system; audits output data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. Must be familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected. Will likely lead and direct others. May be required to complete an apprenticeship and/or formal training in area of specialty.

Education: AA degree
Experience: 6 years
Database Administrator I
Assists with planning and coordinated administration of one or more large, centralized databases. Reviews database design and integration of host systems and makes recommendations for enhancements and improvements. Ensures accurate, appropriated, and effective use of data, including database structure, documentation, and operational guidelines. Performs audits to ensure accuracy and proper use of data in tables, applications, and supporting dictionaries. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS degree
Experience: 0 years

Database Administrator II
Assists with planning and coordinated administration of one or more large, centralized databases. Reviews database design and integration of host systems and makes recommendations for enhancements and improvements. Ensures accurate, appropriated, and effective use of data. Performs audits to ensure accuracy and proper use of data. Matches user requirements with system capabilities. Develops and formulates standards, procedures, and conventions for database use. Works with technical/programming staff to ensure database security. Determines file organization, indexing methods, and security procedures for specific user applications. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

Education: BA or BS degree
Experience: 2 years

Database Administrator III
Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Develops and formulates standards, procedures, and conventions for database use. Works with technical/programming staff to ensure database security. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 4 years

Database Administrator IV
Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Develops and formulates standards, procedures, and conventions for database use. Works with technical/programming staff to ensure database security. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 6 years
**Database Administrator V**
Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Develops and formulates standards, procedures, and conventions for database use. Works with technical/programming staff to ensure database security. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree
Experience: 8 years

**Database Specialist I**
Assists to design and build relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS degree
Experience: 0 years

**Database Specialist II**
Assists to design and build relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

Education: BA or BS degree
Experience: 2 years

**Database Specialist III**
Designs and builds relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 4 years
**Database Specialist IV**
Designs and builds relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree  
Experience: 6 years

**Database Specialist V**
Designs and builds relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree  
Experience: 8 years

**Enterprise IT System Architect I**
Assists with designing IT architecture for an organization on an enterprise level. Helps defines IT system and application architecture and provides vision, problem anticipation, and problem solving ability to organization. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS degree  
Experience: 0 years

**Enterprise IT System Architect II**
Assists with designing IT architecture for an organization on an enterprise level. Helps defines system and application architecture and provides vision, problem anticipation, and problem solving ability to organization. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

Education: BA or BS degree  
Experience: 2 years
Enterprise IT System Architect III
Responsible for designing IT architecture for an organization on an enterprise level. Defines system and application architecture and provides vision, problem anticipation, and problem solving ability to organization. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 4 years

Enterprise IT System Architect IV
Responsible for designing IT architecture for an organization on an enterprise level. Defines system and application architecture and provides vision, problem anticipation, and problem solving ability to organization. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 6 years

Enterprise IT System Architect V
Responsible for designing IT architecture for an organization on an enterprise level. Defines system and application architecture and provides vision, problem anticipation, and problem solving ability to organization. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Recognized as technical leader and resource. A high degree of creativity and latitude is required. Relies on experience and judgment to plan and accomplish goals. Works under general supervision. Performs a variety of tasks. Will very likely direct and lead the work of others. Typically reports to a manager or head of a unit/department. License and certification may be required. May require an advanced degree.

Education: BA or BS degree
Experience: 8 years

Enterprise IT System Architect, Chief
Responsible for designing IT system architecture for an organization on an enterprise level. Defines system and application architecture and provides vision, problem anticipation, and problem solving ability to organization. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to CEO or top management. License and certification may be required. May require an advanced degree.

Education: BA or BS degree
Experience: 10+ years
**Financial Analyst II**
Analyses, evaluates and tests computer-based financial/logistics systems and funding systems functional requirements for both legacy and ERP systems. Reviews financial reports, formulates budgets, develops budgetary labor rates. Provides guidance to others concerning the interpretation of financial data. Provides financial and cost analysis with proven expertise in the management and control of funds and resources. Provides technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of information technology projects. Performs Functional Economic Analysis (FEA) and Business Cost Analysis (BCA) reports to evaluate the costs of alternative ways to accomplish functional objectives. The FEA and/or BCA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 4 years

**Financial Analyst III**
Analyses, evaluates and tests computer-based financial/logistics systems and funding systems functional requirements for both legacy and ERP systems. Reviews financial reports, formulates budgets, develops budgetary labor rates. Provides guidance to others concerning the interpretation of financial data. Provides financial and cost analysis with proven expertise in the management and control of funds and resources. Provides technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of information technology projects. Performs Functional Economic Analysis (FEA) and Business Cost Analysis (BCA) reports to evaluate the costs of alternative ways to accomplish functional objectives. The FEA and/or BCA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 6 years

**Financial Analyst IV**
Analyses, evaluates and tests computer-based financial/logistics systems and funding systems functional requirements for both legacy and ERP systems. Reviews financial reports, formulates budgets, develops budgetary labor rates. Provides guidance to others concerning the interpretation of financial data. Provides financial and cost analysis with proven expertise in the management and control of funds and resources. Provides technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of information technology projects. Performs Functional Economic Analysis (FEA) and Business Cost Analysis (BCA) reports to evaluate the costs of alternative ways to accomplish functional objectives. The FEA and/or BCA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 8 years
GIS Specialist I
Utilizes Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location. Extracts data from GIS software and uses varying analysis methods to arrive at results. Recommends appropriate reactionary strategies in response to GIS analysis. Provides maps and data sets to clients to supplement analysis. Knowledgeable of GIS software and technology. Works in conjunction with CADD drafters and technicians. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 0 years

GIS Specialist II
Utilizes Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location. Extracts data from GIS software and uses varying analysis methods to arrive at results. Recommends appropriate reactionary strategies in response to GIS analysis. Provides maps and data sets to clients to supplement analysis. Knowledgeable of GIS software and technology. Works in conjunction with CADD drafters and technicians. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 2 years

GIS Specialist III
Utilizes Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location. Extracts data from GIS software and uses varying analysis methods to arrive at results. Recommends appropriate reactionary strategies in response to GIS analysis. Provides maps and data sets to clients to supplement analysis. Knowledgeable of GIS software and technology. Works in conjunction with CADD drafters and technicians. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. May lead and direct others. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 4 years

GIS Specialist IV
Utilizes Geographic Information System techniques to provide a better understanding of the interrelations and geospatial location of data and information at a given geographic location. Extracts data from GIS software and uses varying analysis methods to arrive at results. Recommends appropriate reactionary strategies in response to GIS analysis. Provides maps and data sets to clients to supplement analysis. Knowledgeable of GIS software and technology. Works in conjunction with GIS and web developers applying established tools, systems, and techniques from COTS and open source GIS systems. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 6 years
GIS Specialist V
Utilizes Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location. Extracts data from GIS software and uses varying analysis methods to arrive at results. Recommends appropriate reactionary strategies in response to GIS analysis. Provides maps and data sets to clients to supplement analysis. Knowledgeable of GIS software and technology. Works in conjunction with CADD drafters and technicians. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Very likely will lead and direct others. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 8 years

Help Desk Specialist I
Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor.

Education: AA degree
Experience: 0 years

Help Desk Specialist II
Provides support to end-users for PC, server, mainframe applications and hardware. Interacts with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to senior level engineers. Maintain favorable customer relations by handling requests in a tactful and professional manner.

Education: BA or BS in a technical, information systems or related field.
Experience: 2 years

Help Desk Specialist III
Provides support to end-users for PC, server, mainframe applications and hardware. When providing tier II support, handles problems that the first-tier of help desk support is unable to resolve. Interacts with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to senior level engineers. Maintain favorable customer relations by handling requests in a tactful and professional manner.

Education: BA or BS in a technical, information systems or related field.
Experience: 4 years
Help Desk Specialist IV
Responsible for providing high-level support to end-users for PC, server, mainframe applications and hardware. Oversees handling of problems that the Service Desk is unable to resolve. Responsible for escalation of tickets, tracking of tickets, ensuring tickets are completed within established performance standards, providing data for IT metrics and reporting. Generates and provides ticket status reports for aged tickets and completed tickets. Supports training and technical guidance for service desk staff. Interacts with network services, software systems engineering, and/or applications developers to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to senior level engineers. Maintain favorable customer relations by handling requests in a tactful and professional manner.

Education: BA or BS in a technical, information systems or related field.
Experience: 5 years

Help Desk Specialist V
Helps supervise the day-to-day operations of the help desk. Identifies, researches, and resolves complex technical problems. Creates and manages escalation procedures and ensures service levels are maintained. Documents, tracks, and monitors problems to ensure resolution in a timely manner. A level I supervisor is considered a working supervisor with little authority for personnel actions. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 6 years

IT Engineer I
Assists with the design, development, implementation, and analysis of IT products and systems. Performs engineering design evaluations. May develop a range of products. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS degree
Experience: 0 years

IT Engineer II
Assists with the design, development, implementation, and analysis of IT products and systems. Performs engineering design evaluations. May develop a range of products. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

Education: BA or BS degree
Experience: 2 years
IT Engineer III
Responsible for design, development, implementation, and analysis of IT products and systems. Performs engineering design evaluations. May develop a range of products. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. May be required to lead and/or provide guidance to other engineers/technician. Works under general supervision. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree
Experience: 4 years

IT Engineer IV
Provides expert judgment and analysis for the design, development and implementation of IT products and systems. Resolves highly complex technical issues, conducts advanced research, and identifies product/service innovations. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A high degree of creativity and latitude is required. Relies on experience and judgment to plan and accomplish goals. Works under general supervision. Performs a variety of tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. License and certification may be required.

Education: BA or BS degree
Experience: 6 years

IT Engineer V
Provides expert consultation in one or more areas for the design, development, analysis, and implementation of IT products and systems. Recognized as technical leader and resource. Responsible for all internal activities and product development. A high degree of creativity and latitude is required. Relies on experience and judgment to plan and accomplish goals. Works under general supervision. Performs a variety of tasks. Will very likely direct and lead the work of others. Typically reports to a manager or head of a unit/department. License and certification may be required.

Education: BA or BS degree
Experience: 8 years

IT Security Specialist I
Assists in the maintenance of systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS degree
Experience: 0 years

IT Security Specialist II
Analyzes information security systems and applications and recommends and develops security measures to protect information against unauthorized modification or loss. Evaluates compliance of existing security controls against existing policies and standards. Develops required security related documentation. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 4 years
**IT Security Specialist III**
Analyze information security systems and applications and recommends and develops security measures to protect information against unauthorized modification or loss. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree  
Experience: 6 years

**IT Security Specialist IV**
Responsible for developing and managing Information Systems security, including disaster recovery, network and database protection and secure software development. Analyzes information security systems and applications and recommends and develops security measures to protect information against unauthorized modification or loss. Evaluates compliance of existing security controls against existing policies and standards. May be required to maintain ongoing threat analysis and registers. Familiar with concepts, practices, and procedures associated with both IT Security and foundational IT disciplines.

Education: BA or BS in an engineering, technical, information systems or related field.  
Experience: 8 years

**IT Security Specialist V**
Ensures that all system platforms are functional and secure. Works with upper management to determine acceptable level of risk for enterprise computing platforms. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree  
Experience: 8 years

**IT Systems Engineer I**
Assists more senior engineers with development, design, and analysis of IT that may include logic design, circuit design, instrumentation design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, network structure design, and analog or binary systems engineering. Projects may include fabrication, modification, and evaluation of components or circuitry for use in electronic equipment. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS degree  
Experience: 0 years
IT Systems Engineer II
Performs standard engineering development, design, and analysis of IT such as logic design, circuit design, I/O design, instrumentation design, firmware development, model formulation, cost projection, computer architecture analysis and design, network structure design, and systems engineering. Projects may include fabrication, modification, and evaluation of components or circuitry for use in electronic equipment. May be assigned to interact with client engineers, respond to technical questions and requests from customers, and implement systems at customer sites.

Education: BA or BS degree
Experience: 2 years

IT Systems Engineer III
Performs non-standard engineering analysis, development and design work that requires considerable engineering skill, creative ability, and independent judgment. May provide technical supervision to lower level engineers and technical staff. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 4 years

IT Systems Engineer IV
Performs a full range of engineering tasks represented by the activities listed under less senior engineering positions. Work requires a high degree of creative ability and engineering and programming skills. May coordinate and lead the work of subordinate engineers on assigned projects. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager.

Education: BA or BS degree
Experience: 6 years

IT Systems Engineer V
Performs engineering work in the research, development, analysis, and design of products and systems. Interacts at the highest levels with client engineers and customers. Work requires the highest degree of creative ability, engineering and programming skills, and independent judgment. Will likely coordinate and technically lead projects and subordinated engineers. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Works under general supervision. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree
Experience: 8 years
IT Technical Advisor I
Serves as authoritative resource, possessing in-depth knowledge of a specific technical area or domain, such as business, computer science (enterprise architecture, database administration, network engineering, or software engineering), engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of systems development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, to address exceptionally difficult and narrowly defined technical problems.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 6 years

IT Technical Advisor II
Serves as authoritative resource, possessing in-depth knowledge of a specific technical area or domain, such as business, computer science (enterprise architecture, database administration, network engineering, or software engineering), engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in the systems development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements to a set of specific exceptionally difficult technical problem requiring unique expertise.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 8 years

IT Technical Advisor III
Serves as authoritative resource, possessing in-depth knowledge of a specific technical area or domain, such as business, computer science (enterprise architecture, database administration, network engineering, or software engineering), engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of systems development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods, and knowledge of a functional area of capability to specific task order requirements, to address exceptionally difficult and broadly defined technical challenges requiring unique expertise.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 10 years
IT Technical Advisor IV
Serves as recognized authority, possessing in-depth knowledge of a specific technical area or domain, such as business, computer science (enterprise architecture, database administration, network engineering, or software engineering), engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of systems development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of a functional area of capability to specific task order requirements to address exceptionally difficult, large scale technical challenges requiring unique expertise and broad technical perspective.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 12 years

IT/Computer Specialist I
Conducts research, performs studies and surveys to obtain data, and analyzes problems to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization. Requires knowledge in fields defined as information technology, computer programming, computer security, computer systems analysis, database management, information systems, Internet applications and development, software development, and related fields. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 2 years

IT/Computer Specialist II
Conducts research, performs studies and surveys to obtain data, and analyzes problems to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization. Requires knowledge in fields defined as information technology, computer programming, computer security, computer systems analysis, database management, information systems, Internet applications and development, software development, and related fields. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 4 years

IT/Computer Specialist III
Conducts research, performs studies and surveys to obtain data, and analyzes problems to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization. Requires knowledge in fields defined as information technology, computer programming, computer security, computer systems analysis, database management, information systems, Internet applications and development, software development, and related fields. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 6 years
**IT/Computer Specialist IV**
Consults with client or department heads to define need or problem, conducts research, performs studies and surveys to obtain data, and analyzes problems to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization. Requires knowledge in fields defined as information technology, computer programming, computer security, computer systems analysis, database management, information systems, Internet applications and development, software development, and related fields. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 8 years

**IT/Computer Specialist V**
Consults with client or department heads to define need or problem, conducts research, performs studies and surveys to obtain data, and analyzes problems to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization. Requires knowledge in fields defined as information technology, computer programming, computer security, computer systems analysis, database management, information systems, Internet applications and development, software development, and related fields. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 10+ years

**Network Engineer I**
Provides technical support in the installation and maintenance of employer's or customer's Local Area Network (LAN). Assists in the evaluation of hardware and software, including peripheral, output, and telecommunications equipment. Installs network hardware and software, including network operating systems. Monitors data communications to ensure that network is available to all users. Troubleshoots and resolves routine problems. Generally responsible for maintaining a simple network of 25 or fewer nodes, or for a section of a larger network. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 0 years

**Network Engineer II**
Install, maintains, and coordinates the use of Local Area or Wide Area Networks (LAN/WAN). Evaluates hardware and software, including peripheral, output, and telecommunications equipment. Enforces security procedures, installs network software, and manages network performance. Troubleshoots and resolves complex problems. Implements and coordinated network policies, procedures, and standards. Trains users. Generally responsible for maintaining moderately complex networks. Familiar with standard concepts, practices, and procedures within a particular field.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 2 years
Network Engineer III
Installs and maintains complex networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographic areas. Evaluates hardware and software suitable for large, complex networks. Tests and implements interface programs. Develops security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure minimal disruption of mission-critical applications. Maintains fault-tolerant systems and manages systems backups. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected. Typically requires certification as a network engineer and may require extensive expertise across hardware and systems supplies by multiple vendors.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 4 years

Network Engineer IV
Installs and maintains complex networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographic areas. Evaluates hardware and software suitable for large, complex networks. Tests and implements interface programs. Develops security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure minimal disruption of mission-critical applications. Maintains fault-tolerant systems and manages systems backups. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected. Typically requires certification as a network engineer and may require extensive expertise across hardware and systems supplies by multiple vendors.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 6 years

Network Engineer V
Installs and maintains complex networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographic areas. Evaluates hardware and software suitable for large, complex networks. Tests and implements interface programs. Develops security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure minimal disruption of mission-critical applications. Maintains fault-tolerant systems and manages systems backups. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision. Typically reports to a manager or head of a unit/department. Typically requires certification as a network engineer and may require extensive expertise across hardware and systems supplies by multiple vendors.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 8 years
**Program Manager I**
Under immediate supervision, oversees the operational planning, establishment, and execution of an ongoing program consisting of one or more interrelated activities and projects. Responsibilities include financial management, program tasking, operational performance (schedule and quality), and direct staff supervision. Evaluates and recommends candidates for vacant positions. Schedules and monitors work operations on a daily basis and actively assists or provides direction to subordinates as required. Establishes individual performance goals. Reviews performance against goals. Serves as a principal point of contact with customers and corporate management. May be a deputy program manager or manager of a subordinate program within a larger program. Must have a general understanding of the primary technologies supported in the program.

Education: BS or BA degree in a business, administrative or technical field.
Experience: 3 years

**Program Manager II**
Under general supervision, oversees the operational planning, establishment, and execution of an ongoing program (typically at the task level) consisting of a set of interrelated activities and projects. Responsibilities include financial management, program tasking, operational performance (schedule and quality), and direct staff supervision. Responsible for defining staffing requirements and evaluating and selecting candidates. Schedules and monitors work operations on a daily basis and actively assists or provides direction to subordinates as required. Establishes individual performance goals. Reviews performance against goals. Serves as a principal point of contact with customers and corporate management. May be a deputy program manager or manager of a subordinate program within a larger program. Must have a broad understanding of the primary technologies supported in the program.

Education: BS or BA degree in a business, administrative or technical field.
Experience: 8 years

**Program Manager III**
Under indirect supervision, responsible for managing a complex program (typically at the contract and/or location level) or subgroup of a larger entity through subordinate managers. Responsibilities include strategic and tactical planning, deployment, execution and sustainment to satisfy program and contractual requirements, and manage associated risks. Performs financial management, program tasking, operational performance (schedule and quality), and staff supervision. Responsible for defining staffing requirements and evaluating and selecting candidates. Schedules and monitors work operations on a daily basis and actively assists or provides direction to subordinates as required. Establishes programmatic performance goals. Reviews performance against goals. Serves as the point of contact with customers and corporate management. Must have recognized expertise in one or more of the primary disciplines supported in the program.

Education: BS or BA degree in a business, administrative or technical field.
Experience: 12 years

**Programmer Analyst I**
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Education: BA or BS degree
Experience: 0 years
Programmer Analyst II
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Familiar with relational databases and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Requires proficiency in programming languages.

Education: BA or BS degree
Experience: 2 years

Programmer Analyst III
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Must have a working knowledge of relational databases and client-server concepts. A wide degree of creativity and latitude is expected. Requires proficiency in programming languages.

Education: BA or BS degree
Experience: 4 years

Programmer Analyst IV
Works with users to identify current operating procedures and clarify program objectives. Outlines steps required for program development, including diagrams and charts. Writes program documentation and operations guidelines. Provides technical guidance to lower-level analyst/programmers. Requires comprehensive knowledge of programming techniques, networked and centralized operating systems, and the capabilities of enterprise database products and development suites. May team with external consultants in the development of unique applications that meet employer's requirements. Requires detailed and comprehensive knowledge of employer's applications and systems. A wide degree of creativity and latitude is expected. Requires proficiency in programming languages. May lead and direct others.

Education: BA or BS degree
Experience: 6 years

Programmer Analyst V
Leads lower-level analyst/programmers and other technical staff on a large, complex internal development project or serves as lead analyst/programmer on numerous smaller projects and systems. Typically a senior internal technical consultant who directs program development in complex applications and systems where existing architectures and techniques provide little guidance. Consults with user management and technical staff as necessary to clarify program intent, identify problems, suggest changes, and determine required coding. Assigns, coordinates and reviews work of lower-level analyst/programmers in advanced techniques. Prescribes standard to simplify interpretation of programs and documentations. Supervises preparation of records and reports. Requires detailed and comprehensive knowledge of employer's applications and systems. A wide degree of creativity and latitude is expected. Requires proficiency in programming languages.

Education: BA or BS degree
Experience: 8 years
Quality Assurance Specialist I
Responsible for assisting with quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 0 years

Quality Assurance Specialist II
Responsible for assisting with all activities involving quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Relies on instructions and pre-established guidelines to perform the functions of the job., but a certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 2 years

Quality Assurance Specialist III
Responsible for quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. May require an advanced degree.

Education: BA or BS degree
Experience: 4 years

Quality Assurance Specialist IV
Responsible for quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. May require an advanced degree.

Education: BA or BS degree
Experience: 6 years

Quality Assurance Specialist V
Responsible for all aspects of quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Will very likely lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. May require an advanced degree.

Education: BA or BS degree
Experience: 8 years
**Satellite Communication Specialist I**
Installs, configures, operates, aligns, and/or conducts performance tests, on satellite communications equipment; Installs, operates, and/or performs preventive maintenance checks and services on satellite communication security systems. Installs tactical satellite antenna equipment. Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures. Performs complex and multifaceted tasks associated with stressed and unstressed network operations. Ensures backup equipment, spares, and repair parts are available to sustain system operations. Compiles system and network statistics for reports.

Education: BA or BS degree  
Experience: 0 years

**Satellite Communication Specialist II**
Installs, configures, operates, aligns, and/or conducts performance tests, on satellite communications equipment. Installs, operates, and performs preventive maintenance checks and services on satellite communication security systems. Installs tactical satellite antenna equipment. Provides technical assistance to subordinates engaged in the operation and maintenance of satellite communication systems. Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures. Performs complex and multifaceted tasks associated with stressed and unstressed network operations. Ensures backup equipment, spares, and repair parts are available to sustain system operations. Compiles system and network statistics for reports.

Education: BA or BS degree  
Experience: 2 years

**Satellite Communication Specialist III**
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Education: BA or BS degree  
Experience: 4 years

**Satellite Communication Specialist IV**
Installs, configures, operates, aligns, and/or conducts performance tests, on satellite communications equipment. Installs, operates, and performs preventive maintenance checks and services on satellite communication security systems. Installs tactical satellite antenna equipment. Provides technical assistance to subordinates engaged in the operation and maintenance of satellite communication systems. Identifies and reports electronic jamming and deception, and applies appropriate electronic countermeasures. Performs complex and multifaceted tasks associated with stressed and unstressed network operations. Supervises and performs alignment, control functions, and direct support maintenance on assigned communications equipment. Ensures backup equipment, spares, and repair parts are available to sustain system operations. Compiles system and network statistics for reports. May require an advanced degree.

Education: BA or BS degree  
Experience: 6 years
Satellite Operations Engineer Sr
May work independently or under the supervision of a more senior engineer or supervise more junior engineers. Responsible for conducting mission operations. Works with the flight and ground systems developers prelaunch to specify the operations requirements, integrate and test the operations plans, procedures, and ground systems. Operate and maintain personnel post-launch to enhance the control centers, and assist in anomaly resolution.

Education: BA or BS degree
Experience: 8 years

Scientific Programmer I
Converts scientific, engineering, and other technical problem formulations to formats that can be processed by computer. Resolves symbolic formulations, prepares flowcharts and block diagrams, and encodes resultant equations for processing by applying extensive knowledge of branch of science, engineering, or advanced mathematics, such as differential equations or numerical analysis, and understanding of capabilities and limitations of computer. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 0 years

Scientific Programmer II
Converts scientific, engineering, and other technical problem formulations to formats that can be processed by computer. Resolves symbolic formulations, prepares flowcharts and block diagrams, and encodes resultant equations for processing by applying extensive knowledge of branch of science, engineering, or advanced mathematics, such as differential equations or numerical analysis, and understanding of capabilities and limitations of computer. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 2 years

Scientific Programmer III
Converts scientific, engineering, and other technical problem formulations to formats that can be processed by computer. Resolves symbolic formulations, prepares flowcharts and block diagrams, and encodes resultant equations for processing by applying extensive knowledge of branch of science, engineering, or advanced mathematics, such as differential equations or numerical analysis, and understanding of capabilities and limitations of computer. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. May lead and direct others. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 4 years
Scientific Programmer IV
Converts scientific, engineering, and other technical problem formulations to formats that can be processed by computer. Resolves symbolic formulations, prepares flowcharts and block diagrams, and encodes resultant equations for processing by applying extensive knowledge of branch of science, engineering, or advanced mathematics, such as differential equations or numerical analysis, and understanding of capabilities and limitations of computer. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. May lead and direct others. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 6 years

Scientific Programmer V
Converts scientific, engineering, and other technical problem formulations to formats that can be processed by computer. Resolves symbolic formulations, prepares flowcharts and block diagrams, and encodes resultant equations for processing by applying extensive knowledge of branch of science, engineering, or advanced mathematics, such as differential equations or numerical analysis, and understanding of capabilities and limitations of computer. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Very likely will lead and direct others. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Education: BA or BS degree
Experience: 8 years

Software Engineer I
Assists in design and coding of software product components, units, and modules according to detailed specifications. Participates in analysis and development of test plans. Tests assigned components and units. Provides test results and recommends corrections to senior developers. Requires practical knowledge of one or more platforms and operating systems, and of programming languages. Typically requires knowledge of one or more systems architectures. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS degree
Experience: 0 years

Software Engineer II
Assist in the design and coding of software products. Prepares comprehensive test plans. Conducts tests. Identifies and debugs relatively simple problems. Provides test results and recommends more complex corrections to senior developers. Codes enhancements and supports features. Participates in writing product and user documentation. Requires extensive knowledge of one or more platforms and operating systems, and of programming languages. Typically requires knowledge of one or more systems architectures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

Education: BA or BS degree
Experience: 2 years
Software Engineer III
Designs and codes software components, units, and modules that meet product specification and development schedules. Tests and debugs assigned components and units. Participated in large system and subsystem planning. Adheres to product build and release schedules and strategies. Acts as a technical resource for lower-level developers. Requires comprehensive knowledge of one or more platforms and operating systems, and of programming languages. Typically requires knowledge of one or more systems architectures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Works under general supervision. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree
Experience: 4 years

Software Engineer IV
Develops technical designs and specifications for software products. Researched and integrated design strategies, product specifications, development schedules, and user expectations into product capabilities. Uses software development technologies and tools to build, test, and maintain product modules, components, and subsystems. Provides technical leadership to lower-level developers. May provide product demonstrations and participate in trade shows and seminars. May require interaction with customers, vendors and external development partners. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree
Experience: 6 years

Software Engineer V
Oversees technical design, development, and implementation of large projects and/or major software products and systems. Assists in defining architecture requirements and establishing standards for design and development. Consults with management and customers regarding product feasibility and viability of product plans and designs. Factors emerging technologies and product supportability into design and implementation. Serves as primary technical resource to development team. May act as team leader in prioritizing group tasks, determining individual assignments, and reviewing work of lower-level developers. Provides product demonstrations and participates in trade shows, seminars, industry panels, and user group meetings. Interacts with customers regarding strategies, requirements, problem solving, and support. This is normally the senior non-management developer level. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree
Experience: 8 years
Systems Administrator I
Installation, configuration, and maintenance of operating system workstations and servers, including web servers, in support of technical and business requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations, upgrades, and maintenance in accordance with established IT policies and procedures. Ensures workstation and server security and data integrity by evaluating and implementing software and hardware solutions. Ensures data recoverability by regular system backups and database archive operations, including offsite storage and retrieval services. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, configuration guidelines, and IT security policies. Responds and resolves operational issues within established SLAs. Knowledge of current operating systems software, workstations, and servers; and their operation, maintenance, and sustaining engineering. Familiar with latest IT security policies, threat practices and software, and software detection and remediation applications.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 0 years

Systems Administrator II
Installation, configuration, and maintenance of operating system workstations and servers, including web servers, in support of technical and programmatic processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations, upgrades, and maintenance in accordance with established IT policies and procedures. Ensures workstation and server security and data integrity by evaluating and implementing software and hardware solutions. Ensures data recoverability by regular system backups and database archive operations, including offsite storage and retrieval services. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, configuration guidelines, and IT security policies. Responds and resolves operational issues within established SLAs. Knowledge of current operating systems software, workstations, and servers; and their operation, maintenance, and sustaining engineering. Familiar with latest IT security policies, threat practices and software, and software detection and remediation applications.

Education: BA or BS in an engineering, technical, information systems or related field.
Experience: 3 years

Systems Administrator III
Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field. May lead or direct others.

Education: BA or BS degree
Experience: 4 years
**Systems Administrator IV**

Installation, configuration, and maintenance of operating system workstations and servers, including web servers, in support of technical and programmatic processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations, upgrades, and maintenance in accordance with established IT policies and procedures. Ensures workstation and server security and data integrity by evaluating and implementing software and hardware solutions. Ensures data recoverability by regular system backups and database archive operations, including offsite storage and retrieval services. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, configuration guidelines, and IT security policies. Responsible for multiple interrelated systems including servers that support broader corporate or technical requirements. May lead a team of other Systems Administrators or technical professionals spanning multiple disciplines. Responds and resolves operational issues within established SLAs. Knowledge of current operating systems software, workstations, and servers; and their operation, maintenance, and sustaining engineering. Familiar with latest IT security policies, threat practices and software, and software detection and remediation applications.

Education: BA or BS in a technical, information systems or related field.
Experience: 7 years

**Systems Administrator V**

Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field. Will likely will lead or direct others.

Education: BA or BS degree
Experience: 8 years

**Telecommunication Network Specialist**

Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components including voice, data, video, etc. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Administers networks. Coordinates requirements with users and suppliers.

Education: BA or BS degree
Experience: 4 years

**Telecommunications Specialist I**

Assists in providing installation and operational support of voice and data communications hardware and software systems. Participates in design, development, implementation, test, debugging, and maintaining communications systems. Complies with prescribed customer, industry and agency standards.

Education: AA degree
Experience: 0 years
**Telecommunications Specialist II**
Provides installation and operational support of voice and data communications hardware and software systems. Designs, develops, implements, tests, debugs, and maintains communications systems. Performs configuration of operating system and security patches for host and distributed systems, and implements incident response procedures during incidents of a network or host security breach. Complies with prescribed customer, industry and agency standards.

Education: BA or BS degree
Experience: 2 years

**Telecommunications Specialist III**
Provides installation and operational support of voice and data communications hardware and software systems. Designs, develops, implements, tests, debugs, and maintains communications systems. Performs configuration of operating system and security patches for host and distributed systems, and implements incident response procedures during incidents of a network or host security breach. May provide leadership and direction to a team of specialists for these functions. Reviews customer requirements and makes recommendations for changes to existing technical architecture. Complies with prescribed customer, industry and agency standards.

Education: BA or BS degree
Experience: 4 years

**Web Designer/Developer I**
Assists with website design and creation. Helps plan, design, develop, test, edit, maintain, and document look and flow of websites. Interviews clients to help them clarify their goals for establishing a website. Designs or supervises design of digitized images, banners, bullets, charts, image maps and other graphics to enhance appearance of site. May require knowledge of programming techniques and computer internet systems. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS degree
Experience: 0 years

**Web Designer/Developer II**
Assists with website design and creation. Helps plan, design, develop, test, edit, maintain, and document look and flow of websites. Interviews clients to help them clarify their goals for establishing a website. Designs or supervises design of digitized images, banners, bullets, charts, image maps and other graphics to enhance appearance of site. May require knowledge of programming techniques and computer internet systems. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

Education: BA or BS degree
Experience: 2 years
Web Designer/Developer III
Performs website design and creation. Plans, designs, develops, tests, edits, maintains, and documents look and flow of websites. Interviews clients to help them clarify their goals for establishing a website. Designs or supervises design of digitized images, banners, bullets, charts, image maps and other graphics to enhance appearance of site. Requires knowledge of programming techniques and computer internet systems. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field. May lead or direct others.

Education: BA or BS degree
Experience: 4 years

Web Designer/Developer IV
Performs website design and creation. Plans, designs, develops, tests, edits, maintains, and documents look and flow of websites. Interviews clients to help them clarify their goals for establishing a website. Designs or supervises design of digitized images, banners, bullets, charts, image maps and other graphics to enhance appearance of site. Requires knowledge of programming techniques and computer internet systems. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field. May lead or direct others.

Education: BA or BS degree
Experience: 6 years

Web Designer/Developer V
Controls all technical aspects of website, including performance issues, such as speed of access, and approving site content. May also have responsibilities for site design and creation. Plans, develops, tests, edits, maintains, documents and controls content, look, and flow of websites. Applies knowledge of programming techniques and computer internet systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree
Experience: 8 years

Web Programmer I
Assists with planning, designing, developing, testing, editing, maintaining, and documenting web programs. Applies knowledge of programming techniques and computer internet systems. Formulates plans outlining steps required to develop program, using structured analysis and design. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

Education: BA or BS degree
Experience: 0 years
Web Programmer II
Assists with planning, designing, developing, testing, editing, maintaining, and documenting web programs. Applies knowledge of programming techniques and computer internet systems. Formulates plans outlining steps required to develop program, using structured analysis and design. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 2 years

Web Programmer III
Plans, designs, development, tests, edits, maintains, and documents web programs. Applies knowledge of programming techniques and computer internet systems. Formulates plan outlining steps required to develop program, using structured analysis and design. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 4 years

Web Programmer IV
Plans, designs, development, tests, edits, maintains, and documents web programs. Applies knowledge of programming techniques and computer internet systems. Formulates plan outlining steps required to develop program, using structured analysis and design. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Education: BA or BS degree
Experience: 6 years

Web Programmer V
Plans, designs, development, tests, edits, maintains, and documents web programs. Applies knowledge of programming techniques and computer internet systems. Formulates plan outlining steps required to develop program, using structured analysis and design. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Very likely directs and leads others. Works under general supervision. Typically reports to a manager or head of a unit/department.

Education: BA or BS degree
Experience: 8 years
SCA LABOR CATEGORY DESCRIPTIONS

**Data Analyst Technician I**
Under direct supervision, receives, processes, analyzes, and develops data reports. Reviews and audits new data for compliance; ensures technical data is complete and track data deficiencies. Supports tasks addressing data delivery problems, automation problems, and business process issues. Conducts research to validate technical documentation. Responsible for development, control, and maintenance of specified records to support acquisitions.

Education: High School Diploma  
Experience: 0 years

**Data Analyst Technician II**
Under direct supervision, receives, processes, analyzes, and develops data reports. Reviews and audits new data for compliance; ensures technical data is complete and track data deficiencies. Supports tasks addressing data delivery problems, automation problems, and business process issues. Conducts research to validate technical documentation. Responsible for development, control, and maintenance of specified records to support acquisitions.

Education: High School Diploma  
Experience: 3 years

**Data Analyst Technician III**
Under general supervision, receives, processes, analyzes, and develops data reports. Reviews and audits new data for compliance; ensures technical data is complete and track data deficiencies. Supports tasks addressing data delivery problems, automation problems, and business process issues. Conducts extensive research to validate technical documentation. Responsible for development, control, and maintenance of specified records to support acquisitions.

Education: High School Diploma  
Experience: 7 years

**Data Analyst Technician IV**
Under general direction, receives, processes, analyzes, and develops data reports. Reviews and audits new data for compliance; ensures technical data is complete and track data deficiencies. Supports tasks addressing data delivery problems, automation problems, and business process issues. Conducts extensive research to validate technical documentation. Responsible for development, control, and maintenance of specified records to support acquisitions.

Education: High School Diploma  
Experience: 9 years

**Supply Specialist I**
Under direct supervision, route materials for prescribed storage location; store, stack, and examine materials; inventory of stored materials, provide material coordination and perform light logistics work.

Education: High School Diploma  
Experience: 1 year
Supply Specialist II
Under general direction, route materials for prescribed storage location; store, stack, and examine materials; inventory of stored materials, provide material coordination and perform light logistics work.

Education: High School Diploma
Experience: 4 years