General Services Administration
Federal Supply Schedule
Authorized Federal Supply Schedule Pricelist

Multiple Award Schedule (MAS)

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.

Contract Number: GS-35F-0378W
Contract Period: April 9, 2020 - April 8, 2025
Address: 1101 Wilson Blvd Ste 1401-B
Arlington, VA 22209
Telephone: 202-480-2020
Fax: 202-480-2021
Website: www.tsymmetry.com

Tsymmetry, Inc.

Contract Administrator: Alece Nay Hagee
Email Address: alece.nay.hagee@tsymmetry.com
Contract Administrator Phone: (703) 283-2994
Business Size: Other than Small

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

Prices Shown Herein are Net (Discount Deducted)

Catalog Effective through Modification PO-0048 dated 08/01/2022
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Tsymmetry, Inc. is a leading provider of on-demand consulting and recruiting services to global commercial enterprises and the U.S. Government. Headquartered in Washington, DC, Tsymmetry specializes in delivering highly skilled IT professionals with exceptional credentials and proven track records. Tsymmetry’s presence in the DC metro area makes us ideally suited to meet the specific procurement needs of our federal customers and to maintain federal and local regulatory compliance.

Tsymmetry’s areas of IT expertise include full life-cycle software design and development to include concept development, requirements definition, design and development, coding and testing, production deployment, implementation, integration and maintenance. We also provide a full range of business and technical management services that assist in the development, implementation, integration, and continual improvement of policies, procedures, guidelines and directives.
## CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Special Item Description</th>
<th>Labor Category Description Page</th>
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<tr>
<td>54151S/RC/STLOC</td>
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<td>54161/RC</td>
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<tr>
<td>541611/RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>7-48</td>
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<tr>
<td>541330ENG/RC</td>
<td>Engineering Services</td>
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<tr>
<td>OLM/RC/STLOC</td>
<td>Order-Level Materials (OLM)</td>
<td>Defined at Order Level</td>
<td>Defined at Order Level</td>
</tr>
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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.** N/A

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 7-48.

2. **Maximum Order:**

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S/54151</td>
<td>$500,000</td>
</tr>
<tr>
<td>54161/541611/541330ENG/541330EMI</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM/RC/STLOC</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. **Minimum Order:** $100.00

4. **Geographic Coverage:** Domestic Only
5. **Point of production**: N/A

6. **Discount from list prices or statement of net price**: Prices shown herein are net prices.

7. **Quantity discounts**: None

8. **Prompt payment terms**: None. Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign items**: None

10a. **Time of Delivery**: To be negotiated with ordering agency.

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**: Please note the urgent requirements of this contract and contract contractor

11. **F.O.B Points**: Destination

12a. **Ordering Address**: Attn: Charles C. Kirk Jr
1101 Wilson Blvd., Suite 1401-B
Arlington, VA 22209

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**: Same as Contractor

14. **Warranty Provisions**: No warranty

15. **Export Packing Charges**: N/A

16. **Terms and conditions of rental, maintenance, and repair**: N/A

17. **Terms and conditions of installation**: N/A

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices**: N/A

18b. **Terms and conditions for any other services**: N/A

19. **List of service and distribution points**: N/A

20. **List of participating dealers**: N/A

21. **Preventive maintenance**: N/A

22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)**: N/A
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. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

23. **Unique Entity Identifier (UEI) Number:** NCAEMPGN1PS1

24. **Notification regarding registration in System for Award Management (SAM) database:** Tsymmetry, Inc. is registered in the System for Award Management (SAM) database.
Administrative Assistant

**Functional Responsibly:** Performs administrative tasks that may require independent judgment. Proficiency with office equipment and software, including Microsoft Windows and Office.

**Educational Requirements:** None

**Minimum/ General Experience and Years of Experience:** 0 years

Applications Developer/Programmer I

**Functional Responsibly:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

Applications Developer/Programmer II

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

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:** 4 years

Applications Developer/Programmer III

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

**Educational Requirements:** BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:** 8 years

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**Applications Systems Analyst I**

**Functional Responsibly:** Provides analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems. Handles test scripts and service requirements; works closely with end users on project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. They must be able to specify the inputs to be accessed by the system, design the processing steps, and format the output to meet the users’ needs. They also may prepare cost-benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible. Requirements include excellent verbal and written communications skills.

Applications work that requires practical experience and training. Work is performed under supervision.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

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**Applications Systems Analyst II**

**Functional Responsibly:** Provides analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems. Handles test scripts and service requirements; works closely with end users on project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. They must be able to specify the inputs to be accessed by the system, design the processing steps, and format the output to meet the users’ needs. They also may prepare cost-benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible. Requirements include excellent verbal and written communications skills.

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years
Minimum/ General Experience and Years of Experience: 4 years

Applications Systems Analyst III

Functional Responsibly: Develops and modifies complex systems and develops subsystems to enhance the overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyses methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with systems analysts and programmers, and orients users to new system.

Educational Requirements: BA/BS + 8 years or HS + 11 years

Minimum/ General Experience and Years of Experience: 8 years

Business Information Systems Analyst (Junior)

Functional Responsibly: Business Systems Analysts apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement functional and technical information systems designs. May include computer programming and system testing. May lead project teams with clients at the supervisory level. A Business Information Systems Analyst is qualified to perform tasks such as:

- Develop functional and technical information system designs
- Define information technology systems requirements
- Supervise business systems and integration analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures
- Design training programs for information technology users
- Participate in quality reviews to ensure work complies with specified information technology standards
- Design and manage databases
- Develop team work plans
- Perform workflow analyses

Educational Requirements: BA/BS+0 or HS+3

Minimum/ General Experience and Years of Experience: BA/BS or HS with three years’ experience in systems development, information systems implementation and/or integration, change management efforts, business process redesign, with supervisory skills, or similar experience. Similar experience may include technology certifications relevant to the functional responsibility areas.
Business Information Systems Analyst (Staff)

Functional Responsibly: Business Systems Analysts apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement functional and technical information systems designs. Responsibilities may include computer programming and system testing. May lead project teams with clients at the supervisory level. A Business Information Systems Analyst is qualified to perform tasks such as:

- Develop functional and technical information system designs
- Define information technology systems requirements
- Supervise business systems and integration analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures
- Design training programs for information technology users
- Participate in quality reviews to ensure work complies with specified information technology standards
- Design and manage databases
- Develop team work plans
- Perform workflow analyses
- Assist in project budget preparation
- Interact with clients at the supervisory level

Educational Requirements: BA/BS+4 or HS+7

Minimum/ General Experience and Years of Experience: BA/BS with four years’ experience in systems development, information systems implementation and/or integration, change management efforts, business process redesign, with supervisory skills; or HS with 7 years’ similar experience. Similar experience may also include technology certifications relevant to the functional responsibility areas.

Business Process Re-engineering Specialist I

Functional Responsibly: BPR Specialist I supports change management efforts and business modernization projects by applying process improvement and reengineering methodologies and principles. BPR Specialist I's are qualified to perform such tasks as:

- Assist business process redesign teams in the development of new business process architecture;
- Develop team work plans;
- Design new organizational structures and
- Assist in budget development.

Educational Requirements: BA/BS + 0 years or HS + 3 years

Minimum/ General Experience and Years of Experience: 0 years
Business Process Re-engineering Specialist II

**Functional Responsibly:** Apply process improvement and reengineering methodologies and principles to conduct change management efforts and business process modernization projects. They apply their broad management skills and functional expertise to lead complex BPR projects. BPR Specialists III is qualified to perform such tasks as:

- Plan and manage the work of BPR teams;
- Design and implement new organizational structures;
- Assist an organization translate its vision and strategy into core human resources and business processes;
- Lead clients through streamlining, reengineering and transforming business processes;
- Develop and execute project budgets.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:** 4 years

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Business Process Re-engineering Specialist III

**Functional Responsibly:** Apply process improvement and reengineering methodologies and principles to conduct change management efforts and business process modernization projects. They apply their broad management skills and functional expertise to lead complex BPR projects. BPR Specialists III is qualified to perform such tasks as:

- Lead clients through streamlining/reengineering/transforming business processes;
- Work with client executives to facilitate organizational change programs and realize business goals;
- Provide group facilitation, interviewing, training, and provides additional forms of knowledge transfer;
- Serve as key coordinator between multiple project teams for enterprise-wide integration of reengineering efforts;
- Provide daily supervision and direction to other BPR team members.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:** 8 years

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Computer Security Systems Analyst I

**Functional Responsibly:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Uses tools and techniques to implement security policies, procedures, and architectures. Includes developers who
implement identity management through software tools or implement public key infrastructure across an enterprise.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/General Experience and Years of Experience:** 0 years

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**Computer Security Systems Analyst II**

**Functional Responsibly:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Uses tools and techniques to implement security policies, procedures, and architectures. Includes developers who implement identity management through software tools or implement public key infrastructure across an enterprise. Additionally, develops practical and workable solutions to clients’ technical and business problems. Analyzes requirements and potential solutions for technical and economic feasibility. Competent to work on multiple phases of complex projects independently. Coordinates activities with superiors and client personnel to resolve technical and/or business issues and ensures the successful delivery of the project requirements.

May act as a technical supervisor.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/General Experience and Years of Experience:** 4 years

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**Computer Security Systems Analyst III**

**Functional Responsibly:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Uses tools and techniques to implement security policies, procedures, and architectures. Includes developers who implement identity management through software tools or implement public key infrastructure across an enterprise. Additionally, acts as a recognized technical expert for the lower level category description. Functions as the highest-level individual contributor in at least one technical area. Utilizes expertise in business management practices, industry requirements and information technology disciplines to develop technical and/or business solutions to client problems. Has a high level of diverse technical and industry experience related to a specific skill set. Typically has specialization in a particular technology or business application. Keeps abreast of technological developments and industry trends.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years
Configuration Management Specialist I

Functional Responsibly: Configures IT equipment and maintains records of configuration, parts specifications, receiving documents and other related information, and is qualified to perform such tasks as:

- Log, tack and maintain changes against systems baseline;
- Distribute all changed packages and components resulting from a Configuration Change Action;
- Train personnel on Configuration Management policies and procedures;
- Support development and configuration staff with change status requirements and deadlines.

Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Educational Requirements: BA/BS + 0 years or HS + 3 years

Minimum/General Experience and Years of Experience: 0 years

Configuration Management Specialist II

Functional Responsibly: Configures IT equipment and maintains records of configuration, parts specifications, receiving documents and other related information, and is qualified to perform such tasks as:

- Log, tack and maintain changes against systems baseline;
- Distribute all changed packages and components resulting from a Configuration Change Action;
- Train personnel on Configuration Management policies and procedures;
- Support development and configuration staff with change status requirements and deadlines.

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Educational Requirements: BA/BS + 4 years or HS + 7 years

Minimum/General Experience and Years of Experience: 4 years

Configuration Management Specialist III

Functional Responsibly: Configures IT equipment and maintains records of configuration, parts specifications, receiving documents and other related information, and is qualified to perform such tasks as:

- Log, tack and maintain changes against systems baseline;
- Distribute all changed packages and components resulting from a Configuration Change Action;
- Train personnel on Configuration Management policies and procedures;
- Support development and configuration staff with change status requirements and deadlines. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:** 8 years

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**Consultant I**

**Functional Responsibility:** This resource will be a functional expert in one or more of the following fields: Information Technology, Program Management, IT Security, Technical Architecture, Systems Engineering, virtualization engineering, capability road mapping, and business consulting. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:** 8 years

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**Consultant II**

**Functional Responsibility:** This resource will be a functional expert in one or more of the following fields: Information Technology, Program Management, IT Security, Technical Architecture, Systems Engineering, virtualization engineering, capability road mapping, and business consulting. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

**Educational Requirements:** BA/BS + 12 years or HS + 15 years

**Minimum/ General Experience and Years of Experience:** 12 years

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**Consultant III**

**Functional Responsibility:** This resource will be a functional expert in one or more of the following fields: Information Technology, Program Management, IT Security, Technical Architecture, Systems Engineering, virtualization engineering, capability road mapping, and business consulting. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes
affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

**Educational Requirements:** BA/BS + 15 years or HS + 18 years

**Minimum/General Experience and Years of Experience:** 15 years

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**Database Administrator I**

**Functional Responsibilities:** Database Administrators applies technical expertise in the use and configuration of DBMS and is qualified to perform such tasks as:

- Develop functional and technical database designs;
- Define data and database requirements based on overall information systems requirements;
- Evaluate and recommend available DBMS products to support validated user requirements;
- Define file organization, indexing methods, and security procedures for specific user applications;
- Assist in project budget preparation

Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/General Experience and Years of Experience:** 0 years

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**Database Administrator II**

**Functional Responsibilities:** Database Administrators applies technical expertise in the use and configuration of DBMS and is qualified to perform such tasks as:

- Develop functional and technical database designs;
- Define data and database requirements based on overall information systems requirements;
- Evaluate and recommend available DBMS products to support validated user requirements;
- Define file organization, indexing methods, and security procedures for specific user applications;
- Assist in project budget preparation

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/General Experience and Years of Experience:** 4 years
Database Administrator III

**Functional Responsibly:** Manages the development of database projects. Plans and budgets staff and database resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:** 8 years

Database Developer I

**Functional Responsibly:** Develops and implements large-scale enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Works with staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

Database Developer II

**Functional Responsibly:** Develops and implements large-scale enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Works with staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. Researches and evaluated emerging database concepts, techniques, technologies and software for applications to the specific client environment.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:** 4 years

Database Developer III

**Functional Responsibly:** Develops and implements large-scale enterprise-wide database systems and data warehouses from data architecture design and data modeling to detailed database design and implementation. Works with staff and user groups to perform planning, review, analysis, design, and evaluation of database schema and content. Researches and evaluated emerging database concepts, techniques, technologies and software for applications to the specific client environment. Develops and implements database management
system that maximizes use of database resources and enables monitoring of database performance and statistics. Develops and implements software and tools that perform data queries and data modeling for obtaining statistics and other information for decision making. Assists in database management, operations and maintenance as required. Verifies and maintains accurate data in the master and control files of database. Identifies, researches, and analyzes data errors or inconsistencies within systems.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years

**Minimum/General Experience and Years of Experience:** 8 years

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**Deployment Specialist I**

**Functional Responsibility:** Deploy applications to users using web-based training and on-site support. Additional responsibilities include:

- Work with functional lead to learn applications to an "expert" level,
- Develop a strong functional knowledge of the application and clients deployed to so that the resource can integrate into the existing deployment team,
- Assist production support and change request teams with functional design and testing,
- Assist with site deployment and communication activities including attending meetings, participating in change management efforts, and updating and maintaining training materials,
- Raise any issues identified while on-site to appropriate team lead.

Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/General Experience and Years of Experience:** 0 years

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**Deployment Specialist II**

**Functional Responsibility:** Deploy applications to users using web-based training and on-site support. Additional responsibilities include:

- Work with functional lead to learn applications to an "expert" level,
- Develop a strong functional knowledge of the application and clients deployed to so that the resource can integrate into the existing deployment team,
- Assist production support and change request teams with functional design and testing,
- Assist with site deployment and communication activities including attending meetings, participating in change management efforts, and updating and maintaining training materials,
- Raise any issues identified while on-site to appropriate team lead.

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with
appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:** 4 years

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**Deployment Technician**

**Functional Responsibly:** Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works on installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:** 4 years

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**Enterprise Architect I**

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

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

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**Enterprise Architect II**
**Functional Responsibly:** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff. Additionally, may be required to act as a technical supervisor and provides technical leadership in base labor category description. Applies this leadership in any phase of the system development life cycle support as task requirements dictate and may have a high level of expertise in one area. Plans, recommends, and performs changes. Utilizes an accomplished knowledge of multiple technical disciplines, unique applications, and business management practices to develop technical and/or business solutions to client problems. Assists clients in planning and developing objectives and goals. Supports client objectives while conforming to the client’s operating practices.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:** 4 years

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**Enterprise Architect III**

**Functional Responsibly:** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff. Additionally - Acts as a recognized technical expert in base labor category description. Functions as the highest-level individual contributor in at least one technical area. Utilizes expertise in business management practices, industry requirements and information technology disciplines to develop technical and/or business solutions to client problems. Has a high level of diverse technical and industry experience related to a specific skill set. Typically has specialization in a particular technology or business application. Keeps abreast of technological developments and industry trends.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:** 8 years
ERP Specialist I

**Functional Responsibly:** Implements ERP software and performs tasks to produce project life cycle business, functional and technical deliverables/work products. Works as an individual within a project and follows instructions of a lead.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

ERP Specialist II

**Functional Responsibly:** Assists and supports with the configuration of the system as directed and works with customer for system approval. Assists the client in knowledge transfer, testing and supports the preparation of ERP project lifecycle business, functional and technical deliverables/work products. Demonstrates knowledge of ERP core competencies and may work independently. Undertakes one or more of the following activities:

- Performs business and technical analyst functions, including workshop facilitation, business process data validation, enterprise application testing from a functional business area perspective, program development, unit testing of the application code, work group/work session participation, and delivery of technical and business solutions.
- Utilizes functional area expertise to create database models and to assess the operational and functional date baseline.
- Provides input for systems development and data base administration activities from a data point of view.
- Performs business requirements gathering functions.
- Performs technical design, test, or deploy functions, including contributing to both the business and technical architecture components of the enterprise solution.
- Conducts ERP-related training.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:** 4 years ERP and/or implementation experience, including design, implementation, and testing.

ERP Specialist III

**Functional Responsibly:** Assists and supports with the configuration of the system as directed and works with customer for system approval. Assists the client in knowledge transfer, testing and supports the preparation of ERP project lifecycle business, functional and technical deliverables/work products.
Demonstrates knowledge of ERP core competencies sets priorities appropriately and may work independently.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:** 8 years ERP and/or COTS implementation experience. Has complete lifecycle experience in at least one ERP and/or COTS module including design, implementation, and testing.

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**Help Desk Specialist I**

**Functional Responsibly:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications and applications developed or deployed under this contractor or predecessors. Serves as the first point of contact for troubleshooting hardware/software PC and printer problems

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

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**Help Desk Specialist II**

**Functional Responsibly:** Provide application support to users on multiple applications. Perform tasks such as: answer calls from users and provide answers and investigation, conduct root-cause analysis, document results of calls, and escalate critical issues as necessary

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:** 4 years

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**Help Desk Specialist III**

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

**Educational Requirements:** BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:** 8 years
Information Assurance (IT Security Specialist) – I

**Functional Responsibly:** Provides technical support in the areas of vulnerability assessment, risk assessment, network security, product evaluation, and security implementation. Responsible for designing and implementing solutions for protecting the confidentiality, integrity and availability of sensitive information. Provides technical evaluations of customer systems and assists with making security improvements. Participates in design of information system contingency plans that maintain appropriate levels of protection and meet time requirements for minimizing operations impact to customer organization. Conducts security product evaluations, and recommends products, technologies and upgrades to improve the customer's security posture. Conducts testing and audit log reviews to evaluate the effectiveness of current security measures.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

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Information Assurance (IT Security Specialist) – II

**Functional Responsibly:** Provides technical support in the areas of vulnerability assessment, risk assessment, network security, product evaluation, and security implementation. Responsible for designing and implementing solutions for protecting the confidentiality, integrity and availability of sensitive information. Provides technical evaluations of customer systems and assists with making security improvements. Participates in design of information system contingency plans that maintain appropriate levels of protection and meet time requirements for minimizing operations impact to customer organization. Conducts security product evaluations, and recommends products, technologies and upgrades to improve the customer's security posture. Conducts testing and audit log reviews to evaluate the effectiveness of current security measures. Additionally, Provides technical leadership in base labor category description. Applies this leadership in any phase of the system development life cycle support as task requirements dictate and may have a high level of expertise in one area. Plans, recommends, and performs changes. Utilizes an accomplished knowledge of multiple technical disciplines, unique applications, and business management practices to develop technical and/or business solutions to client problems. Assists clients in planning and developing objectives and goals. Supports client objectives while conforming to the client’s operating practices.

May act as a technical supervisor.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years. Advanced Degree preferred. Additional IT related education, training and/or certifications are required over the Level I.

**Minimum/ General Experience and Years of Experience:** 4 years

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Information Assurance (IT Security Specialist) – III
Functional Responsibly: Performs requirements analysis, design, development and testing for information systems security projects. Responsible for implementation of the organization’s information security. Working knowledge of several of the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology.

Educational Requirements: BA/BS + 8 years or HS + 11 years. Advanced Degree Preferred.

Minimum/ General Experience and Years of Experience: 8 years

Information Security Functional Consultant I

Functional Responsibly: Performs information systems security testing. Contributes to research and design activities into methodologies for testing security features of information systems. Provides input to methodology. Applies technical and/or analytical approaches to solve client issues and experience in information security, information assurance, performance management, risk management, or other related services.

Educational Requirements: BA/BS +0 years or HS + 3 years of experience in information security or information assurance, or has three additional years of experience plus a CAP, SSCP or equivalent.

Minimum/ General Experience and Years of Experience: 1 year of experience in information security consulting, penetration testing, vulnerability testing, incident response, forensics, or other related services. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification (e.g., CISSP, ISSEP, CISA), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

Information Security Functional Consultant II

Functional Responsibly: Performs and leads information systems security testing. Plans, conducts and/or contributes to research and design activities into methodologies for testing security features of information systems. Provides input to methodology. Applies technical and/or analytical approaches to solve client issues and experience in information security, information assurance, performance management, risk management, or other related services.

Educational Requirements: BA/BS +0 years or HS + 3 years of experience in information security or information assurance, or has three additional years of experience plus a CISSP, CISA, or equivalent.

Minimum/ General Experience and Years of Experience: 2 years of experience in information security consulting, penetration testing, vulnerability testing, incident response, forensics, or other related services. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification (e.g., CISSP, ISSEP, CISA), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.
Integration Solution Architect I

**Functional Responsibly:** Responsible for overall system requirements and development of all components of the solution and are qualified to perform such task as:
- Determine and identify high level functional and technical requirements based on interactions with the user community and knowledge of the enterprise architecture,
- Design architecture to include software, hardware and communications to support the requirements as well as provide for present and future cross-functional requirements and interfaces,
- Identify, assess, and present options for meeting functional and technical requirements,
- Plan and manage the work of information systems project teams.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

Integration Solution Architect II

**Functional Responsibly:** Responsible for system requirements and development of components of the solutions and are qualified to perform such task as:
- Support the identification of high level functional and technical requirements based on interactions with the user community and knowledge of the enterprise architecture,
- Design architecture components to include software, hardware and communications to support the requirements as well as provide for present and future cross-functional requirements and interfaces,
- Identify and assess options for meeting functional and technical requirements,
- Develop team work plans.

**Educational Requirements:** BA/BS + 4 years or HS + 10 years

**Minimum/ General Experience and Years of Experience:** 4 years

Integration Solution Architect III

**Functional Responsibly:** Apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple projects. Provide subject matter expertise in industry, process or technology areas. Qualified to perform such tasks as:
- Plan and manage the work of information systems project teams.
- Design and implement new organization structures.
- Conceptual design and development of training curricula.
- Work with client executives to facilitate organizational change programs and realize business goals.
- Lead clients through streamlining, reengineering and transforming business processes.
- Ensure consistency of quality across multiple projects.
- Manage client contracts.

**Educational Requirements:** BA/BS + 8 years or HS + 3 years. Advanced Degree or equivalent experience preferred. Additional experience required above Level I.

**Minimum/ General Experience and Years of Experience:** 8 years

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**Information Systems Security Officer (ISSO)**

**Functional Responsibly:** Responsible for the monitoring, evaluation and maintenance of systems designed to protect the data systems and databases from unauthorized users within and outside of the organization. Must be familiar with NIST SP800 series, ISO 27002, FISMA, or other DoD Certification and Accreditation Process via DITSCAP SSAA, SABI/TSABI and DCID 6/3.

**Educational Requirements:** BA/BS + 7 years or HS + 10 years

**Minimum/ General Experience and Years of Experience:** Minimum seven (7) Years general experience in IT INFOSEC. Appropriate professional certifications (CISSP, CISA, etc.) are equivalent to two (2) years of experience.

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**Information Technology Specialist (Junior)**

**Functional Responsibly:** Provides highly technical and specialized solutions to complex IT problems. Leads portions of medium to large IT projects, major phases of very large projects. Leads small projects autonomously. The Information Technology Specialist (Junior) is qualified to perform tasks such as:

- Performs elaborate information technology analyses and studies or design, architecture, and integration services
- Prepares reports and gives presentations
- Gathers facts through research, interviews, surveys, etc.
- Uses consultative skills and business knowledge to achieve business objectives.
- May interface with senior staff

**Educational Requirements:** BS/BA+0, AA+4, HS+6

**Minimum/ General Experience and Years of Experience:** BA/BS, or associates with 4 years’ experience with specialized, leading-edge information technologies and methodologies; or HS with 6 years’ similar experience. Similar experience may include training or certifications in highly specialized Information Technology disciplines involving a wide range of hardware/software solutions, which may include, but is not limited to: Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Information Assurance, Networking, Systems Analysis, Software Engineering, Enterprise Architecture, and Data Communications.
Information Technology Specialist (Staff)

**Functional Responsibly:** Provides highly technical and specialized solutions to complex IT problems, leading major portions of medium to large IT projects. Leads small projects autonomously. The Information Technology Specialist (Staff) is qualified to perform tasks such as:

- Performs elaborate information technology analyses and studies or design, architecture, and integration services
- Prepares reports and gives presentations
- Gathers facts through research, interviews, surveys, etc.
- Uses consultative skills and business knowledge to achieve business objectives
- Interface with senior staff

**Educational Requirements:** MA/MS/PhD+4; BA/BS+6; AA+8; HS+10

**Minimum/General Experience and Years of Experience:** MA/MS/PhD with 4 years’ experience with specialized, leading-edge information technologies and methodologies; BA/BS with 6 years’ similar experience; AA with 8 years’ similar experience, or HS with 10 years’ similar experience. Similar experience may include training or certifications in highly specialized Information Technology disciplines involving a wide range of hardware/software solutions, which may include, but is not limited to: Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Information Assurance, Networking, Systems Analysis, Software Engineering, Enterprise Architecture, and Data Communications.

Information Technology Specialist (Senior)

**Functional Responsibly:** Provides highly technical and specialized solutions to complex IT problems, leading IT projects of all sizes. The Information Technology Specialist (Senior) is qualified to perform tasks such as:

- Performs elaborate information technology analyses and studies or design, architecture, and integration services
- Prepares reports and gives presentations
- Gathers facts through research, interviews, surveys, etc.
- Uses consultative skills and business knowledge to achieve business objectives.
- Interface with senior staff

**Educational Requirements:** MA/MS/PhD+8; BA/BS+10; AA+12; HS+14

**Minimum/General Experience and Years of Experience:** MA/MS/PhD with 8 years’ experience with specialized, leading-edge information technologies and methodologies; BA/BS with 10 years’ similar experience; AA with 12 years’ similar experience, or HS with 14 years’ similar experience. Similar experience may include training or certifications in highly specialized Information Technology disciplines involving a wide range of hardware/software solutions, which may include, but is not limited to: Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Information Assurance, Networking, Systems Analysis, Software Engineering, Enterprise Architecture, and Data Communications.
IT Engagement Executive I

**Functional Responsibly:** Maintains overall responsibility for the work performed, may review the work of other IT Engagement Executives. Possesses experience leading and providing technical direction to comparable projects. Capable of managing multiple projects of high complexity. Directs the completion of projects and applies experience in ERP transformation and implementation, IT systems development and implementation, performance management, risk management, or other related services. Interacts with client on strategic issues.

**Educational Requirements:** BS/BA + 12 years or HS + 15 years. PgMP, PMP, or equivalent information technology certifications are preferred.

**Minimum/ General Experience and Years of Experience:** 12+ years of experience in IT consulting, system and application development, design and implementation, business process reengineering, IT transformation, or other related services. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification (e.g., CAPM, PgMP, PMP), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

IT Engagement Executive II

**Functional Responsibly:** Maintains overall responsibility for the work performed, reviews the work of other IT Engagement Executives. Possesses experience leading and providing technical direction to comparable projects. Capable of managing multiple projects of high complexity. Directs the completion of projects and applies experience in ERP transformation and implementation, IT systems development and implementation, performance management, risk management, or other related services. Interacts with client on strategic issues.

**Educational Requirements:** BA/BS 15 years or r HS + 18 years. Advanced Degree preferred. Possession of a professional certification (e.g., CAPM, PgMP, PMP), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

**Minimum/ General Experience and Years of Experience:** 15 years of experience in IT consulting, system and application development, design and implementation, business process reengineering, IT transformation, or other related services.

IT Functional Consultant I

**Functional Responsibly:** Provides specialized experience in ERP package applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to research and design activities. Advises on methodology and team structure while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues and experience technical tasks such as system and application architecture, web services, database
installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, and customization, or similar activities.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years or has three years of experience plus a relevant information technology certification.

**Minimum/ General Experience and Years of Experience:** 0 years

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**IT Functional Consultant II**

**Functional Responsibility:** Plans, conducts, and/or contributes to research and design activities. Applies technical and/or analytical approaches to solve client issues and experience in technical tasks such as system and network administration, architecture, database installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation, configuration, and customization, or similar activities. Contributes to research and design activities. Provides input to methodology.

**Educational Requirements:** BA/BS + 3 years or HS + 6 years or has three years of experience plus a relevant information technology certification.

**Minimum/ General Experience and Years of Experience:** 3 years of experience in IT consulting, system and application development, design and implementation, business process reengineering, IT transformation, or other related services. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification, other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

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**IT Program Manager I**

**Functional Responsibility:** Serves as Tsymmetry's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR) government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

**Educational Requirements:** BA/BS + 3 years or HS + 6 years. PMP certification desired.

**Minimum/ General Experience and Years of Experience:** 3 years
IT Program Manager II

**Functional Responsibly:** Serves as Tsymmetry's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR) government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

**Educational Requirements:** BA/BS + 8 years of HS + 11 years. Advanced degree preferred and PMP certification desired.

**Minimum/ General Experience and Years of Experience:** 8 years of experience, of which at least 4 years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.

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IT Program Manager III

**Functional Responsibly:** Serves as the Program Manager for large, complex task orders. Serves as Tsymmetry’s single contract manager, and will be Tsymmetry’s authorized interface with the government’s Contracting officer’s Representative (COR), other government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals of Tsymmetry, Inc. to subordinates and subcontractors. Responsible for the overall contract performance. Organizes resources to support multiple concurrent projects and manages the execution of multiple concurrent projects. Organizes, directs, and coordinates planning and production of all contract support activities. Conducts oral and written communications with all levels of management for planning and control of projects. Communicates with all levels of Government management personnel, other contract personnel, and customer agency representatives. Formulates and reviews project feasibility studies, determines costs, and ensures conformance to work standards. Assigns, schedules, and reviews work of subordinate Project Managers including subcontractors. Prepares and delivers presentations to colleagues, subordinates, and government representatives. The Program Manager will be an employee of Tsymmetry.

**Educational Requirements:** BA/BS + 13 years or HS + 16 years. Advanced Degree preferred. PMP certification desired.

**Minimum/ General Experience and Years of Experience:** 13 years of experience, of which at least 7 years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting
mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.

## IT Project Manager I

**Functional Responsibility:** Plans, develops, organizes, coordinates, and manages IT projects. Develops requirements of IT product/service (including specifications, feasibility studies, requirement analysis, etc.) from inception to conclusion on simple to complex projects. Functions may include defining, acquiring, and assigning resources, developing and gaining approval of project plans and budgets, conducting cost/benefit analyses and risk assessments, monitoring and reviewing project progress, serving as liaison with customers, adjusting schedules and plans as necessary, identifying and resolving issues, and obtaining user acceptance of completed products/services. Also may include ensuring the technical proficiency and productivity of project staff and the quality of project deliverables.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

## IT Project Manager II

**Functional Responsibility:** Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (KO), the task order-level TMs, Government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years. PMP certification preferred.

**Minimum/ General Experience and Years of Experience:** 4 years

## IT Project Manager III

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

**Educational Requirements:** BA/BS + 8 years of HS +11 years. Master's Degree preferred and PMP
certification desired

**Minimum/ General Experience and Years of Experience:** 8 years

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**IT Training Specialist I**

**Functional Responsibly:** Conducts the research necessary to develop and revise training courses. Develops
and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course
outline, background material, and training aids). Prepares student materials (course manuals, workbooks,
handouts, completion certificates, and course critique forms). Trains personnel by conducting formal
classroom courses, workshops and seminars.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

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**IT Training Specialist II**

**Functional Responsibly:** Conducts the research necessary to develop and revise training courses and
prepares appropriate training catalogs. Develops all instructor materials (course outline, background
material, and training aids). Develops all student materials (course manuals, workbooks, handouts,
completion certificates, and course critique forms). Trains personnel by conducting formal classroom
courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision
and direction to staff.

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in
nature, requiring originality and innovation in determining how to accomplish tasks. Operates with
appreciable latitude in developing methodology and presenting solutions to problems. Contributes to
deliverables and performance metrics where applicable.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years. Advanced Degree preferred.

**Minimum/ General Experience and Years of Experience:** 4 years

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**IT Training Specialist III**

**Functional Responsibly:** Conducts the research necessary to develop and revise training courses and
prepares appropriate training catalogs. Develops all instructor materials (course outline, background
material, and training aids). Develops all student materials (course manuals, workbooks, handouts,
completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years. Advanced Degree Preferred.

**Minimum/ General Experience and Years of Experience:** 8 years

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**Network Architect I**

**Functional Responsibly:** Provides high-level Enterprise and/or Systems architectural expertise to managers and technical staff. Develops architectural products and deliverables for the enterprise and operational business lines. Develops strategy of systems and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Responsible for identifying and coordinating integration of system components, including hardware and software, into a finished system. Responsible for mapping interactions between system components and other systems, including infrastructure and network pieces supporting the system. Drafts logical and physical diagrams, including data flows, develops capacity plans and threshold limits, and works with other analysts, including configuration, security, and development personnel, to ensure system development follows the planned architecture. Possesses knowledge of Federal Enterprise Architecture (FEA) standards, reference models and guidelines, along with experience in using various enterprise architecture modeling and repository tools and methodologies. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years.

**Minimum/ General Experience and Years of Experience:** 0 years

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**Network Architect II**

**Functional Responsibly:** Provides high-level Enterprise and/or Systems architectural expertise to managers and technical staff. Develops architectural products and deliverables for the enterprise and operational business lines. Develops strategy of systems and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Responsible for identifying and coordinating integration of system components, including hardware and software, into a finished system. Responsible for mapping interactions between system components and other systems, including infrastructure and network pieces supporting the system. Drafts logical and physical diagrams, including data flows, develops capacity plans and threshold limits, and works with other analysts, including configuration, security, and development personnel,
ensure system development follows the planned architecture. Possesses knowledge of Federal Enterprise Architecture (FEA) standards, reference models and guidelines, along with experience in using various enterprise architecture modeling and repository tools and methodologies. Coordinates resolution of highly complex problems and tasks, selling new ideas and concepts in support of operational goals and objectives. Provides technical and analytical guidance to enterprise architecture team. Integrates and translates complex concepts into tactical action plans. Possesses knowledge of Federal Enterprise Architecture (FEA) standards, reference models and guidelines, along with experience in using various enterprise architecture modeling and repository tools and methodologies. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

**Educational Requirements:**  BA/BS + 4 years of HS + 7 years.

**Minimum/ General Experience and Years of Experience:**  4 years

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**Network Architect III**

**Functional Responsibly:** Leads and directs large teams with diverse functional and technical disciplines to include enterprise architects, systems engineers, business analysts, and network engineers. Works directly with senior executives of the enterprise to consult, coach, and advise on strategy, business alignment, enterprise architecture, information technology solutions, and the associated impact on the organization and its stakeholders. Coordinates resolution of highly complex problems and tasks, selling new ideas and concepts in support of operational goals and objectives. Provides technical and analytical guidance to enterprise architecture team. Integrates and translates complex concepts into tactical action plans. Possesses knowledge of Federal Enterprise Architecture (FEA) standards, reference models and guidelines, along with experience in using various enterprise architecture modeling and repository tools and methodologies.

**Educational Requirements:**  BA/BS + 8 years or HS + 11 years.

**Minimum/ General Experience and Years of Experience:**  8 years

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**Network Engineer I**

**Functional Responsibly:** Designs, configures, tests, implements and maintains telecommunications capabilities, including wide area and local area networks. Performs operations and support activities. Assists applications programmers working in the telecommunications environment. Evaluates network changes for operational impact. Evaluates network performance and resolves network and processor problems. Familiar with hardware and software diagnostic tools. Provides technical expertise to other network support staff as well as support of a data network. Provides technical assistance to other network staff as required. Coordinates work efforts with network staff, network administrators, and vendors as applicable for optimum efficiency.
Educational Requirements: BA/BS + 0 years or HS + 3 years.

Network Engineer II

Functional Responsibly: Provides expertise in installation, maintenance, and operational support of data networks. Tests equipment and software, troubleshoots problems, works to resolve difficult technical issues, assists other technical staff with network problem resolution, and informs other staff of resolutions as appropriate. Monitors network use and adjusts configurations and implements system enhancements to achieve optimal performance. Researches and obtains network administration tools for testing or team use as appropriate. Coordinates work efforts with network staff, network administrators, and vendors as applicable for optimum efficiency. Experience and knowledge in several of the following areas is desirable: telecommunications infrastructure, telecommunications engineering best practices; TCP/IP, routing protocols, network switching, Internet and Intranet systems, and SNMP based network management systems; leading design efforts that require in-depth technical knowledge of both wide area and local area communications; analyzing network performance.

Educational Requirements: BA/BS + 4 years or HS + 7 years.

Minimum/ General Experience and Years of Experience: 4 years

Network Engineer III

Functional Responsibly: Provides leadership and technical guidance for a team of Network Engineers. Provides expertise in installation, maintenance, and operational support of data networks. Tests equipment and software, troubleshoots problems, works to resolve difficult technical issues, assists other technical staff with network problem resolution, and informs other staff of resolutions as appropriate. Monitors network use and adjusts configurations and implements system enhancements to achieve optimal performance. Researches and obtains network administration tools for testing or team use as appropriate. Coordinates work efforts with network staff, network administrators, and vendors as applicable for optimum efficiency. Experience and knowledge in several of the following areas is desirable: telecommunications infrastructure, telecommunications engineering best practices; TCP/IP, routing protocols, network switching, Internet and Intranet systems, and SNMP based network management systems; leading design efforts that require in-depth technical knowledge of both wide area and local area communications; analyzing network performance.

Educational Requirements: BA/BS + 8 years or HS + 11 years.

Minimum/ General Experience and Years of Experience: 8 years

Project Control Specialist I
**Functional Responsibly:** Establishes program control structure and processes. Employs cost strategies to work within budget. Monitors and tracks costs, action items, and issues. Develops and prepares reports on program status and cost. Responds to request for contract or task technical and cost proposals. Administers and tracks contract or task order requirements. Employs project management tools to track work assignments, resources, schedules and cost. Procs equipment and services as required. Includes material procurement, IT asset management, IT outsourcing, IT hardware/software purchasing and leasing, vendor contract negotiations and service level agreements.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years.

**Minimum/General Experience and Years of Experience:** 0 years

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**Project Control Specialist II**

**Functional Responsibly:** Establishes program control structure and processes. Employs cost strategies to work within budget. Monitors and tracks costs, action items, and issues. Develops and prepares reports on program status and cost. Responds to request for contract or task technical and cost proposals. Administers and tracks contract or task order requirements. Employs project management tools to track work assignments, resources, schedules and cost. Procures equipment and services as required. Includes material procurement, IT asset management, IT outsourcing, IT hardware/software purchasing and leasing, vendor contract negotiations and service level agreements. Has knowledge of Earned Value Management (EVM) principles. Able to provide guidance to Project Control Specialist I's.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/General Experience and Years of Experience:** 4 years

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**Project Control Specialist III**

**Functional Responsibly:** Responsible for technical, performance, cost, and schedule on contracts or task orders. Manages and coordinates assignment of task among subcontract partners. Organizes, directs, and coordinates planning, execution and evaluation of all project/technical support activities. Ensures integration between projects and maintains continuity, efficiency, and optimization at the program level. Applies federal contracting, acquisition, and procurement policies and procedures to contract and acquisition management. May interface with government technical representative. Establishes project management structure, develops work breakdown structures, allocates resources, and develops and maintains project schedules. Supports reviews (e.g. milestone status review, periodic status, and Integrated Baseline Review [IBR]). Facilitates work through early problem identification and resolution, risk identification and mitigation, action plans, workarounds, and conflict resolution/dispute procedures. Supports the development and execution of related CMM activities and program management best practices. Includes all aspects of risk management. Regarded as experts in their domain, have general knowledge of other domains, provide technical guidance within their area of expertise.
**Educational Requirements:**  BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:**  8 years

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**Quality Assurance Specialist I**

**Functional Responsibly:**  Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle.

**Educational Requirements:**  BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:**  0 years

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**Quality Assurance Specialist II**

**Functional Responsibly:**  Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure Government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates and end user representatives.

**Educational Requirements:**  BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:**  4 years

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**Quality Assurance Specialist III**

**Functional Responsibly:**  Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

**Educational Requirements:**  BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:**  8 years
Senior Information Security Functional Consultant I

Functional Responsibility: Provides specialized experience in information system security testing, consulting, and/or incident response and forensics. Contributes to research and design activities for developing methods for testing security features of information systems. Advises on methodology and team structure while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues and experience in information security, information assurance, performance management, risk management, or other related services. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Educational Requirements: BA/BS + 4 years or HS + 7 years of experience in information security or information assurance. CISSP, CISA, or equivalent preferred.

Minimum/General Experience and Years of Experience: 4 years of experience in information security consulting, penetration testing, vulnerability testing, incident response, forensics, or other related services. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification (e.g., CISSP, ISSEP, CISA), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

Senior Information Security Functional Consultant II

Functional Responsibility: Provides specialized experience in information system security testing, consulting, and/or incident response and forensics. Contributes to research and design activities for developing methods for testing security features of information systems. Advises on methodology and team structure while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues and experience in information security, information assurance, performance management, risk management, or other related services. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Educational Requirements: BA/BS + 8 years or HS + 11 years of experience in information security or information assurance. CISSP, CISA, or equivalent preferred.

Minimum/General Experience and Years of Experience: 8 years of experience in information security consulting, penetration testing, vulnerability testing, incident response, forensics, or other related services. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification (e.g., CISSP, ISSEP, CISA), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.
Senior IT Functional Consultant I

**Functional Responsibly:** Provides specialized experience in ERP package applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to research and design activities. Advises on methodology and team structure while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues and experience technical tasks such as system and application architecture, web services, database installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, and customization, or similar activities.

**Educational Requirements:** BA/BS + 6 years or HS + 9 years.

**Minimum/ General Experience and Years of Experience:** 6 years of experience in IT consulting, system and application development, design and implementation, business process reengineering, IT transformation, or other related services. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification (e.g., CISSP, ISSEP, CISA), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

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Senior IT Functional Consultant II

**Functional Responsibly:** Provides specialized experience in ERP package applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to research and design activities. Advises on methodology and team structure while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues and experience technical tasks such as system and application architecture, web services, database installation, configuration, design and administration.

**Educational Requirements:** Advanced degree +10 years of experience or BS + 12 years or HS + 15 years of experience

**Minimum/ General Experience and Years of Experience:** 10+ years of experience in IT consulting, system and application development, design and implementation, business process reengineering, IT transformation, or other related services. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification (e.g., CISSP, ISSEP, CISA), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

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Software Engineer, Junior

**Functional Responsibly:** Reviews existing hardware and software environments to assist in requirements definition and refinements. Estimates development costs and schedules. Designs modular tools and subsystems to support systems implementations. Manages and performs software development using formal
specifications, data flow diagrams, Computer Aided Software Engineering (CASE) tools, and other accepted design techniques. Provides in-depth analyses of and support for software products, including testing, problem resolution, operational integration, and user assistance.

**Educational Requirements:** BA/BS+3 or HS+5

**Minimum/ General Experience and Years of Experience:** BA/BS with 3 years’ experience in software development and support, or HS with five years’ similar experience.

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**Software Engineer, Staff**

**Functional Responsibly:** Reviews existing hardware and software environments to assist in requirements definition and refinements. Estimates development costs and schedules. Designs modular tools and subsystems to support systems implementations. Manages and performs software development using formal specifications, data flow diagrams, Computer Aided Software Engineering (CASE) tools, and other accepted design techniques. Provides in-depth analyses of and support for software products, including testing, problem resolution, operational integration, and user assistance. Leads teams of software engineers and other IT professionals.

**Educational Requirements:** PhD/MS/MA+6; BA/BS+8 or HS+11

**Minimum/ General Experience and Years of Experience:** PhD/MS/MA with 6 years’ experience in software development and support, or a BA/BS with 8 years’ or HS with 11 years’ similar experience.

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**Subject Matter Expert I**

**Functional Responsibly:** Serves as a senior subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas included in Section C. Documentation subjects shall include but not limited to systems design, system architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR

**Educational Requirements:** BA/BS + 5 years or HS + 8 years

**Minimum/ General Experience and Years of Experience:** Minimum of 5 years of IT Experience and three years in a specialty focus, occurring within the last five years.

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**Subject Matter Expert II**

**Functional Responsibly:** Serves as a senior subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of
technical areas included in Section C. Documentation subjects shall include but not limited to systems design, system architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR. Progressive Information Technology (IT) experience including at least six projects in technical areas

**Educational Requirements:** Advanced degree + 7 years of experience or BS + 9 years or HS + 12 years of experience

**Minimum/ General Experience and Years of Experience:** Minimum of 7 years of IT Experience and three years in a specialty focus, occurring within the last five years.

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**Subject Matter Expert III**

**Functional Responsibly:** Serves as a senior subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas included in Section C. Documentation subjects shall include but not limited to systems design, system architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR. Experience must have been in performing large IT projects related to the individual's subject matter expertise.

**Educational Requirements:** Advanced degree + 9 years of experience or BS + 11 years or HS + 14 years of experience

**Minimum/ General Experience and Years of Experience:** Minimum of 9 years of IT Experience and three years in a specialty focus, occurring within the last five years.

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**System Administrator, Junior**

**Functional Responsibly:** Performs system administration, troubleshooting, and help desk services remotely and on-site. Evaluates IT Environment and assists with development of operation strategies and capital planning. Performs installation, set up, configuration, and maintenance of servers and work station, including backups and disaster-recovery activities. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

**Educational Requirements:** HS+2

**Minimum/ General Experience and Years of Experience:** High School diploma plus 2 years hands-on experience with specialized, leading-edge information technologies; Relevant experience may include training or certifications in highly specialized Information Technology disciplines involving a wide range of hardware/software solutions and technologies, which may include but is not limited to: Information Assurance/Security, Networking, Systems Analysis, and Data Communications.
System Administrator, Staff

**Functional Responsibly:** Performs system administration, troubleshooting, and help desk services remotely and on-site. Evaluates IT Environment and assists with development of operation strategies and capital planning. Performs installation, set up, configuration, and maintenance of servers and work station, including backups and disaster-recovery activities. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

**Educational Requirements:** AA+2, or HS+4 years of relevant experience

**Minimum/ General Experience and Years of Experience:** Associate’s Degree plus 2 years, or High School diploma plus 4 years of relevant experience with specialized, leading-edge information technologies; Relevant experience may include training or certifications in highly specialized Information Technology disciplines involving a wide range of hardware/software solutions and technologies, which may include but is not limited to: Information Assurance/Security, Networking, Systems Analysis, and Data Communications.

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Systems Analyst I

**Functional Responsibly:** Provides entry level systems development support using standard approaches. Devises and prepares layouts for computer systems requirements and develops procedures to process data by means of IT equipment. Confers with other technical personnel to determine problems and type of data to be processed. Analyzes a problem in light of equipment capability to determine technical approach. Formulates solutions to address identified software problems. Writes specifications for each program or portion thereof. May be required to develop and implement applications utilizing mathematical and statistical formula. Performs system development activities, design and configuration management as needed.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

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Systems Analyst II

**Functional Responsibly:** Provides development services for relatively complex applications using standard approaches or less complex systems using new approaches. Analyzes requirements for IT support. Designs and develops a data system to accomplish system required functions in an optimum manner. Develops plans
for IT systems from project inception to conclusion. Analyzes the problem and the information to be processed. Defines the problem in writing. Specifies computer programs and functions that meet the system design with efficiency and ease of maintenance. Develops computer programs in a suitable language in conformance with programming standards, including. Provides technical guidance to other project members and serves as task leader on smaller tasks. Additionally, designs programs and prepares flow charts and diagrams that indicate mathematical computation and sequence of machine operations. Also verifies accuracy and completeness of programs by preparing sample data and coordinating test runs made by operating personnel. Correct program errors by revising instructions or altering operating run procedures. Evaluates and modifies existing programs to take into account changes in procedures or type of reports desired. May be required to use concepts generally associated with fourth generation equipment and languages. Performs system development activities, design and configuration management as needed.

**Educational Requirements:**  BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:**  4 years

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**Systems Analyst III**

**Functional Responsibilities:** Provides high-level expertise in developing complex systems involving new technologies, methods, concepts or approaches. Provides supervisory, technical, and administrative direction for personnel performing system development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Prepares and delivers presentations on the system concept to colleagues, subordinates and user representatives. Formulates statements of management, scientific and business problems, and devises procedures for solution of problems. Applying analytical skills and a variety of IT technology, performs required analysis of information management and data requirements, of practical alternative approaches, and design of IT systems. With the assistance of other analysts and programmer/analysts, also develops test plans, procedures and data, and evaluates system, effectiveness and efficiency. Meets with appropriate government personnel to review requirements, discuss technical approaches, and to formulate plans for technical support. Performs required detail analysis of information management and data requirements. Performs system development activities, design and configuration management as needed.

**Educational Requirements:**  BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:**  8 years

---

**Systems Engineer I**

**Functional Responsibilities:** Performs systems engineering throughout the entire system life cycle to support program. Develops understanding of customer’s organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards. Develops system architectures that adhere to the Enterprise Architecture. Develops user requirements and ensures that business solutions are consistent with program strategic goals and investment decisions.
Employs best practice process in the design, development, integration and implementation of systems. Conducts in-depth analysis of systems, business processes and business requirements to design and develop specifications for new systems or to reengineer current systems. Applies metrics to measure performance. Establishes and maintains security integrity and business continuity controls and documentation. Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyses, tests and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience:** 0 years

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**Systems Engineer II**

**Functional Responsibly:** Performs systems engineering throughout the entire system life cycle to support program. Develops understanding of customer’s organization, goals, business needs, and enterprise architectures and systems. Establishes system development and integration methodologies and standards. Develops system architectures that adhere to the Enterprise Architecture. Develops user requirements and ensures that business solutions are consistent with program strategic goals and investment decisions. Employs best practice process in the design, development, integration and implementation of systems. Conducts in-depth analysis of systems, business processes and business requirements to design and develop specifications for new systems or to reengineer current systems. Applies metrics to measure performance. Establishes and maintains security integrity and business continuity controls and documentation. Conducts studies to identify and recommend system improvements to enhance business and customer services. Researches, analyses, tests and recommends new technologies, processes, tools, and techniques. Develops plans for backup and disaster recovery. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:** 4 years

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**Systems Engineer III**

**Functional Responsibly:** Analyzes functional business requirements and design specifications for functional activities. Should provide identification/fixing for the problems within existing systems design/implementation of new systems, enhances the existing systems and participates in analysis, design and new construction of next generation IT systems. Responsible for understanding the needs of the customers and the realities of commercially available IT products, and creating requirements that will allow
implementation by the architecture and engineering team and COTS products. Must possess experience of system engineering in one or more areas including telecommunications concepts, computer languages, operating systems, database/DBMS and middleware.

**Educational Requirements**: BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience**: 8 years

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**Team Lead I**

**Functional Responsibly**: Team Lead I’s oversee the design, build, and test phases of IT solutions which incorporate technical infrastructure, hardware, and software and are qualified to perform such tasks as: Defines necessary interfaces between enterprise solution applications and legacy IT environment, Supports all program/project planning and milestone development, Supports business case analysis and identification of alternative solutions and resulting business impacts, Provides ongoing supervision and direction to staff, Performs as part of long-term application management support team doing support, break-fix, and minor enhancement work

**Educational Requirements**: BA/BS + 0 years or HS + 3 years

**Minimum/ General Experience and Years of Experience**: 0 years

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**Team Lead II**

**Functional Responsibly**: Team Lead II’s oversee the design, build, and test phases of IT solutions which incorporate technical infrastructure, hardware, and software and are qualified to perform such tasks as: Defines necessary interfaces between enterprise solution applications and legacy IT environment, Supports all program/project planning and milestone development, Supports business case analysis and identification of alternative solutions and resulting business impacts, Provides ongoing supervision and direction to staff, Performs as part of long-term application management support team doing support, break-fix, and minor enhancement work, Develop and execute project budgets

Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

**Educational Requirements**: BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience**: 4 years

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**Team Lead III**
Functional Responsibly: Team Lead III’s oversee the design, build, and test phases of IT solutions which incorporate technical infrastructure, hardware, and software and are qualified to perform such tasks as: Defines necessary interfaces between enterprise solution applications and legacy IT environment, Supports all program/project planning and milestone development, Supports business case analysis and identification of alternative solutions and resulting business impacts, Provides ongoing supervision and direction to staff, Performs as part of long-term application management support team doing support, break-fix, and minor enhancement work, Develop and execute project budgets
Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Educational Requirements: BA/BS + 8 years or HS + 11 years. Advanced Degree Preferred.

Minimum/ General Experience and Years of Experience: 8 years

Technical Architect I

Functional Responsibly: Technical Architects identify necessary interfaces between complex enterprise solution applications and legacy IT environment and are qualified to perform such tasks as: Design architecture to include software, hardware, and communications to support total requirements as well as provide for present and future cross-functional requirements and interfaces, Provide complex business case analysis and identification of alternative solutions and resulting business impacts., Establish system information requirements in developing enterprise-wide or large-scale information systems, Evaluate analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action, Define information systems requirements.
Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.

Educational Requirements: BA/BS + 0 years or HS + 3 years

Minimum/ General Experience and Years of Experience: 0 years

Technical Architect II

Functional Responsibly: Technical Architects identify necessary interfaces between complex enterprise solution applications and legacy IT environment and are qualified to perform such tasks as: Design architecture to include software, hardware, and communications to support total requirements as well as provide for present and future cross-functional requirements and interfaces, Provide complex business case analysis and identification of alternative solutions and resulting business impacts., Establish system information requirements in developing enterprise-wide or large-scale information systems, Evaluate analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action, Define information systems requirements.
Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

**Minimum/ General Experience and Years of Experience:** 4 years

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### Technical Architect III

**Functional Responsibly:** Establishes technical requirements in the development of specific technical areas of complex ERP Systems. Designs architecture to include the software, hardware, and communications to support the total requirements. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years

**Minimum/ General Experience and Years of Experience:** 8 years

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### Technical Architect IV

**Functional Responsibly:** Establishes technical requirements in the development of specific technical areas of complex ERP Systems. Designs architecture to include the software, hardware, and communications to support the total requirements. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

**Educational Requirements:** BA/BS + 10 years or HS + 13 years. Advanced Degree preferred.

**Minimum/ General Experience and Years of Experience:** 10 years

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### Technical Writer
Functional Responsibly:  Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision; typically reports to a supervisor or manager.

Educational Requirements:  BA/BS + 0 years or HS + 3 years of experience in Business Administration, Computer Science, Engineering, Journalism, Literature, English, Management Information Systems, or Mathematics.

Minimum/ General Experience and Years of Experience:  0 years

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Technical Writer, Staff

Functional Responsibly:  Write, edit, and produce complex technical materials, including program plans, system documentation, user manuals, and training materials, ensuring adherence to correct grammar, style, and level of target audience’s technical knowledge.

Educational Requirements:  BA+0; HS+3

Minimum/ General Experience and Years of Experience:  Bachelor’s degree in a relevant field or three years’ experience.

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Test Engineer I

Functional Responsibly:  Performs formal system testing activities for a particular project or subset of a larger project under supervision of more experienced test personnel. May participate in support of user requirements for simple to moderately complex software/hardware applications under the direction of a Senior Test Engineer. Executes defined test cases and procedures as detailed in the test documentation. Assists with the collection of data and technical information used in the development of test documentation. Assists in the development of test data to be used in performing required tests. Responsible for documentation of test results in the proper logs and/or tracking systems. Participates in selected phases of risk management assessment and software or IT system development under the direction of more experienced personnel. May participate in the development of test scripts and is responsible for ensuring proper execution of those test scripts. Under the direction of more experienced personnel, may be responsible for ensuring that test designs and documentation supports selected client, agency or industry standards and time lines. Responsible for ensuring that testing conclusions and recommendations are supported by test results. Responsible for or assists in the analysis of test results and documents conclusions.

Educational Requirements:  BA/BS + 0 years or HS + 3 years
Minimum/ General Experience and Years of Experience: 0 years

Test Engineer II

**Functional Responsibly:** Performs analysis of documented user requirements and directs or assists in the design of test plans in support of user requirements for moderately complex to complex software or IT systems. Reviews user application system requirements documentation; designs, defines and documents unit and application test plans; transforms test plans into test scripts and executes those scripts. May participate in all phases of risk management assessment and software/hardware development under the direction of a Senior Test Engineer. Responsible for ensuring proper execution of test scripts and documentation of test results in test logs or defect tracking systems. Responsible for ensuring that the test designs and documentation support all applicable client, agency or industry standards, time lines and budgets. Responsible for the development of test data to be used in performing the required tests. Responsible that testing conclusions and recommendations are fully supported by test results, and those project managers are fully informed of testing status and application deviations from documented user requirements. Responsible for/or assists in the analysis of test results, documents conclusions and makes recommendations as supported by such analysis.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years

Minimum/ General Experience and Years of Experience: 4 years

Test Engineer III

**Functional Responsibly:** Subject matter expert providing testing expertise for support of user requirements of complex to highly complex software applications or IT systems. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. Responsible for ensuring that the test design and documentation support all applicable client, agency or industry standards time lines and budgets. Responsible for ensuring that testing conclusions and recommendations are fully supported by test results, and project managers are fully informed of testing status and application deviations from documented user requirements.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years.

Minimum/ General Experience and Years of Experience: 8 years

Web Architect, Staff
**Functional Responsibly:** Designs and builds web sites using a variety of software applications, techniques, and tools. Develops user interface elements, places text, and creates graphics in accordance with site design. May work alone or in a team.

**Educational Requirements:** BA+0; HS+3

**Minimum/ General Experience and Years of Experience:** Bachelor’s degree in a relevant field or HS with 3 years’ experience in web design.

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**Web Designer I**

**Functional Responsibly:** Designs, develops, troubleshoots, debugs, and implements software code for components of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts.

**Educational Requirements:** BA/BS + 0 years or HS + 3 years.

**Minimum/ General Experience and Years of Experience:** 0 years

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**Web Designer II**

**Functional Responsibly:** Provides specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications. Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

**Educational Requirements:** BA/BS + 4 years or HS + 7 years.

**Minimum/ General Experience and Years of Experience:** 4 years

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**Web Designer III**

**Functional Responsibly:** Designs and builds web sites using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group’s efforts to enhance the look and feel of the organization’s online offerings. Designs the website to support the organization’s strategies and goals relative to external communications. Designs, develops, troubleshoots, debugs, and implements software code (such as HTML,
XML, and JavaScript) for components of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts.

**Educational Requirements:** BA/BS + 8 years or HS + 11 years.

**Minimum/ General Experience and Years of Experience:** 8 years
LABOR CATEGORY RATES

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