

# GENERAL SERVICES ADMINISTRATION

## Federal Supply Service

### Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address GSA *Advantage!*® is: GSAAdvantage.gov.

## Multiple Award Schedule

FSC Group: Information Technology

FSC Class: D302; D306; D307; D308; D311; D399

Contract number: ***GS-35F-0121X***

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract period: December 14, 2010 – December 13, 2025



**T and T Consulting Services, Inc.**

**431 Park Ave., Suite 201**

**Falls Church, VA 22046-3305**

**Phone: 240-654-0933 and Fax: 240-654-0952**

**Contract Administrator: Sophia Tong ([contracts@tatcs.com](mailto:contracts@tatcs.com))**

Business size: Small Business; Woman Owned Business; Women Owned Small Business (WOSB); Economically Disadvantaged Women Owned (EDWOSB); SBA Certified Small Disadvantaged Business; SBA Certified 8(a) Firm

Price list current as of Modification # PO-0035 effective December 14, 2020

Prices Shown Herein are Net (discount deducted)

## CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

| <b>All SINs ARE Available for Cooperative (STLOC) and Disaster Recovery (RC) Purchasing Programs</b> |                 |              |  |
|--|-----------------|--------------|--|
| SIN  | STLOC           | RC           | SIN Description                              |
| 54151S   | 54151S STLOC    | 54151S RC    | Information Technology Professional Services |
| 54151HEAL  | 54151HEAL STLOC | 54151HEAL RC | Health Information Technology Services       |
| OLM  | OLM STLOC       | OLM RC       | 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 Pages 4 – 6 for Rate Table**

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. **See Pages 6 – 39 for Labor Category Descriptions**

2. Maximum order:

| SINs      | Maximum Order |
|-----------|---------------|
| 54151S    | \$500,000     |
| 54151HEAL | \$500,000     |
| OLM       | \$250,000     |

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). Same as Company Address

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. None

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9. Foreign items (list items by country of origin). Not Applicable

- 10a. Time of delivery. (Contractor insert number of days.) 30 Days ARO
- 10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor
- 10c. Overnight and 2-day delivery. Contact Contractor
- 10d. Urgent Requirements. Contact Contractor
11. F.O.B. point(s). Destination
- 12a. Ordering address(es). Same as Company Address
- 12b. 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.
13. Payment address(es). Same as Company Address
14. Warranty provision. Not Applicable
15. Export packing charges, if applicable. Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
- 22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).  
Not Applicable
23. Data Universal Number System (DUNS) number. 780148248

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

**NET GSA Hourly Rates (including IFF):**

| <b>LCAT #</b> | <b>SIN (incl STLOC &amp; RC SINS)</b> | <b>GSA Labor Category</b>             | <b>NET GSA Rate</b> |
|---------------|---------------------------------------|---------------------------------------|---------------------|
| 1             | 54151S                                | Project Manager                       | \$137.56            |
| 2             | 54151S                                | Subject Matter Expert I               | \$202.81            |
| 3             | 54151S                                | Quality Assurance Analyst             | \$79.37             |
| 4             | 54151S                                | Senior Systems Architect              | \$146.53            |
| 5             | 54151S                                | Database Systems Administrator        | \$122.14            |
| 6             | 54151S                                | Senior Database Management Specialist | \$129.37            |
| 7             | 54151S                                | Senior Systems Analyst                | \$105.80            |
| 8             | 54151S                                | Senior Application Programmer         | \$115.73            |
| 9             | 54151S                                | Application Programmer                | \$79.37             |
| 10            | 54151S                                | Communications Network Engineer       | \$127.98            |
| 11            | 54151S                                | Data Architect                        | \$172.04            |
| 12            | 54151S                                | Data/IT Security Specialist           | \$127.31            |
| 13            | 54151S                                | Web Designer                          | \$94.53             |
| 14            | 54151S                                | Consultant I                          | \$147.20            |
| 15            | 54151S                                | Consultant II                         | \$163.21            |
| 16            | 54151S                                | Consultant III                        | \$178.33            |
| 17            | 54151S                                | Subject Matter Expert II              | \$286.56            |
| 18            | 54151S                                | Subject Matter Expert III             | \$364.05            |
| 19            | 54151S                                | Administrative/Clerical I             | \$37.36             |
| 20            | 54151S                                | Administrative/Clerical II            | \$47.58             |
| 21            | 54151S                                | Program Manager                       | \$248.97            |
| 22            | 54151S                                | Analyst I                             | \$61.77             |
| 23            | 54151S                                | Analyst II                            | \$82.21             |
| 24            | 54151S                                | Analyst III                           | \$117.78            |
| 25            | 54151S                                | Security Analyst I                    | \$88.22             |
| 26            | 54151S                                | Security Analyst II                   | \$114.11            |
| 27            | 54151S                                | IT Technician I                       | \$53.16             |
| 28            | 54151S                                | IT Technician II                      | \$76.27             |
| 29            | 54151S                                | IT Technician III                     | \$99.46             |
| 30            | 54151S                                | Sr. Project Manager                   | \$186.74            |
| 31            | 54151S                                | System Administrator I                | \$95.99             |
| 32            | 54151S                                | System Administrator II               | \$103.08            |
| 33            | 54151S                                | System Administrator III              | \$131.75            |
| 34            | 54151S                                | System Administrator IV               | \$158.53            |

|      |           |  |          |
|------|-----------|--|----------|
| 35   | 54151S    | IT Trainer I                               | \$98.40  |
| 36   | 54151S    | IT Trainer II                              | \$121.37 |
| 37   | 54151S    | Information Assurance Specialist I         | \$91.82  |
| 38   | 54151S    | Information Assurance Specialist II        | \$129.13 |
| 39   | 54151S    | Information Assurance Specialist III       | \$161.64 |
| 40   | 54151S    | Quality Assurance Analyst II               | \$107.57 |
| 41   | 54151S    | Quality Assurance Manager                  | \$145.70 |
| 42   | 54151S    | Quality Assurance Manager II               | \$180.19 |
| 43   | 54151S    | IT Technical Writer                        | \$102.42 |
| 44   | 54151S    | Web Designer II                            | \$120.83 |
| 45   | 54151S    | Web Developer                              | \$149.07 |
| 46   | 54151S    | Software Engineer                          | \$86.94  |
| 47   | 54151S    | Senior Software Engineer                   | \$131.09 |
| 48   | 54151S    | Principal Software Engineer                | \$185.86 |
| 49   | 54151S    | Configuration Management Specialist        | \$109.32 |
| 50   | 54151S    | Senior Configuration Management Specialist | \$130.40 |
| 51   | 54151S    | Database Management Specialist             | \$109.38 |
| 52   | 54151S    | Principal Database Management Specialist   | \$172.89 |
| 53   | 54151S    | Junior Network Engineer                    | \$101.38 |
| 54   | 54151S    | Network Engineer                           | \$120.11 |
| 55   | 54151S    | Senior Network Engineer                    | \$148.23 |
| 56   | 54151S    | Principal Network Engineer                 | \$181.25 |
| 57   | 54151S    | IT Technician IV                           | \$110.13 |
| H-1  | 54151HEAL | Health IT Program Manager                  | \$248.97 |
| H-2  | 54151HEAL | Health IT Project Manager                  | \$137.53 |
| H-3  | 54151HEAL | Health IT Subject Matter Expert I          | \$202.75 |
| H-4  | 54151HEAL | Health IT Senior Systems Analyst           | \$105.76 |
| H-5  | 54151HEAL | Health IT Senior Programmer / Developer    | \$108.74 |
| H-6  | 54151HEAL | Health IT Database Administrator           | \$127.00 |
| H-7  | 54151HEAL | Health IT Security Specialist              | \$127.28 |
| H-8  | 54151HEAL | Health IT Business Analyst                 | \$90.24  |
| H-9  | 54151HEAL | Senior Clinical Systems Specialist         | \$111.73 |
| H-10 | 54151HEAL | Clinical Systems Specialist                | \$93.03  |
| H-11 | 54151HEAL | Health IT Telecommunications Technician    | \$67.24  |
| H-12 | 54151HEAL | Health IT Trainer                          | \$94.85  |
| H-13 | 54151HEAL | Health IT Technical Writer                 | \$82.71  |
| H-14 | 54151HEAL | Health IT Technician I                     | \$53.50  |
| H-15 | 54151HEAL | Health IT Technician II                    | \$76.55  |
| H-16 | 54151HEAL | Health IT Technician III                   | \$100.17 |
| H-17 | 54151HEAL | Health IT Sr. Project Manager              | \$186.74 |
| H-18 | 54151HEAL | Health IT System Administrator I           | \$98.33  |
| H-19 | 54151HEAL | Health IT System Administrator II          | \$105.52 |

|      |           |  |          |
|------|-----------|--|----------|
| H-20 | 54151HEAL | Health IT System Administrator III             | \$133.94 |
| H-21 | 54151HEAL | Health IT System Administrator IV              | \$160.80 |
| H-22 | 54151HEAL | Health IT Trainer II                           | \$124.33 |
| H-23 | 54151HEAL | Health IT Information Assurance Specialist I   | \$94.06  |
| H-24 | 54151HEAL | Health IT Information Assurance Specialist II  | \$132.23 |
| H-25 | 54151HEAL | Health IT Information Assurance Specialist III | \$164.82 |
| H-26 | 54151HEAL | Health IT Quality Assurance Analyst            | \$108.69 |
| H-27 | 54151HEAL | Health IT Quality Assurance Manager            | \$146.79 |
| H-28 | 54151HEAL | Health IT Quality Assurance Manager II         | \$181.36 |

### **Labor Category Descriptions:**

#### **Education/Experience Substitution Policy**

We recognize that successful performance depends on having personnel with the right skills and experience. These skills and experience are acquired through a proper mix of education and professional experience. We have found that skills required to support advanced technology efforts, today's problems and tomorrow's challenges, are not always supported by the traditional combination of formal education and work experience. Therefore, we have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer at the most reasonable price.

The following tables present substitution equivalencies for education and experience requirements.

- **Substitutions for Educational Requirements**

Additional years of related experience may be substituted for degree requirements.

| <b>Degree Requirement</b> | <b>Equivalent Experience Substitution</b>   |
|---------------------------|---|
| High School               | GED   |
| Associate's               | High School plus two (2) years related experience   |
| Bachelor's                | High school plus four (4) years related experience; or<br>Associate's degree plus two (2) years related experience  |
| Master's                  | Bachelor's degree plus two (2) years related experience; or<br>Six (6) years related experience                     |
| Doctorate/Ph.D.           | Bachelor's degree plus four (4) years; or Master's degree plus two (2) years; or Eight (8) years related experience |

- **Substitutions for Work Experience Requirements.**

A related degree may be substituted for years of related work experience.

| <b>Degree</b> | <b>Equivalent Years of Experience</b> |
|---------------|---------------------------------------|
| Bachelor's    | 2                                     |
| Master's      | 4                                     |

|               |   |
|---------------|---|
| Doctorate/PhD | 6 |
|---------------|---|

\* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 for 1 year of experience for each year of college completed.

**ALL LABOR CATEGORY DESCRIPTIONS**

|   |               |          |              |                        |
|---|---------------|----------|--------------|------------------------|
| <b>54151S</b>   | <b>Number</b> | <b>1</b> | <b>Title</b> | <b>Project Manager</b> |
| <p><b>Functional Responsibility:</b> Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.</p> |               |          |              |                        |
| <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> Bachelor’s Degree in Computer Science, Information Systems, or relevant technical, engineering, scientific or business field (or equivalent combination of education and related IT experience).</p>   |               |          |              |                        |

|   |               |          |              |                                |
|---|---------------|----------|--------------|--------------------------------|
| <b>54151S</b>   | <b>Number</b> | <b>2</b> | <b>Title</b> | <b>Subject Matter Expert I</b> |
| <p><b>Functional Responsibility:</b> Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration.</p> |               |          |              |                                |
| <p><b>Minimum Experience:</b> 5 Years</p> <p><b>Minimum Education:</b> Bachelor’s Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |               |          |              |                                |

|               |               |          |              |                                  |
|---------------|---------------|----------|--------------|----------------------------------|
| <b>54151S</b> | <b>Number</b> | <b>3</b> | <b>Title</b> | <b>Quality Assurance Analyst</b> |
|---------------|---------------|----------|--------------|----------------------------------|

**Functional Responsibility:** Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

**Minimum Experience:** 4 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

|   |               |   |              |                                 |
|---|---------------|---|--------------|---------------------------------|
| 54151S  | <b>Number</b> | 4 | <b>Title</b> | <b>Senior Systems Architect</b> |
| <p><b>Functional Responsibility:</b> Applies knowledge of computer concepts and techniques to develop and implement automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems. Evaluates and recommends optimum solutions balancing specific project needs with economic constraints. Interfaces with and uses micro, mini, and main computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.</p> |               |   |              |                                 |
| <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |               |   |              |                                 |

|        |               |   |              |                                       |
|--------|---------------|---|--------------|---------------------------------------|
| 54151S | <b>Number</b> | 5 | <b>Title</b> | <b>Database Systems Administrator</b> |
|--------|---------------|---|--------------|---------------------------------------|



**Functional Responsibility:** Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability

**Minimum Experience:** 3 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

|        |   |   |              |  |
|--------|---|---|--------------|--|
| 54151S | <b>Number</b>   | 6 | <b>Title</b> | <b>Senior Database Management Specialist</b> |
|        | <p><b>Functional Responsibility:</b> Provides database support to all members of the project team. Performs database analysis, conversion loads, reorganizations, verifications, recoveries and general maintenance support. Provides application support during development and testing. Provides production database support. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability, efficiency, validity and security.</p> |   |              |  |
|        | <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |   |              |  |

|        |               |   |              |                               |
|--------|---------------|---|--------------|-------------------------------|
| 54151S | <b>Number</b> | 7 | <b>Title</b> | <b>Senior Systems Analyst</b> |
|--------|---------------|---|--------------|-------------------------------|

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, provides guidance to junior level staff.

**Minimum Experience:** 6 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

| 54151S   | Number | 8 | Title | Senior Application Programmer |
|--|--------|---|-------|-------------------------------|
| <p><b>Functional Responsibility:</b> Applies senior-level knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.</p> |        |   |       |                               |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |   |       |                               |

| 54151S  | Number | 9 | Title | Application Programmer |
|---|--------|---|-------|------------------------|
| <p><b>Functional Responsibility:</b> Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.</p> |        |   |       |                        |
| <p><b>Minimum Experience:</b> 2 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |   |       |                        |

|  |        |    |       |                                 |
|--|--------|----|-------|---------------------------------|
| 54151S   | Number | 10 | Title | Communications Network Engineer |
| <p><b>Functional Responsibility:</b> Responsible for the design and implementation of data communications or telecommunications networks. May support video teleconferencing center equipment and communication requirements. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, gateways, etc.) Conducts short and long-term planning to meet communications requirements.</p> |        |    |       |                                 |
| <p><b>Minimum Experience:</b> 3 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |                                 |

|   |        |    |       |                |
|---|--------|----|-------|----------------|
| 54151S  | Number | 11 | Title | Data Architect |
| <p><b>Functional Responsibility:</b> Applies knowledge of computer concepts and techniques to develop and implement automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems. Evaluates and recommends optimum solutions balancing specific project needs with economic constraints. Interfaces with and uses micro, mini, and main computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.</p> |        |    |       |                |
| <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |    |       |                |

|        |        |    |       |                             |
|--------|--------|----|-------|-----------------------------|
| 54151S | Number | 12 | Title | Data/IT Security Specialist |
|--------|--------|----|-------|-----------------------------|

**Functional Responsibility:** Provides multi-discipline security management, administrative and technical security support to the contracted effort. Areas of responsibility include Physical, Computer, Personnel, Information, Administrative, Industrial, Counterintelligence, Operational, Contract and Communications Security. Provide advice and assistance in the areas of Information Protection, National Security Program, Special Access Programs, Special Compartment Information, Physical, Information, Personnel, Communications, Computer, Industrial, Contractor and Operations Security. Research, prepare and present security briefings. Performs threat, vulnerability and risk assessments. Demonstrated ability to communicate orally and in writing. Provide supervision and direction to staff.

**Minimum Experience:** 8 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

|   |        |    |       |              |
|---|--------|----|-------|--------------|
| 54151S  | Number | 13 | Title | Web Designer |
| <p><b>Functional Responsibility:</b> Design and develop web pages including the integration of all foreground and background components. Their responsibilities include designing web pages that incorporate usability and cultural factors. Individuals at this level will be able to perform these responsibilities with limited assistance, and will remain cognizant of common standards as well as emerging trends and technologies.</p> |        |    |       |              |
| <p><b>Minimum Experience:</b> 2 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |    |       |              |

|  |        |    |       |              |
|--|--------|----|-------|--------------|
| 54151S   | Number | 14 | Title | Consultant I |
| <p><b>Functional Responsibility:</b> Working under the supervision of experienced T and T Consulting Services personnel to implement network solutions for selected customers. Technical responsibilities may include problem identification, hardware/software specification, design, implementation testing and deployment of internetworking solutions.</p> |        |    |       |              |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |              |

|        |        |    |       |               |
|--------|--------|----|-------|---------------|
| 54151S | Number | 15 | Title | Consultant II |
|--------|--------|----|-------|---------------|

**Functional Responsibility:** Develop and implement innovative solutions for complex technical and business issues. Manage project tasks, prepare/deliver presentations, provide guidance and direction to junior consultants, and contribute to the improvement of the practice.

**Minimum Experience:** 6 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

|   |               |           |              |                       |
|---|---------------|-----------|--------------|-----------------------|
| <b>54151S</b>   | <b>Number</b> | <b>16</b> | <b>Title</b> | <b>Consultant III</b> |
| <p><b>Functional Responsibility:</b> Resolves technical issues with an understanding of clients' business environment and practices. Take on project management and technical design leadership responsibilities and assist in the development of staff. Display leadership abilities in the development of strategy deliverables as well as analysis, design, build and implementation deliverables. Effectively manage project tasks and teams, prepare/deliver presentations, provide guidance and direction to junior consultants, and contribute to the improvement of the practice.</p> |               |           |              |                       |
| <p><b>Minimum Experience:</b> 8 Years</p>   |               |           |              |                       |
| <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |               |           |              |                       |

|   |               |           |              |                                 |
|---|---------------|-----------|--------------|---------------------------------|
| <b>54151S</b>   | <b>Number</b> | <b>17</b> | <b>Title</b> | <b>Subject Matter Expert II</b> |
| <p><b>Functional Responsibility:</b> Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; financial management system; life-cycle management; software development methodologies; and modeling and simulation.</p> |               |           |              |                                 |
| <p><b>Minimum Experience:</b> 8 Years</p>   |               |           |              |                                 |
| <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |               |           |              |                                 |

|               |               |           |              |                                  |
|---------------|---------------|-----------|--------------|----------------------------------|
| <b>54151S</b> | <b>Number</b> | <b>18</b> | <b>Title</b> | <b>Subject Matter Expert III</b> |
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**Functional Responsibility:** Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; financial management system; software development methodologies; and modeling and simulation.

**Minimum Experience:** 10 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

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|---|--------|----|-------|-------------------------------|
| 54151S  | Number | 19 | Title | Administrative / Clerical I** |
| <p><b>Functional Responsibility:</b> Provides basic administrative support to technical and management-level personnel. This includes, but is not limited to general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. Specializes in coordinating and planning office administration and support. May perform other duties as assigned. Non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.</p> |        |    |       |                               |
| <p><b>Minimum Experience:</b> 1 Year</p>  |        |    |       |                               |
| <p><b>Minimum Education:</b> High School Diploma or GED</p>   |        |    |       |                               |

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|---|--------|----|-------|--------------------------------|
| 54151S  | Number | 20 | Title | Administrative / Clerical II** |
| <p><b>Functional Responsibility:</b> Provides mid-level administrative support to technical and management-level personnel. This includes, but is not limited to documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. Specializes in coordinating and planning office administration and support. May perform other duties as assigned. Non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.</p> |        |    |       |                                |
| <p><b>Minimum Experience:</b> 3 Years</p>   |        |    |       |                                |
| <p><b>Minimum Education:</b> High School Diploma or GED</p>   |        |    |       |                                |

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| 54151S | Number | 21 | Title | Program Manager |
|--------|--------|----|-------|-----------------|

**Functional Responsibility:** Manages complex, mission-critical, strategic and advanced technology-based programs. Serves as focal point for the contract and client regarding programs direction, task scheduling and budget control. Directs internal and subcontractor team(s) and performs overall strategic management, planning, contract level performance metrics and production of overall contract/task order support operations. Effectively manages funds, personnel, production standards, and resources and ensures quality and timely delivery of all contractual items.

**Minimum Experience:** 10 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering, scientific or business field (or equivalent combination of education and related IT experience).

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|---|--------|----|-------|-----------|
| 54151S  | Number | 22 | Title | Analyst I |
| <p><b>Functional Responsibility:</b> Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.</p> |        |    |       |           |
| <p><b>Minimum Experience:</b> 1 Year</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |           |

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|---|--------|----|-------|------------|
| 54151S  | Number | 23 | Title | Analyst II |
| <p><b>Functional Responsibility:</b> Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.</p> |        |    |       |            |
| <p><b>Minimum Experience:</b> 3 Years</p>   |        |    |       |            |

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

| 54151S  | Number | 24 | Title | Analyst III |
|---|--------|----|-------|-------------|
| <p><b>Functional Responsibility:</b> Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.</p> |        |    |       |             |
| <p><b>Minimum Experience:</b> 5 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |    |       |             |

| 54151S   | Number | 25 | Title | Security Analyst I |
|--|--------|----|-------|--------------------|
| <p><b>Functional Responsibility:</b> Applies management analysis, technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Performs certification for C&amp;A processes for the accreditations of systems and vulnerability analysis and assessment using government or commercial off the shelf technologies. Develops and prepares technical documents, interacts with customers to gather design and development inter-networking concepts, theories, and information; performs technical engineer duties to include but not be limited to installation of inter-networking equipment, setup test equipment, execute tests according to written procedures, and document test results in a meaningful format for future integration into test result reports. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.</p> |        |    |       |                    |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |                    |



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|--|--------|----|-------|---------------------|
| 54151S   | Number | 26 | Title | Security Analyst II |
| <p><b>Functional Responsibility:</b> Applies management analysis, technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Performs certification for C&amp;A processes for the accreditations of systems and vulnerability analysis and assessment using government or commercial off the shelf technologies. Develops and prepares technical documents, interacts with customers to gather design and development inter-networking concepts, theories, and information; performs technical engineer duties to include but not be limited to installation of inter-networking equipment, setup test equipment, execute tests according to written procedures, and document test results in a meaningful format for future integration into test result reports. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.</p> |        |    |       |                     |
| <p><b>Minimum Experience:</b> 8 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |                     |

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|--|--------|----|-------|-----------------|
| 54151S   | Number | 27 | Title | IT Technician I |
| <p><b>Functional Responsibility:</b> Provides end-user support for issues regarding electronic mail, system login, desktop applications, operating systems, peripherals, video tele-conferencing, etc. Assists with initial setup or refresh efforts for physical IT infrastructure.</p> |        |    |       |                 |
| <p><b>Minimum Experience:</b> 2 Years</p> <p><b>Minimum Education:</b> High School Diploma (or equivalent combination of education and related IT experience).</p>   |        |    |       |                 |

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|--|--------|----|-------|------------------|
| 54151S   | Number | 28 | Title | IT Technician II |
| <p><b>Functional Responsibility:</b> Provides end-user support for issues regarding electronic mail, system login, desktop applications, operating systems, peripherals, video tele-conferencing, etc. Performs initial setup or refresh efforts for physical IT infrastructure.</p> |        |    |       |                  |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> High School Diploma (or equivalent combination of education and related IT experience).</p>   |        |    |       |                  |

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|--|---------------|-----------|--------------|--------------------------|
| <b>54151S</b>  | <b>Number</b> | <b>29</b> | <b>Title</b> | <b>IT Technician III</b> |
| <p><b>Functional Responsibility:</b> Provides end-user support for issues regarding electronic mail, system login, desktop applications, operating systems, peripherals, video tele-conferencing, etc. Performs initial setup or refresh efforts for physical IT infrastructure.</p> |               |           |              |                          |
| <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> High School Diploma (or equivalent combination of education and related IT experience).</p>   |               |           |              |                          |

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|---|---------------|-----------|--------------|----------------------------|
| <b>54151S</b>   | <b>Number</b> | <b>30</b> | <b>Title</b> | <b>Sr. Project Manager</b> |
| <p><b>Functional Responsibility:</b> Organizes and directs the planning and execution of all activities associated with assigned delivery orders. Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Establishes and enforces procedures to ensure all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.</p> |               |           |              |                            |
| <p><b>Minimum Experience:</b> 8 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering, scientific or business field (or equivalent combination of education and related IT experience).</p>   |               |           |              |                            |

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| <b>54151S</b>  | <b>Number</b> | <b>31</b> | <b>Title</b> | <b>System Administrator I</b> |
| <p><b>Functional Responsibility:</b> Supports the operations of various IT systems, including basic technical tasks relating to the access, upkeep, configuration, and reliable operation of system, network, storage, and cloud-based technologies. Maintains system documentation. Performs necessary installations/patches and ensures backup recovery.</p> |               |           |              |                               |
| <p><b>Minimum Experience:</b> 2 Years</p> <p><b>Minimum Education:</b> Associate's or Technical Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |               |           |              |                               |

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|---------------|---------------|-----------|--------------|--------------------------------|
| <b>54151S</b> | <b>Number</b> | <b>32</b> | <b>Title</b> | <b>System Administrator II</b> |
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| <p><b>Functional Responsibility:</b> Supports the operations of various IT systems, including basic technical tasks relating to the access, upkeep, configuration, and reliable operation of system, network, storage, and cloud-based technologies. Maintains system documentation. Performs necessary installations/patches and ensures backup recovery. Interacts regularly with end-users to analyze functional requirements. Evaluates vendor products and makes recommendations for hardware/software purchasing. Schedules, plans, and oversees system upgrades.</p> |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> Associate’s or Technical Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |

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|--|--------|----|-------|--------------------------|
| 54151S   | Number | 33 | Title | System Administrator III |
| <p><b>Functional Responsibility:</b> Supports the operations of various IT systems, including basic technical tasks relating to the access, upkeep, configuration, and reliable operation of system, network, storage, and cloud-based technologies. Maintains system documentation. Performs necessary installations/patches and ensures backup recovery. Interacts regularly with end-users to analyze functional requirements. Evaluates vendor products and makes recommendations for hardware/software purchasing. Schedules, plans, and oversees system upgrades. Coordinates with development team on systematic enhancements or changes.</p> |        |    |       |                          |
| <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> Associate’s or Technical Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |                          |

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|--|--------|----|-------|-------------------------|
| 54151S   | Number | 34 | Title | System Administrator IV |
| <p><b>Functional Responsibility:</b> Supports the operations of various IT systems, including basic technical tasks relating to the access, upkeep, configuration, and reliable operation of system, network, storage, and cloud-based technologies. Maintains system documentation. Performs necessary installations/patches and ensures backup recovery. Interacts regularly with end-users to analyze functional requirements. Evaluates vendor products and makes recommendations for hardware/software purchasing. Schedules, plans, and oversees system upgrades. Coordinates with development team on systematic enhancements or changes.</p> |        |    |       |                         |
| <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> Bachelor’s Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |                         |

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|---|--------|----|-------|--------------|
| 54151S  | Number | 35 | Title | IT Trainer I |
| <p><b>Functional Responsibility:</b> Applies instructional systems design methodology techniques to develop and deliver training materials and programs, including user guides, computer-based training, manuals, and system documentation for software, network, and database applications. Responsible for evaluating the overall effectiveness of delivered training program(s). Performs training needs and requirements analysis. Responsible for completing all necessary documentation to support the training program. May oversee, develop, and implement individual and classroom training.</p> |        |    |       |              |
| <p><b>Minimum Experience:</b> 2 Years</p> <p><b>Minimum Education:</b> Associate's or Technical Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |    |       |              |

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|---|--------|----|-------|---------------|
| 54151S  | Number | 36 | Title | IT Trainer II |
| <p><b>Functional Responsibility:</b> Applies instructional systems design methodology techniques to develop and deliver training materials and programs, including user guides, computer-based training, manuals, and system documentation for software, network, and database applications. Responsible for evaluating the overall effectiveness of delivered training program(s). Performs training needs and requirements analysis. Responsible for completing all necessary documentation to support the training program. May oversee, develop, and implement individual and classroom training.</p> |        |    |       |               |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> Associate's or Technical Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |    |       |               |

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| 54151S   | Number | 37 | Title | Information Assurance Specialist I |
| <p><b>Functional Responsibility:</b> Performs Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes. Develops materials and provides instruction regarding Certification and Accreditation (C&amp;A) activities. Conducts risk assessment during the C&amp;A process.</p> |        |    |       |                                    |
| <p><b>Minimum Experience:</b> 2 Years</p> <p><b>Minimum Education:</b> Associate's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |    |       |                                    |

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|--------|--------|----|-------|-------------------------------------|
| 54151S | Number | 38 | Title | Information Assurance Specialist II |
|--------|--------|----|-------|-------------------------------------|

**Functional Responsibility:** Performs Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes. Develops materials and provides instruction regarding Certification and Accreditation (C&A) activities. Assesses threats to the environment and provides input on the adequacy of security designs and architectures. Conducts risk assessment during the C&A process. Ensures that the architecture and design of DoD information systems are functional and secure.

**Minimum Experience:** 4 Years

**Minimum Education:** Associate's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

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| 54151S | <b>Number</b> | <b>39</b> | <b>Title</b> | <b>Information Assurance Specialist III</b> |
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**Functional Responsibility:** Performs Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes. Develops materials and provides instruction regarding Certification and Accreditation (C&A) activities. Assesses threats to the environment and provides input on the adequacy of security designs and architectures. Conducts risk assessment during the C&A process. Ensures that the architecture and design of DoD information systems are functional and secure.

**Minimum Experience:** 4 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

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| 54151S | <b>Number</b> | <b>40</b> | <b>Title</b> | <b>Quality Assurance Analyst II</b> |
|--------|---------------|-----------|--------------|-------------------------------------|

**Functional Responsibility:** Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

**Minimum Experience:** 6 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

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|---|--------|----|-------|---------------------------|
| 54151S  | Number | 41 | Title | Quality Assurance Manager |
| <p><b>Functional Responsibility:</b> Oversees the maintenance of quality standards for contract deliverables. Manages work of any subordinate Quality Assurance team members. Oversees and contributes to the development of plans and guidelines for quality assurance. Instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.</p> |        |    |       |                           |
| <p><b>Minimum Experience: 6 Years</b></p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |    |       |                           |

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|--|--------|----|-------|------------------------------|
| 54151S   | Number | 42 | Title | Quality Assurance Manager II |
| <p><b>Functional Responsibility:</b> Responsible for overseeing and managing the productivity of all quality activities. Establishes and enforces a baseline of quality standards for contract deliverables. Directs the work of subordinate Quality Assurance Managers and Analysts. Oversees adherence to project quality schedules. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.</p> |        |    |       |                              |
| <p><b>Minimum Experience: 8 Years</b></p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |                              |

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|---|--------|----|-------|---------------------|
| 54151S  | Number | 43 | Title | IT Technical Writer |
| <p><b>Functional Responsibility:</b> Document and depict complex project ideas, business requirements, and business process flows. Organize the professional production of written technical materials and maintain tight quality control over their appearance and timely completion. Collects and organizes information to utilize in the preparation of user manuals, training materials, installation guides, technical documentation, and reports. Reviews and edits any customer deliverables and documentation, as assigned. Assists in performing administrative functions.</p> |        |    |       |                     |
| <p><b>Minimum Experience: 2 Years</b></p> <p><b>Minimum Education:</b> Associate's Degree in Computer Science, Information Systems, or relevant technical, engineering, scientific or business field (or equivalent combination of education and related IT experience).</p>  |        |    |       |                     |

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|---|--------|----|-------|-----------------|
| 54151S  | Number | 44 | Title | Web Designer II |
| <p><b>Functional Responsibility:</b> Design and develop web pages including the integration of all foreground and background components. Their responsibilities include designing web pages that incorporate usability and cultural factors. Individuals at this level will be able to perform these responsibilities with limited assistance, and will remain cognizant of common standards as well as emerging trends and technologies.</p> |        |    |       |                 |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> Associate's Degree in Computer Science, Information Systems, or relevant art, technical, engineering, scientific or business field (or equivalent combination of education and related IT experience).</p>   |        |    |       |                 |

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|---|--------|----|-------|---------------|
| 54151S  | Number | 45 | Title | Web Developer |
| <p><b>Functional Responsibility:</b> Develops custom programs to improve overall site functionality and address specific customer requirements. Utilizes knowledge of various programming languages such as Java, JavaScript, C, C++, C#, Python, CSS, Ruby, PHP, R, etc. Creates Web front-end user interfaces to new or existing databases and applications. Maintains operational server software, maintains system security, performs configurations, and ensures system back up.</p> |        |    |       |               |
| <p><b>Minimum Experience:</b> 2 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |    |       |               |

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| 54151S   | Number | 46 | Title | Software Engineer |
| <p><b>Functional Responsibility:</b> Designs, codes, tests, and debugs software components, adhering to all build specifications and development/release schedules. 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.</p> |        |    |       |                   |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |                   |

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|--------|--------|----|-------|--------------------------|
| 54151S | Number | 47 | Title | Senior Software Engineer |
|--------|--------|----|-------|--------------------------|

**Functional Responsibility:** 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. May provide product demonstrations and participate in trade shows and seminars. May require interaction with customers, vendors and external development partners. Provides guidance and leadership to lower-level developers.

**Minimum Experience:** 6 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

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|--|--------|----|-------|-----------------------------|
| 54151S   | Number | 48 | Title | Principal Software Engineer |
| <p><b>Functional Responsibility:</b> 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.</p> |        |    |       |                             |
| <p><b>Minimum Experience:</b> 10 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |    |       |                             |

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|--|--------|----|-------|-------------------------------------|
| 54151S   | Number | 49 | Title | Configuration Management Specialist |
| <p><b>Functional Responsibility:</b> Analyzes changes in process or product design to determine the effects on function. Determines and prepares documentation necessary for change control. Coordinates with customers and manufacturers/vendors to determine a process for change reporting. Reviews released change data and changes, documenting activities to ensure adherence to configuration management procedures and policies.</p> |        |    |       |                                     |
| <p><b>Minimum Experience:</b> 3 Years</p>  |        |    |       |                                     |



**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

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|--|--------|----|-------|--|
| 54151S   | Number | 50 | Title | Senior Configuration Management Specialist |
| <p><b>Functional Responsibility:</b> Analyzes changes in process or product design to determine the effects on function. Determines and prepares documentation necessary for change control. Coordinates with customers and manufacturers/vendors to determine a process for change reporting. Reviews released change data and changes, documenting activities to ensure adherence to configuration management procedures and policies. May act as team leader, provides guidance to other staff.</p> |        |    |       |  |
| <p><b>Minimum Experience:</b> 5 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |  |

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|---|--------|----|-------|--------------------------------|
| 54151S  | Number | 51 | Title | Database Management Specialist |
| <p><b>Functional Responsibility:</b> Provides database support to all members of the project team. Performs database analysis, conversion loads, reorganizations, verifications, recoveries and general maintenance support. Provides application support during development and testing. Provides production database support. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability, efficiency, validity and security.</p> |        |    |       |                                |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |    |       |                                |

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|--------|--------|----|-------|--|
| 54151S | Number | 52 | Title | Principal Database Management Specialist |
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**Functional Responsibility:** Provides expert-level database consulting and support. Performs and/or advises on database analysis, conversion loads, reorganizations, verifications, recoveries and general maintenance support. Provides application and production database support and guidance during development and testing. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability, efficiency, validity and security. May act as team leader, provides guidance to other staff.

**Minimum Experience:** 10 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

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|--|--------|----|-------|-------------------------|
| 54151S   | Number | 53 | Title | Junior Network Engineer |
| <p><b>Functional Responsibility:</b> Install, maintains, and coordinates the use of employer's or customer's Local Area or Wide Area Network (LANWAN). 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 end-users.</p> |        |    |       |                         |
| <p><b>Minimum Experience:</b> 2 Years</p>  |        |    |       |                         |
| <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |    |       |                         |

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|---|--------|----|-------|------------------|
| 54151S  | Number | 54 | Title | Network Engineer |
| <p><b>Functional Responsibility:</b> Installs and maintains complex networks for numerous computing platforms, operating systems, and network topologies, across local and/or 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.</p> |        |    |       |                  |
| <p><b>Minimum Experience:</b> 4 Years</p>   |        |    |       |                  |

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

|   |               |           |              |                                |
|---|---------------|-----------|--------------|--------------------------------|
| <b>54151S</b>   | <b>Number</b> | <b>55</b> | <b>Title</b> | <b>Senior Network Engineer</b> |
| <p><b>Functional Responsibility:</b> Installs and maintains complex networks for numerous computing platforms, operating systems, and network topologies, across local and/or 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. May act as team leader, provides guidance to other staff.</p> |               |           |              |                                |
| <p><b>Minimum Experience:</b> 6 Years</p>   |               |           |              |                                |
| <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |               |           |              |                                |

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|---|---------------|-----------|--------------|-----------------------------------|
| <b>54151S</b>   | <b>Number</b> | <b>56</b> | <b>Title</b> | <b>Principal Network Engineer</b> |
| <p><b>Functional Responsibility:</b> Installs and maintains complex networks for numerous computing platforms, operating systems, and network topologies, across local and/or 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. May act as team leader, provides guidance to other staff.</p> |               |           |              |                                   |
| <p><b>Minimum Experience:</b> 8 Years</p>   |               |           |              |                                   |
| <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |               |           |              |                                   |

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|---------------|---------------|-----------|--------------|-------------------------|
| <b>54151S</b> | <b>Number</b> | <b>57</b> | <b>Title</b> | <b>IT Technician IV</b> |
|---------------|---------------|-----------|--------------|-------------------------|

**Functional Responsibility:** Provides end-user support for issues regarding electronic mail, system login, desktop applications, operating systems, peripherals, video tele-conferencing, etc. Performs initial setup or refresh efforts for physical IT infrastructure. May act as a team or site lead, provides guidance to team members.

**Minimum Experience:** 10 Years

**Minimum Education:** Associates Degree (or equivalent combination of education and related IT experience).

| 54151HEAL  | Number | H-1 | Title | Health IT Program Manager |
|--|--------|-----|-------|---------------------------|
| <p><b>Functional Responsibility:</b> Oversees and manages IT programs and portfolios within a health, medical, and/or clinical organization. Oversees and manages resource allocation, budget/costs, schedule/milestone achievement, and technical performance throughout all project phases. Ensures on-time submission of all Project/Program deliverables and adherence to master schedule. Serves as a primary point of contact for program, meets with customer and other relevant stakeholders to discuss program-related activities, leads and oversees Project Managers under assigned program(s).</p> |        |     |       |                           |
| <p><b>Minimum Experience:</b> 10 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |     |       |                           |

| 54151HEAL  | Number | H-2 | Title | Health IT Project Manager |
|--|--------|-----|-------|---------------------------|
| <p><b>Functional Responsibility:</b> Oversees and manages the day-to-day tasks of IT project(s) within a health, medical, and/or clinical organization. Serves as a primary point of contact for the project, preparing reports and briefing the customer and other relevant stakeholders on the status of task assignments. Assigns and supervises subordinate work activities, plans for and accommodates changing customer requirements and priorities, reviews project work outputs and deliverables for quality assurance. Establishes and enforces project/company processes and procedures, to ensure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules.</p> |        |     |       |                           |
| <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |     |       |                           |

| 54151HEAL | Number | H-3 | Title | Health IT Subject Matter Expert I |
|-----------|--------|-----|-------|-----------------------------------|
|-----------|--------|-----|-------|-----------------------------------|

**Functional Responsibility:** Provides in-depth knowledge and subject matter expertise regarding one or more particular healthcare/clinical technologies or systems, for health, medical, and/or clinical organizations. Contributes to core project design and execution activities, and supplies source materials, reference items, and supplemental resources for project purposes. Analyzes existing practices, systems, infrastructure, etc. and make recommendations for improvements throughout all phases of the project or development life cycle. Cultivates and maintains effective working relationships with a variety of health/clinical system stakeholders, including end-users, project managers, engineers and senior staff members. Actively participates in working groups and disseminates information across all levels of the organization.

**Minimum Experience:** 5 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

| 54151HEAL   | Number | H-4 | Title | Health IT Senior Systems Analyst |
|---|--------|-----|-------|----------------------------------|
| <p><b>Functional Responsibility:</b> Assists users, functional and technical personnel in the application, definition, and design of systems within a health, medical, and/or clinical organization. Provides complete and unambiguous traceability from business requirements through systems requirements, to screen prototypes, and test cases. Oversees and performs the collection, analysis, and documentation of requirements, as well as the development of detailed use cases and sequence diagrams. Supports application developers and produces Health IT system design, maintenance and implementation documentation and deliverables. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Acts as team leader, provides guidance to junior level staff.</p> |        |     |       |                                  |
| <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |     |       |                                  |

| 54151HEAL | Number | H-5 | Title | Health IT Senior Programmer / Developer |
|-----------|--------|-----|-------|---|
|-----------|--------|-----|-------|---|

**Functional Responsibility:** Applies senior-level knowledge of project-specific programming techniques to develop and program software and applications for a health, medical, and/or clinical organization. Develops, modifies and maintains assigned software according to specifications and documents programs according to Government/Customer standards and procedures. Works with customer and other relevant stakeholders to understand Health IT project requirements and objectives and to develop programming specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications.

**Minimum Experience:** 6 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

| 54151HEAL  | Number | H-6 | Title | Health IT Database Administrator |
|--|--------|-----|-------|----------------------------------|
| <p><b>Functional Responsibility:</b> Monitors and administers project-specific computer databases within a health, medical, and/or clinical organization. Performs capacity planning, installation, configuration, database design, migration, performance monitoring, security, troubleshooting, backup, and data recovery. Recommends solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications. Coordinates the upgrade or replacement of current Health IT systems by proposing specifications and flowcharts, recommending optimum access techniques, and coordinating installation requirements. Maintains database performance by calculating optimum values for database parameters, implementing new releases, completing maintenance requirements and evaluating computer operating systems and hardware products.</p> |        |     |       |                                  |
| <p><b>Minimum Experience:</b> 3 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |     |       |                                  |

| 54151HEAL  | Number | H-7 | Title | Health IT Security Specialist |
|--|--------|-----|-------|-------------------------------|
| <p><b>Functional Responsibility:</b> Provides administrative and technical security management support for a health, medical, and/or clinical organization. Areas of oversight or performance may include cybersecurity, information assurance, physical security, HIPAA, and communications security. Designs, tests, implements, and monitors security measures, including threat, vulnerability and risk assessments, for Health IT systems and networks. Ensures compliance with all applicable security policies and procedures. Researches, prepares, and presents security briefings.</p> |        |     |       |                               |

**Minimum Experience:** 5 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

| 54151HEAL | Number  | H-8 | Title | Health IT Business Analyst |
|-----------|---|-----|-------|----------------------------|
|           | <p><b>Functional Responsibility:</b> Defining selective problems and investigating areas of improvement within health, medical, and/or clinical organizations. Perform analysis and evaluation of the enterprise or organizational/business component. Conduct research and gather data, review findings and investigate solutions that meet the rigorous requirements of a Health IT environment. Test variables and/or create models utilizing computer, mathematical, or statistical tools and techniques.</p> |     |       |                            |
|           | <p><b>Minimum Experience:</b> 3 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering, scientific or business field (or equivalent combination of education and related IT experience).</p>   |     |       |                            |

| 54151HEAL | Number  | H-9 | Title | Senior Clinical Systems Specialist |
|-----------|---|-----|-------|------------------------------------|
|           | <p><b>Functional Responsibility:</b> Provides high-level, expert clinical application support to clinical end users within health, medical, and/or clinical organizations. Troubleshoots underlying risks and issues. Diagnoses and troubleshoots issues and provides technical guidance to resolve user issues with clinical applications and workflows. Works closely with Health IT Subject Matter Experts to resolve end user issues.</p> |     |       |                                    |
|           | <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |     |       |                                    |

| 54151HEAL | Number   | H-10 | Title | Clinical Systems Specialist |
|-----------|--|------|-------|-----------------------------|
|           | <p><b>Functional Responsibility:</b> Provides clinical application support to clinical end users within health, medical, and/or clinical organizations. Diagnoses and troubleshoots issues and provides technical guidance to resolve user issues with clinical applications and workflows. Is available by telephone or side-by-side the user to identify, prioritize, and resolve clinical application problems. Works closely with Health IT Subject Matter Experts to resolve end user issues.</p> |      |       |                             |
|           | <p><b>Minimum Experience:</b> 3 Years</p>  |      |       |                             |

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

| 54151HEAL  | Number | H-11 | Title | Health IT Telecommunications Technician |
|--|--------|------|-------|---|
| <p><b>Functional Responsibility:</b> Supports telecommunications within health, medical, and/or clinical organization environments, including performing telehealth and AV/VTC setup and maintenance. Maintains and repairs networks by testing circuits, isolating malfunctions, and repairing equipment. Establishes, maintains, and/or removes wiring, hardware, and equipment, including medical equipment, that is used in communication systems and networks within the environment.</p> |        |      |       |   |
| <p><b>Minimum Experience:</b> 3 Years</p> <p><b>Minimum Education:</b> Associate's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |      |       |   |

| 54151HEAL   | Number | H-12 | Title | Health IT Trainer |
|---|--------|------|-------|-------------------|
| <p><b>Functional Responsibility:</b> Develops and delivers information technology-related training and educational course content within a health, medical, and/or clinical organization, via virtual, classroom, or another environment. Authors, develops, and/or improves Health IT training programs materials, including user guides, manuals, systems documentation, and computer-based training content. May perform training needs and requirements analysis with relevant stakeholders within the organization, and analysis regarding training program effectiveness.</p> |        |      |       |                   |
| <p><b>Minimum Experience:</b> 3 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |      |       |                   |

| 54151HEAL  | Number | H-13 | Title | Health IT Technical Writer |
|--|--------|------|-------|----------------------------|
| <p><b>Functional Responsibility:</b> Develops, edits, and finalizes technical writing and documentation within a health, medical, and/or clinical organization, and ensures strict quality control regarding their appearance and timely completion. Works with Subject Matter Experts and relevant stakeholders to document and depict complex project concepts, customer and technical requirements, and relational process flows regarding healthcare/clinical technologies or systems implementation/modernization. Collects and organizes information to utilize in the preparation of Health IT-related user manuals, training materials, installation guides, technical documentation, and reports. Reviews and edits any customer deliverables and documentation, as assigned.</p> |        |      |       |                            |



**Minimum Experience:** 3 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

| 54151HEAL | Number  | H-14 | Title | Health IT Technician I |
|-----------|---|------|-------|------------------------|
|           | <p><b>Functional Responsibility:</b> Assists end users with information technology support within a health, medical, and/or clinical organization. Assistance activities may include troubleshooting technical issues with electronic mail, system login, desktop applications, operating systems, peripherals, video tele-conferencing, etc. May assist with initial setup or refresh efforts for physical Health IT infrastructure.</p> |      |       |                        |
|           | <p><b>Minimum Experience:</b> 2 Years</p> <p><b>Minimum Education:</b> High School Diploma (or equivalent combination of education and related IT experience).</p>  |      |       |                        |

| 54151HEAL | Number  | H-15 | Title | Health IT Technician II |
|-----------|---|------|-------|-------------------------|
|           | <p><b>Functional Responsibility:</b> Assists end users with information technology support within a health, medical, and/or clinical organization. Assistance activities may include troubleshooting technical issues with electronic mail, system login, desktop applications, operating systems, peripherals, video tele-conferencing, etc. May assist with initial setup or refresh efforts for physical Health IT infrastructure.</p> |      |       |                         |
|           | <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> High School Diploma (or equivalent combination of education and related IT experience).</p>  |      |       |                         |

| 54151HEAL | Number  | H-16 | Title | Health IT Technician III |
|-----------|---|------|-------|--------------------------|
|           | <p><b>Functional Responsibility:</b> Assists end users with information technology support within a health, medical, and/or clinical organization. Assistance activities may include troubleshooting technical issues with electronic mail, system login, desktop applications, operating systems, peripherals, video tele-conferencing, etc. May assist with initial setup or refresh efforts for physical Health IT infrastructure.</p> |      |       |                          |
|           | <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> High School Diploma (or equivalent combination of education and related IT experience).</p>  |      |       |                          |

| 54151HEAL | Number | H-17 | Title | Health IT Sr. Project Manager |
|-----------|--------|------|-------|-------------------------------|
|-----------|--------|------|-------|-------------------------------|

**Functional Responsibility:** Oversees and manages the day-to-day tasks of IT project(s) within a health, medical, and/or clinical organization. Serves as a primary point of contact for the project, preparing reports and briefing the customer and other relevant stakeholders on the status of task assignments. Assigns and supervises subordinate work activities, plans for and accommodates changing customer requirements and priorities, reviews project work outputs and deliverables for quality assurance. Establishes and enforces project/company processes and procedures, to ensure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Develops new business or expands the Health IT service portfolio within the customer organization.

**Minimum Experience:** 8 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering, scientific or business field (or equivalent combination of education and related IT experience).

| 54151HEAL | Number   | H-18 | Title | Health IT System Administrator I |
|-----------|--|------|-------|----------------------------------|
|           | <p><b>Functional Responsibility:</b> Supports the operations of various IT systems within health, medical, and/or clinical organizations. Evaluates system specifications, maintains system documentation, and establishes standards. Provides support for implementation, monitoring, troubleshooting, and maintenance of IT systems. Ensures hardware/software compatibility and performs necessary installations/patches and ensures backup recovery. Duties may also include basic technical tasks relating to the installation, access, upkeep, configuration, and reliable operation of health-related systems, networks, storage, and cloud-based technologies.</p> |      |       |                                  |
|           | <p><b>Minimum Experience:</b> 2 Years</p> <p><b>Minimum Education:</b> Associate's or Technical Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |      |       |                                  |

| 54151HEAL | Number | H-19 | Title | Health IT System Administrator II |
|-----------|--------|------|-------|-----------------------------------|
|-----------|--------|------|-------|-----------------------------------|

**Functional Responsibility:** Supports the operations of various IT systems within health, medical, and/or clinical organizations. Evaluates system specifications, maintains system documentation, and establishes standards. Provides support for implementation, monitoring, troubleshooting, and maintenance of IT systems. Ensures hardware/software compatibility and performs necessary installations/patches and ensures backup recovery. Interacts regularly with end-users to analyze functional requirements. Evaluates vendor products and makes recommendations for hardware/software purchasing. Schedules, plans, and oversees Health IT system upgrades. Duties may also include basic technical tasks relating to the installation, access, upkeep, configuration, and reliable operation of health-related systems, networks, storage, and cloud-based technologies.

**Minimum Experience:** 4 Years

**Minimum Education:** Associate's or Technical Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

| 54151HEAL  | Number | H-20 | Title | Health IT System Administrator III |
|--|--------|------|-------|------------------------------------|
| <p><b>Functional Responsibility:</b> Supports the operations of various IT systems within health, medical, and/or clinical organizations. Evaluates system specifications, maintains system documentation, and establishes standards. Provides support for implementation, monitoring, troubleshooting, and maintenance of IT systems. Ensures hardware/software compatibility and performs necessary installations/patches and ensures backup recovery. Interacts regularly with end-users to analyze functional requirements. Evaluates vendor products and makes recommendations for hardware/software purchasing. Schedules, plans, and oversees Health IT system upgrades. Coordinates with development team on systematic enhancements or changes. Duties may also include basic technical tasks relating to the installation, access, upkeep, configuration, and reliable operation of health-related systems, networks, storage, and cloud-based technologies.</p> |        |      |       |                                    |
| <p><b>Minimum Experience:</b> 6 Years</p>  |        |      |       |                                    |
| <p><b>Minimum Education:</b> Associate's or Technical Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>  |        |      |       |                                    |

| 54151HEAL | Number | H-21 | Title | Health IT System Administrator IV |
|-----------|--------|------|-------|-----------------------------------|
|-----------|--------|------|-------|-----------------------------------|

**Functional Responsibility:** Supports the operations of various IT systems within health, medical, and/or clinical organizations. Evaluates system specifications, maintains system documentation, and establishes standards. Provides support for implementation, monitoring, troubleshooting, and maintenance of IT systems. Ensures hardware/software compatibility and performs necessary installations/patches and ensures backup recovery. Interacts regularly with end-users to analyze functional requirements. Evaluates vendor products and makes recommendations for hardware/software purchasing. Schedules, plans, and oversees Health IT system upgrades. Coordinates with development team on systematic enhancements or changes. Duties may also include basic technical tasks relating to the installation, access, upkeep, configuration, and reliable operation of health-related systems, networks, storage, and cloud-based technologies.

**Minimum Experience:** 6 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

|   |        |      |       |                      |
|---|--------|------|-------|----------------------|
| 54151HEAL   | Number | H-22 | Title | Health IT Trainer II |
| <p><b>Functional Responsibility:</b> Develops and delivers information technology-related training and educational course content within a health, medical, and/or clinical organization, via virtual, classroom, or another environment. Performs training needs and requirements analysis with relevant stakeholders within the organization, and documents and evaluates training program effectiveness. Authors, develops, and/or improves Health IT training programs materials, including user guides, manuals, systems documentation, and computer-based training content.</p> |        |      |       |                      |
| <p><b>Minimum Experience:</b> 5 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |      |       |                      |

|  |        |      |       |  |
|--|--------|------|-------|--|
| 54151HEAL  | Number | H-23 | Title | Health IT Information Assurance Specialist I |
| <p><b>Functional Responsibility:</b> Performs Information Security Certification and Accreditation (C&amp;A) activities, including risk assessments, within a health, medical, and/or clinical organization. Conduct C&amp;A for applications, systems, and networks, in accordance with appropriate customer policies and processes. Develops materials and provides instructional and educational information to end-users regarding C&amp;A activities.</p> |        |      |       |  |
| <p><b>Minimum Experience:</b> 2 Years</p>  |        |      |       |  |

**Minimum Education:** Associate’s Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

| 54151HEAL  | Number | H-24 | Title | Health IT Information Assurance Specialist II |
|--|--------|------|-------|---|
| <p><b>Functional Responsibility:</b> Performs Information Security Certification and Accreditation (C&amp;A) activities, including risk assessments, within a health, medical, and/or clinical organization. Conduct C&amp;A for applications, systems, and networks, in accordance with appropriate customer policies and processes. Develops materials and provides instructional and educational information to end-users regarding C&amp;A activities. Assesses threats to the Health IT environment and provides input on the adequacy of security designs and architectures.</p> |        |      |       |   |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> Associate’s Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |      |       |   |

| 54151HEAL   | Number | H-25 | Title | Health IT Information Assurance Specialist III |
|---|--------|------|-------|--|
| <p><b>Functional Responsibility:</b> Performs Information Security Certification and Accreditation (C&amp;A) activities, including risk assessments, within a health, medical, and/or clinical organization. Conduct C&amp;A for applications, systems, and networks, in accordance with appropriate customer policies and processes. Develops materials and provides instructional and educational information to end-users regarding C&amp;A activities. Assesses threats to the Health IT environment and provides input on the adequacy of security designs and architectures. Ensures that the architecture and design of healthcare/clinical information systems are functional and secure.</p> |        |      |       |  |
| <p><b>Minimum Experience:</b> 4 Years</p> <p><b>Minimum Education:</b> Bachelor’s Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |        |      |       |  |

| 54151HEAL | Number | H-26 | Title | Health IT Quality Assurance Analyst |
|-----------|--------|------|-------|-------------------------------------|
|-----------|--------|------|-------|-------------------------------------|

**Functional Responsibility:** Develops plans and guidelines for quality assurance and ensures the quality of contract deliverables on projects within a health, medical, and/or clinical organization. Works with project leadership to implement quality assurance procedures and instructs project staff in the principles of quality management and the requirements of the Health IT project-specific quality management plan. Conducts independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

**Minimum Experience:** 4 Years

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

|   |               |             |              |  |
|---|---------------|-------------|--------------|--|
| 54151HEAL   | <b>Number</b> | <b>H-27</b> | <b>Title</b> | <b>Health IT Quality Assurance Manager</b> |
| <p>Functional Responsibility: Oversees the maintenance of quality standards for contract deliverables on projects within a health, medical, and/or clinical organization. Manages work of any subordinate Quality Assurance team members. Oversees and contributes to the development of plans and guidelines for quality assurance. Works with project leadership and other relevant stakeholders to implement quality assurance procedures and contributes to instructing project staff in the principles of quality management and the requirements of the Health IT project-specific quality management plan. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.</p> |               |             |              |  |
| <p><b>Minimum Experience:</b> 6 Years</p> <p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).</p>   |               |             |              |  |

|   |               |             |              |   |
|---|---------------|-------------|--------------|---|
| 54151HEAL   | <b>Number</b> | <b>H-28</b> | <b>Title</b> | <b>Health IT Quality Assurance Manager II</b> |
| <p><b>Functional Responsibility:</b> Responsible for overseeing and managing the productivity of all quality activities on projects within health, medical, and/or clinical organizations. Establishes and enforces a baseline of quality standards for contract deliverables. Directs the work of subordinate Quality Assurance Managers and Analysts on Health IT contracts. Oversees adherence to project quality schedules. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.</p> |               |             |              |   |
| <p><b>Minimum Experience:</b> 8 Years</p>   |               |             |              |   |

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience).

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.