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

MAS SCHEDULE

Information Technology and Professional Services Category

FSC Class/Product Code(s): DA01, DJ01, R408

Contract Number: #GS-35F-0517U

Contract Period: June 30, 2013 - June 29, 2023

Pricelist current through Mass Modification #PS-0042, dated March 24, 2022.

Contractor: Pro-Sphere Tek, Inc.
101 King Street
Alexandria, VA 22314-2944
Office: (703) 810-3030
Fax: (703) 810-3031
http://www.pro-spheretek.com
GSASales@pro-spheretek.com

Contractor’s Administration Source: Angie Gibson
101 King Street
Alexandria, VA 22314-2944
Office: (703) 810-3030
Fax: (703) 810-3031

Business Size: Other Than Small

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at: http://fss.gsa.gov/
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Service Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S/STLOC/RC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>54151HEAL/STLOC/RC</td>
<td>Health Information Technology Services</td>
</tr>
<tr>
<td>541611/RC</td>
<td>Management and Financial Consulting, Acquisition and Grant Management Support and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM/STLOC/RC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Lowest Price Model Number And Price For Per SIN: (Government net price based on a unit of one). Not Applicable.

1c. Hourly Rates (Services only): See attached pricelist.

2. Maximum Order: SIN541611: $1,000,000 / SIN54151S, 54151HEAL, 541519PIV: $500,000

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum Order: $100.00


5. Point(s) of production (city, county, and state or foreign country): Same as company address.

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

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days

9. Foreign items (list items by country of origin): None

10a. Time of Delivery: Specified on the Task Order

10b. Expedited Delivery. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor
11. **F.O.B Points(s):** Destination

12a. **Ordering Address(es):** Same as Contractor

12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

13. **Payment address(es):** Same as company address

14. **Warranty provision:** Contractor’s standard commercial warranty.

15. **Export Packing Charges (if applicable):** N/A

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

17. **Terms and conditions of installation (if applicable):** N/A

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

19. **Terms and conditions for any other services (if applicable):** N/A

20a. **List of service and distribution points (if applicable):** N/A

20b. **List of participating dealers (if applicable):** N/A

21. **Preventive maintenance (if applicable):** N/A

22a. **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](http://www.Section508.gov). N/A

23. **Unique Entity Identification (UEIN) Number:** QNL4KMADTD

24. **Notification regarding registration in System Award Management (SAM) database:** Registered

25. **Service Contract Labor Standards:** The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/ SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
**GSA Pricelist:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>6/30/21 - 6/29/22 GSA Rate</th>
<th>6/30/22 - 6/29/23 GSA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>54151S IT Professional Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$30.49</td>
<td>$31.10</td>
</tr>
<tr>
<td>Business Analyst</td>
<td>$93.60</td>
<td>$95.47</td>
</tr>
<tr>
<td>CMS/IDMS Reviewer/Program Analyst</td>
<td>$80.28</td>
<td>$81.89</td>
</tr>
<tr>
<td>Desktop Support Engineer</td>
<td>$52.85</td>
<td>$53.91</td>
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<tr>
<td>Enterprise Engineer</td>
<td>$88.03</td>
<td>$89.79</td>
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<tr>
<td>Field Registrar</td>
<td>$69.73</td>
<td>$71.13</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>$92.53</td>
<td>$94.38</td>
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<tr>
<td>Hardware Specialist I</td>
<td>$47.55</td>
<td>$48.50</td>
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<tr>
<td>Help Desk Coordinator</td>
<td>$76.06</td>
<td>$77.58</td>
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<tr>
<td>Help Desk Specialist</td>
<td>$47.55</td>
<td>$48.50</td>
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<tr>
<td>Information Assurance Specialist</td>
<td>$78.86</td>
<td>$80.44</td>
</tr>
<tr>
<td>IT Analyst I</td>
<td>$58.15</td>
<td>$59.32</td>
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<tr>
<td>IT Analyst II</td>
<td>$80.81</td>
<td>$82.43</td>
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<td>IT Analyst III</td>
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<tr>
<td>IV&amp;V Consultant</td>
<td>$81.20</td>
<td>$82.83</td>
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<tr>
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<td>$57.70</td>
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<td>$141.19</td>
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<tr>
<td>Sr. Data Management Engineer</td>
<td>$127.78</td>
<td>$130.34</td>
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<tr>
<td>Labor Category</td>
<td>6/30/21 - 6/29/22 GSA Rate</td>
<td>6/30/22 - 6/29/23 GSA Rate</td>
</tr>
<tr>
<td>--------------------------------------------</td>
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<tr>
<td>Sr. Enterprise Architect</td>
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<td>$140.88</td>
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<td>$204.41</td>
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<td>6/30/22 - 6/29/23 GSA Rate</td>
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<tr>
<td>--------------------------------------</td>
<td>---------------------------</td>
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<tr>
<td>Sr. Health IT Data Management Engineer</td>
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<tr>
<td><strong>SIN 541519PIV Homeland Security Presidential Directive 12 Services</strong></td>
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<td>PIV Administrative Assistant</td>
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<td>PIV Enterprise Engineer</td>
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<td>PIV Field Registrar</td>
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<td>PIV Financial Analyst</td>
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<tr>
<td>PIV Help Desk Coordinator</td>
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<td>PIV Sr. Enterprise Architect</td>
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<td>$145.81</td>
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<tr>
<td>PIV Sr. IT Consultant</td>
<td>$204.41</td>
<td>$208.50</td>
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<tr>
<td>PIV Sr. Project Manager</td>
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<td>PIV Subject Matter Expert</td>
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<td>6/30/22 - 6/29/23 GSA Rate</td>
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<td><strong>Contractor Site Rates</strong></td>
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<td>System Analyst</td>
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</tr>
<tr>
<td>Technical Associate</td>
<td>$79.50</td>
<td>$81.10</td>
</tr>
</tbody>
</table>
Labor Category Descriptions

54151S IT Professional Services

Administrative Assistant
Functional Responsibilities: Interface with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Performs data analysis from a variety of sources, document types and formats. Have a working knowledge of the fundamental operations for the activity. Works in conjunction with the Project Manager for a task order.
Minimum Experience: 2 years of experience
Minimum Education: Associate’s Degree

Business Analyst
Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Works with the client to develop and define user requirements. Researches, gathers and defines requirements and ensures that they would be compatible and compliant with appropriate IT standards. Performs analysis and may assist in the conversion of user requirements into technical documents for development teams. Defines software design methodologies, flow charts and diagrams and verifies programs.
Minimum Experience: 3 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

CMS/IDMS Reviewer/ Program Analyst
Functional Responsibilities: Responsible for acquisition, installation, maintenance, and usage of IT Systems. Determine the best products to meet needs and present results. Evaluate, develop, and maintain IT or telecommunications systems. Troubleshoot system problems. Establish and implement policies, procedures, and standards, and ensures their conformance to information systems objectives.
Minimum Experience: 2 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Desktop Support Engineer
Functional Responsibilities: The Desktop Engineer provides Tier II phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, business applications running on user’s PC and Laptops, and networking; troubleshoots and resolves hardware/software issues and problems with network resources (printers, scanners, etc.) impacting users.
Minimum Experience: A minimum of six years of desk top support, at least three years of which must be specialized experience working at the Tier II level. Specialized experience includes working knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and support on a help desk. General experience includes information systems development and other work in the client/server or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude, and ability to work independently
Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Enterprise Engineer
Functional Responsibilities: Deploy enterprise-wide system management tools; deploy architected solutions and ability to solve unanticipated complications, deploy and document enterprise management solutions for complex heterogeneous IT environment. Integrate systems, network and help desk tools into an integrated IT solution. Provide hard/software tool selection analysis and recommendation. Lead technical teams to implement multiple software management tools sequentially or in parallel.
Minimum Experience: 5 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Field Registrar

**Functional Responsibilities:** Provide support to complex systems design, development, and testing activities. Provide assistance in preparing reports and relevant deliverables. Manage data conversion, design, development, training and quality assurance. Demonstrate good oral and written communication skills. Provide technical and specialized solutions to complex IT problems. Work independently or as a member of a team.

**Minimum Experience:** 1 year of experience

**Minimum Education:** Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Financial Analyst

**Functional Responsibilities:** Perform analysis of each process in a business to check for improvement and optimization, make/suggest necessary changes to management to improve the productivity. Share their in-depth understanding of the business and system processes and their knowledge variety of data base level changes and various measures to migrate data from one database to another. Analyze each process in a business to check for improvement and optimization. Define various types of indexing to make the various operations in the database faster and more efficient. Research various factors affecting the migration, including data cleansing and implementation of new technologies to improve and streamline data migration.

**Minimum Experience:** 4 years of experience

**Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Hardware Specialist I

**Functional Responsibilities:** The Hardware Specialist reviews computer systems and desk top workstations in terms of machine capabilities and man-machine interface; prepares reports and studies concerning hardware; prepares functional requirements and specifications for hardware acquisitions; ensures that problems have been properly identified and that the solutions satisfy the user's requirements. Assist users in hardware installation, testing, and troubleshooting of computer systems and desktop workstations.

**Minimum Experience:** A minimum of four years of experience in IT systems hardware, at least two years of which must be specialized. Specialized experience includes system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under general direction only.

**Minimum Education:** Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Help Desk Coordinator

**Functional Responsibilities:** Using information technology tools, is responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client’s requirements. Understands, uses, and develops advanced level automated tools (e.g. Excel macros), and other specialized applications. Supports documentation activities such as technical writing, illustrating, editing, proofreading, production, and quality control required for the preparation of technical documents, on-line help and other interactive documentation. Must be capable of working independently. Must be able to communicate orally and in writing with all levels of an organization as required.

**Minimum Experience:** 2 years of experience

**Minimum Education:** Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Help Desk Specialist

**Functional Responsibilities:** Provides the users with phone and in-person support on e-mail, directories, standard desktop applications as well as applications that were developed in-house. Serve as the initial point of contact for troubleshooting computer software and hardware problems. Also provides repairs and maintenance to computers and LAN peripheral equipment.

**Minimum Experience:** 3 years of experience
Minimum Education: Associate’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Information Assurance Specialist**

Functional Responsibilities: Provide general Information Assurance support including assistance in the Certification and Accreditation Process. Develop C&A test activities and develop, maintain and administer security tests and evaluations (ST&E’s). Develop and performs technical vulnerability tests. Conduct penetration tests. Prepare test reports make recommendations to mitigate findings. Possess the ability to work well with others. Possess good written and oral skills.

Minimum Experience: 4 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**IT Analyst I**

Functional Responsibilities: Under general direction, responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of web-based applications systems analysis and programming. Has a general understanding of the business or function for which applications is designed. Competent to work in most phases of web programming or development.

Minimum Experience: 1 year of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**IT Analyst II**

Functional Responsibilities: Supports the installation, testing, maintenance, and troubleshooting of operational systems or networks. Manage a variety of IT and telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Direct the testing of IT, telecommunications, or RF systems in support of systems planning, assembly, installation, implementation, and maintenance using both manual and automated tools. Evaluate system problems of workflow, organization, and planning. Develop appropriate corrective action. Possess knowledge of applicable IT, telecommunications, or RF systems engineering techniques and the use of automated support tools. Perform all work in accordance with established standards.

Minimum Experience: 3 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**IT Analyst III**

Functional Responsibilities: Provide analytical ability and creativity in developing and implementing solutions in troubleshooting hardware/software. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrate ability to communicate orally and in writing.

Minimum Experience: 4 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**IT Consultant**

Functional Responsibility: Works directly with clients to provide advice and recommend effective solutions to complex problems related to Information Technology. Provide technical, managerial, or operational expertise in a specialized area of practice such as computer Science, Information technology, Information Management, or Project Management.

Minimum Experience: 5 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
IT Systems Analyst

**Functional Responsibility:** Conducts studies and analysis to develop effective improvements to management, organization and business applications for the advancement of quality enhancements through reengineering techniques. Provides support to resolve complex systems analyses and studies. Prepares reports for presentation to management officials. May work independently or as a team member. Ability to define problems and develop system requirements as well as program specifications. Works closely with programmers to ensure proper implementation of program and system specifications.

**Minimum Experience:** 3 years of experience  
**Minimum Education:** Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

IT Systems Analyst I

**Functional Responsibility:** Involved in the business process cycle. Responsible for developing and maintaining numerous forms of complex applications and relational database models comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Perform technical tasks using both standard and non-standard analysis, design, programming methods and techniques. Applies analytical and evaluative techniques to solve, design and implement software solutions to technical and implementation problems. Consistently write, translate, and code software programs and applications according to specifications to meet changing functional requirements.

**Minimum Experience:** 5 years of experience  
**Minimum Education:** Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline

IV&V Consultant

**Functional Responsibility:** The IV&V Consultant provides independent verification and validation for software development, testing and deployment to ensure that IT applications being developed meet user requirements, and that the process adheres to sound methodologies and principles for software development and testing. Duties including the review of IT work products, for correctness, adherence to the design concept and to user standards and requirements, and for progress in accordance with schedules; coordinates with the Program and/or Project Manager to ensure IT problem solution and user satisfaction; documents reports and makes recommendations, if needed, for improvement of processes; prepares milestone status reports and delivers presentations on findings to management, colleagues, and end user representatives.

**Minimum Experience:** A minimum of eight years of IT experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large scale computers; database management; use of programming languages such as Java, .net, and other web-related languages; knowledge of current storage and retrieval methods; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under general direction only on complex application problems involving all phases of systems analysis is required.

**Minimum Education:** Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Jr. Project Manager

**Functional Responsibilities:** Design, modify, develop, write, and implement software programming applications. Support and/or install software applications. Participate in the testing process through test review and analysis, test witnessing, and certification of software. Manage a team of software developers to architect, design enterprise software products. Write product requirement documents, implement and track development timelines, negotiate feature sets with the development leads and product. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

**Minimum Experience:** 4 years of experience  
**Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Jr. Software Engineer

Functional Responsibilities: Reviews computer data systems and workstations in terms of machine capabilities and interface. Prepare reports and studies concerning hardware. Prepare functional requirements and specifications for hardware acquisitions. Ensure that problems have been properly identified and the solutions satisfy the user's requirements. Assist users in hardware installation, testing and troubleshooting of computer systems and desktop workstations.

Minimum Experience: 3 years of experience

Minimum Education: Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Logistics Coordinator

Functional Responsibility: Provide advice, assistance, and coordination to the customer to support resolution of all software and hardware problems. Shall determine the nature of a site problems troubles and attempt resolution. For calls not resolved telephonically, shall dispatch appropriate resources to site to resolve problem.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Network Engineer

Functional Responsibility: Designs, implements, maintains, troubleshoots, and supports local and wide-area network systems. Consults with clients and analyzes and reviews their network requirements. Estimates cost and prepares schedules that outline the timetable for design and implementation of the network solution. Evaluates network hardware and software and assists in their acquisition. Research’s the market for the most cost effective software and hardware. Troubleshoots and resolves software/hardware problems, configures network systems to user environments. Convert designs and specification working networks.

Minimum Experience: 3 years of experience

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Program Manager

Functional Responsibility: Ensure successful and efficient information technology services for an organization. Oversee all information technology operations and the quality of information technology services to ensure the integrity of computer systems and software. Serve as a technical expert to staff and other personnel, as well as allow system users to understand the functionality of information technology services. Technical responsibilities also include the design of technical specifications and requirements for new systems or improving existing systems, often referred to as the development life-cycle.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Project Manager

Functional Responsibility: Provides assistance to management on major programs, following work plans, schedules, evaluation criteria and assist in utilizing resources in the most cost effective and efficient manner. Confers with personnel on feasibility studies, systems, planning, equipment scheduling and related duties. Enforce established applications programming and documentation. Plan and create work items for current and future procurement. Manage current projects through construction. Coordinate efforts with other involved personnel to populate and maintain work items in database; support development of work items and provide assistance for execution. Maintain liaison with management. Duties include planning, organization and administration of activities and services. Provide assistance to staff members relating to planning, schedules, and technical recommendations. Monitors program data and information collection methods and techniques. Provide estimating and scheduling services. Interact with management and support staff.

Minimum Experience: 4 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Software Developer
Functional Responsibility: Works under the lead developer to assist in the process of software application development and software integration techniques that expedite software development cycles. Assist in the integration of the existing decision support software applications and conversion of existing applications to a relational database structure. 
Minimum Experience: 3 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Business Analyst
Functional Responsibilities: Performs design, programming, documentation, and implementation of applications that require knowledge of information systems and related systems concepts for effective development and deployment of software modules. Participate in all phases of software development with emphasis on the design, coding, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation. 
Minimum Experience: 6 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Data Management Engineer
Functional Responsibilities: Perform analysis of each process in a business to check for improvement and optimization, make/suggest necessary changes to management to improve the productivity. Share their in-depth understanding of the business and system processes and their knowledge variety of data base level changes and various measures to manage data from one database to another. Analyze each process in a business to check for improvement and optimization. Define various types of indexing to make the various operations in the database faster and more efficient. Research various factors affecting the migration, including the data cleansing and implementation of new technologies to improve and streamline data management. 
Minimum Experience: 6 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Enterprise Architect
Functional Responsibilities: Maintain and govern enterprise architecture (EA) across the organization. Also responsible for refining the EA processes and for leading the integration of these processes with other related business and IT processes. Conduct research on emerging technologies in support of infrastructure development efforts and recommend technologies that will increase cost effectiveness and infrastructure flexibility. Develop, document, make recommendations, and communicate plans for investing in IT infrastructure, including analysis of cost reduction opportunities. Develop and execute test plans to check infrastructure and systems technical performance. 
Minimum Experience: 6 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. IT Consultant
Functional Responsibilities: Highly specialized in leading edge information technologies and methodologies. Perform planning, engineering, prioritization, coordination with project scheduling, and system assurance activities. Provide highly technical and specialized guidance concerning automated solutions to complex information processing problems. Manage multiple tasks in a fast-paced environment with competing priorities and quick turnaround deliverables. Prepare reports and gives presentations. Manages the project as defined by the government and ensuring that the project delivers to government expectations on time and to budget. 
Minimum Experience: 8 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Program Manager
Functional Responsibility: Responsible to the coordination, defining, staffing and managing IT programs. Plans, implements and oversees requirements analysis, quality assurance, testing, systems analysis, and software integration and development. Act as the primary technical point of contact for team members and client. Develops and oversees projects schedule making adjustments as needed. Coordinate meetings with team members and management officials.
Minimum Experience: 10 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Project Manager
Functional Responsibility: Develop the company's business strategy and defines IT systems architecture to support that strategy, according to the infrastructure that supports the business and helps achieve those goals. Conduct research on emerging technologies in support of infrastructure development efforts and recommend technologies that will increase cost effectiveness and infrastructure flexibility.
Minimum Experience: 8 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Software Developer
Functional Responsibility: Manages the process, and personnel, for software application development and software integration techniques to expedite software development cycles. Manages the integration of the existing decision support software applications or convert existing applications to a relational database structure. Has responsibility for functional code sequences to ensure new software modules are integrated into existing applications in the most effective manner.
Minimum Experience: 5 years of experience in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Education: Bachelor’s degree

Sr. Software Engineer
Functional Responsibilities: Design, modify, develop, write, and implement software programming applications. Support and/or install software applications. Participate in the testing process through test review and analysis, test witnessing, and certification of software. Provide support to plan, coordinate, and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security related to IT systems.
Minimum Experience: 5 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Subject Matter Expert
Functional Responsibility: Has substantial expertise in a specific functional area. Direct analysis of requirements for information systems. Possesses a high level of knowledge and skills in a particular technical subject area. Technical areas include software development, enterprise infra-structure, security, telecom and other related fields. SME understands, articulates, and implements best practices related to their area of expertise. Provides guidance on how their area of capability can resolve an organizational need, and actively participates in all phases of the technical life cycle. Maintains subject matter expertise in areas such as facilitation, organizational development, and change management.
Minimum Experience: 6 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
System Administrator
Functional Responsibility: Must have specialized subject matter expertise in one or more computer systems utilized for business applications, interface between system software and other systems used, spreadsheet, database and word processing applications; hardware operating systems, computer hardware, mainframe access basics, and networks. Provide system administration and support activities. Monitor system daily to ensure availability to users. Provide application guidance, parameters and specifications to staff in developing reports necessary to meet customer requirements. Coordinates the installation of new modules, tools, etc., and provides training to users. Maintain the scheduling of reports, interfaces, project logs and records, problem logs, and progress of projects in relation to schedules. Serve as technical liaison with outside consultants and technical support staff.
Minimum Experience: 6 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Test Engineer
Functional Responsibility: Designs and conducts software tests and evaluates the test results to determine and ensure compliance with regulations and conformance to design. Prepares test scripts and all necessary test documents.
Minimum Experience: 4 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

SIN 54151HEAL Health IT Professional Services
Health IT Analyst I
Functional Responsibilities: Under general direction, responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of web-based applications systems analysis and programming. Has a general understanding of the business or function for which applications is designed. Competent to work in most phases of web programming or development.
Minimum Experience: 1 year of experience
Minimum Education: Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Analyst II
Functional Responsibilities: Supports the installation, testing, maintenance, and troubleshooting of operational systems or networks. Manage a variety of Health IT and telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Direct the testing of Health IT, telecommunications, or RF systems in support of systems planning, assembly, installation, implementation, and maintenance using both manual and automated tools. Evaluate system problems of workflow, organization, and planning. Develop appropriate corrective action. Possess knowledge of applicable Health IT, telecommunications, or RF systems engineering techniques and the use of automated support tools. Perform all work in accordance with established standards.
Minimum Experience: 3 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Analyst III
Functional Responsibilities: Provide analytical ability and creativity in developing and implementing solutions in troubleshooting hardware/software. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrate ability to communicate orally and in writing.
Minimum Experience: 4 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
**Health IT Consultant**

Functional Responsibility: Works directly with clients to provide advice and recommend effective solutions to complex problems related to Information Technology. Provide technical, managerial, or operational expertise in a specialized area of practice such as computer Science, Information technology, Information Management, or Project Management.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Health IT Enterprise Engineer**

Functional Responsibilities: Deploy enterprise-wide system management tools; deploy architectured solutions and ability to solve unanticipated complications, deploy and document enterprise management solutions for complex heterogeneous Health IT environment. Integrate systems, network and help desk tools into an integrated Health IT solution. Provide hard/software tool selection analysis and recommendation. Lead technical teams to implement multiple software management tools sequentially or in parallel.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Health IT Information Assurance Specialist**

Functional Responsibilities: Provide general Information Assurance support including assistance in the Certification and Accreditation Process. Develop C&A test activities and develop, maintain and administer security tests and evaluations (ST&E’s). Develop and performs technical vulnerability tests in a Health IT environment. Conduct penetration tests. Prepare test reports make recommendations to mitigate findings. Possess the ability to work well with others. Possess good written and oral skills.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Health IT Program Manager**

Functional Responsibility: Ensure successful and efficient information technology services for an organization. Oversee all Health information technology operations and the quality of information technology services to ensure the integrity of computer systems and software. Serve as a technical expert to staff and other personnel, as well as allow system users to understand the functionality of Health information technology services. Technical responsibilities also include the design of technical specifications and requirements for new Health systems or improving existing systems, often referred to as the development life-cycle.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Health IT Project Manager**

Functional Responsibility: Provides assistance to management on major programs, following work plans, schedules, evaluation criteria and assist in utilizing resources in the most cost effective and efficient manner. Confers with personnel on Health feasibility studies, systems, planning, equipment scheduling and related duties. Enforce established applications programming and documentation. Plan and create work items for current and future procurement. Manage current Health projects through construction. Coordinate efforts with other involved personnel to populate and maintain work items in database; support development of work items and provide assistance for execution. Maintain liaison with management. Duties include planning, organization and administration of activities and services. Provide assistance to staff members relating to planning, schedules, and technical recommendations. Monitors program data and information collection methods and techniques. Provide estimating and scheduling services. Interact with management and support staff.

Minimum Experience: 4 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Health IT Software Developer**
Functional Responsibility: Works under the lead developer to assist in the process of Health software application development and software integration techniques that expedite software development cycles. Assist in the integration of the existing decision support Health software applications and conversion of existing applications to a relational database structure.
Minimum Experience: 3 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Health IT Subject Matter Expert**
Functional Responsibility: Has substantial expertise in a specific Health functional area. Direct analysis of requirements for information systems. Possesses a high level of knowledge and skills in a particular technical subject area. Technical areas include: software development, enterprise infra-structure, security, telecom and other related fields. SME understands, articulates, and implements best practices related to their area of expertise. Provides guidance on how their area of capability can resolve an organizational need, and actively participates in all phases of the technical life cycle. Maintains Health subject matter expertise in areas such as facilitation, organizational development, and change management.
Minimum Experience: 6 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Health IT Systems Analyst I**
Functional Responsibility: Conducts studies and analysis to develop effective improvements to management, organization and Health business applications for the advancement of quality enhancements through reengineering techniques. Provides support to resolve complex systems analyses and studies. Prepares reports for presentation to management officials. May work independently or as a team member. Ability to define problems and develop system requirements as well as program specifications. Works closely with programmers to ensure proper implementation of program and system specifications.
Minimum Experience: 3 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Health IT Systems Analyst II**
Functional Responsibility: Involved in the Health business process cycle. Responsible for developing and maintaining numerous forms of complex applications and relational database models comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Perform technical tasks using both standard and non-standard analysis, design, programming methods and techniques. Applies analytical and evaluative techniques to solve, design and implement Health software solutions to technical and implementation problems. Consistently write, translate, and code software programs and applications according to specifications to meet changing functional requirements.
Minimum Experience: 5 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline

**Health IT Test Engineer**
Functional Responsibility: Designs and conducts Health software tests and evaluates the test results to determine and ensure compliance with regulations and conformance to design. Prepares test scripts and all necessary test documents.
Minimum Experience: 4 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

IV&V Health Consultant
Functional Responsibility: The IV&V Consultant provides independent verification and validation for software development, testing and deployment to ensure that Health IT applications being developed meet user requirements, and that the process adheres to sound methodologies and principles for software development and testing. Duties including the review of Health IT work products, for correctness, adherence to the design concept and to user standards and requirements, and for progress in accordance with schedules; coordinates with the Program and/or Project Manager to ensure Health IT problem solution and user satisfaction; documents reports and makes recommendations, if needed, for improvement of processes; prepares milestone status reports and delivers presentations on findings to management, colleagues, and end user representatives.
Minimum Experience: A minimum of eight years of Health IT experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large scale computers; database management; use of programming languages such as Java, .net, and other web-related languages; knowledge of current storage and retrieval methods; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under general direction only on complex application problems involving all phases of systems analysis is required.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Jr. Health IT Project Manager
Functional Responsibilities: Design, modify, develop, write, and implement software programming applications in a Health IT environment. Support and/or install software applications. Participate in the testing process through test review and analysis, test witnessing, and certification of software. Manage a team of software developers to architect, design enterprise Health software products. Write product requirement documents, implement and track development timelines, negotiate feature sets with the development leads and product. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.
Minimum Experience: 4 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Jr. Health IT Software Engineer
Functional Responsibilities: Reviews Health computer data systems and workstations in terms of machine capabilities and interface. Prepare reports and studies concerning hardware. Prepare functional requirements and specifications for hardware acquisitions. Ensure that problems have been properly identified and the solutions satisfy the user's requirements. Assists users in hardware installation, testing and troubleshooting of computer systems and desktop workstations.
Minimum Experience: 3 years of experience
Minimum Education: Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Business Analyst
Functional Responsibilities: Performs design, programming, documentation, and implementation of applications that require knowledge of Health information systems and related systems concepts for effective development and deployment of software modules. Participate in all phases of Health software development with emphasis on the design, coding, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation.
Minimum Experience: 6 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Sr. Health IT Data Management Engineer
Functional Responsibilities: Perform analysis of each process in a business to check for improvement and optimization, make/suggest necessary changes to management to improve the productivity. Share their in-depth understanding of the business and system processes and their knowledge variety of database level changes and various measures to manage data from one database to another. Analyze each process in a business to check for improvement and optimization. Define various types of indexing to make the various operations in the Health database faster and more efficient. Research various factors affecting the migration, including the data cleansing and implementation of new technologies to improve and streamline Health data management.
Minimum Experience: 6 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Enterprise Architect
Functional Responsibilities: Maintain and govern enterprise architecture (EA) across the organization. Also responsible for refining the EA processes and for leading the integration of these processes with other related business and Health IT processes. Conduct research on emerging technologies in support of infrastructure development efforts and recommend technologies that will increase cost effectiveness and infrastructure flexibility. Develop, document, make recommendations, and communicate plans for investing in Health IT infrastructure, including analysis of cost reduction opportunities. Develop and execute test plans to check infrastructure and systems technical performance.
Minimum Experience: 6 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Program Manager
Functional Responsibility: Responsible to the coordination, defining, staffing and managing Health IT programs. Plans, implements and oversees requirements analysis, quality assurance, testing, systems analysis, and software integration and development. Act as the primary technical point of contact for team members and client. Develops and oversees Health IT projects schedule making adjustments as needed. Coordinate meetings with team members and management officials.
Minimum Experience: 10 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Project Manager
Functional Responsibility: Develop the company’s business strategy and defines Health IT systems architecture to support that strategy, according to the infrastructure that supports the business and helps achieve those goals. Conduct research on emerging technologies in support of infrastructure development efforts and recommend technologies that will increase cost effectiveness and infrastructure flexibility.
Minimum Experience: 8 years of experience
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Software Developer
Functional Responsibility: Manages the process, and personnel, for software application development and software integration techniques to expedite software development cycles. Manages the integration of the existing Health decision support software applications or convert existing applications to a relational database structure. Has responsibility for functional code sequences to ensure new software modules are integrated into existing applications in the most effective manner.
Minimum Experience: 5 years of experience in Computer Science, Information Systems, Engineering, Business, or other related discipline.
Minimum Education: Bachelor’s degree
Sr. Health IT Software Engineer
Functional Responsibilities: Design, modify, develop, write, and implement software programming applications. Support and/or install software applications. Participate in the testing process through test review and analysis, test witnessing, and certification of software. Provide support to plan, coordinate, and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security related to Health IT systems.

Minimum Experience: 5 years of experience
Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

SIN 541519PIV Homeland Security Presidential Directive 12 Services

PIV Administrative Assistant
Functional Responsibilities: Interface with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Performs data analysis from a variety of sources, document types and formats. Have a working knowledge of the fundamental operations for the activity. Works in conjunction with the Project Manager for each task order.

Minimum Experience: 2 years of experience.
Minimum Education: Associate’s Degree

PIV CMS/IDMS Reviewer
Functional Responsibilities: Manages, operates, and updates the CMS in support of the PIV program. Works on replacement, lost, stolen and damaged cards. Ensures that all applicants have completed the process. Initiates requested reports. Analyzes reports and performs system updates based on analysis and/or assists other in performing updates. May research deficiencies and problems. May request enhancements to PIV processing software. May perform user testing of PIV processing software.

Minimum Experience: 2 years of experience. Knowledge of Security and PIV operations.
Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Enterprise Engineer
Functional Responsibilities: Deploys enterprise-wide based system management tools. Performs ongoing operational issue and has the capability to manage systems. Deploy architected solution and ability to solve unanticipated complication in the field. Deploy and document enterprise management solutions for complex heterogeneous IT environment. Integrate systems, network and help desk tools into an integrated IT solution. Provide hardware and software tool section analysis and recommendation. Lead technical teams with diverse areas of specialization to implement multiple software management tools either sequentially or in parallel.

Minimum Experience: 5 years of experience in complex multi-platform IT infrastructure operations, processes and tools. Possess experience in the specific administrative, mission support and NAS system hardware and/or software in logical access procedural requirements, and in satisfying the requirements in the areas of functional performance, facilities, electromagnetic interference, regression impact analysis, reliability, maintainability, human factors, standardization and other engineering consideration regarding administrative mission support and NAS systems.

Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Field Registrar
Functional Responsibilities: Performs PIV registrar activities, including conducting identity proofing by verifying and documenting the two forms of acceptable identity source documents provided by the applicant. Reviewing for accuracy and ensuring that only an authorized sponsor has signed the form. Taking biometric fingerprints and photographs of applicant. Entering information into the CMS identification media systems. Validating that the registrar has authorized the issuance of the identification card. Notifying for pickup and verifying the applicant receiving the ID is who they say they are by using a biometric fingerprint and delivering the ID card.
applicants with information on safeguarding and reporting lost/stolen IDs. Filing and/or scanning the application. Provides other basic administrative and clerical support.

**Minimum Experience:** 1 year of work experience desirable but not required. Knowledge of security and/or PIV operations desirable.

**Minimum Education:** Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### PIV Financial Analyst

**Functional Responsibilities:** Manages and performs the budgeting and financial management functions for the office to include budget formulation, justification and execution; financial management; and financial reporting for the HSPD-12 program. Develops and/or prepares various narrative and statistical material (computer spreadsheets, progress reports, correspondence and briefing materials for management's use) relating to a variety of security areas for the HSPD-12 program. Conducts budget briefings and presentations for senior managers customers stakeholders. Uses various word processing and computer software packages and necessary printing equipment to create, edit, and copy various documents. Also uses special software functions such as electronic mail and other software enhancements to efficiently manage and implement office procedures.

**Minimum Experience:** 4 years of experience

**Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### PIV Help Desk Coordinator

Responsible for purchasing and ordering required equipment and supplies for PIV supplies. Controls inventory of equipment. and supplies. Communicates inventory information with facilities. Packages and ships equipment and supplies to facilities. May be cross-trained to serve as backup to PIV registrar/issuer staff.

**Minimum Experience:** 3 years of work experience desirable but required. Knowledge of security and/or PIV operations desirable but not required.

**Minimum Education:** Associate’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### PIV IT Analyst I

**Functional Responsibilities:** Performs IT support tasks, assessing if software/systems can be added to existing desktops and/or laptops. Loading required hardware and software on computers. Setting up equipment to support fixed and mobile deployment. Testing systems to ensure proper operation. Installing PCs and laptops on local domain and testing connectivity to PIV systems. Test Internet Explorer and folder permissions. Works with helpdesk, applications/infrastructure to resolve technical issues. PIV systems, including software updates and integration issues and configuration/change/release management. Coordinates resolution of technical issues for DOT PIV systems. May request enhancements to PIV processing software.

**Minimum Experience:** 1 years of technical experience. Knowledge of security and/or PIV badging operations desirable but not required. Knowledge of deployments, CMS software, and Windows desirable.

**Minimum Education:** Associate’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### PIV IT Analyst II

**Functional Responsibilities:** Provides analytical ability and creativity in developing and implementing solution deliverables for a HSPD-12 PIV implementation. Provides technical advice to project managers and team leaders and gives technical direction to team members. Delivers new and complex high-quality solutions to clients in response to varying business requirements.

**Minimum Experience:** 3 years of experience

**Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
PIV IT Analyst III

**Functional Responsibilities:** Provides analytical ability and creativity in developing and implementing solution deliverables for a HSPD-12 PIV implementation. Provides technical advice to project managers and team leaders and gives technical direction to team members. Delivers new and complex high-quality solutions to clients in response to varying business requirements.

**Minimum Experience:** 4 years of experience

**Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Logistics Coordinator

**Functional Responsibility:** Interfaces with facilities for site identification, surveys, coordination, and IT support for PIV deployment. Plans and schedules deployments with facilities and contractor personnel. Coordinates with contractor inventory/equipment staff to ensure equipment and supplies are acquired and shipped as needed. Act as a TA to perform PIV enrollment/issuance. Trains Registrars/Issuers at facilities, ensuring Registrars/Issuers understand their duties and questions are answered regarding the PIV process. May travel to facilities to register/issue PIV cards. Troubleshoots PIV issues/problems.

**Minimum Experience:** 5 years of work experience desirable but not required. Knowledge of security and/or PIV operations desirable but not required.

**Minimum Education:** Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Program Manager

**Functional Responsibility:** Ensures responsiveness and negotiates submitted proposals with the COTR. Responsible for all phases of program management, work flow and resource management; and for the quality of the program and deliverables, timeliness, minimization of problems, risk assessment and program performance.

**Minimum Experience:** 4 years of experience in Project Management for large technical programs, with demonstrated experience in acquisition and implementation of HSPD-12 solutions including Logical Access and related areas. Required specialized experience includes: substantial integration project development and management from inception to deployment, proven expertise in the management and control of funds and resources, demonstrated capability in managing multiple tasks in information technology support.

**Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Sr. Enterprise Architect

**Functional Responsibilities:** Must develop technical solutions for large-scale enterprise system hardware, software and complex system interfaces. The contractor must identify technical standards. Develop system requirements and program specifications for complex technology solutions. Identifies and supports opportunities for enhancing existing applications. Also, develops new applications and system architectures that are in line with the business goals and objectives of the organization. The contractor must integrate state of the art technology for specialized functions with functional requirements to optimize solution for the customer.

**Minimum Experience:** 6 years of experience in areas of functional responsibility with demonstrated experience in acquisition and implementation of HSPD-12 solutions, including Logical Access and related areas described under functional responsibility. The experience must demonstrate successfully performing software and systems engineering, network services, application conversion and implementation support, client/server migration, database planning and design, studies and analysis, independent verification and validation, systems analysis and design, test evaluation design support, and systems integration in a large-scale enterprise.

**Minimum Education:** Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
PIV Sr. IT Consultant

Functional Responsibilities: Provides consulting and advisory services to project teams, operations and engineering teams, to ensure data solutions are aligned with the business direction. Defines the enterprise IT requirements, translates business requirements into corresponding IT requirements, analyzes the current state of the enterprise IT infrastructure from the strategic perspective, develops an IT vision for the enterprise, analyze and define the best practices, initiatives and drives or IT use in the client’s industry. Perform “Strategic Needs and Requirements Analysis” of the enterprise IT infrastructure along with "Critical Success Factors” of the strategic IT planning. Adapts and applies applicable technical, administrative, financial and business processes and procedures. Develop strategic plan for program/project. Budgets, standards and schedules and present to client. Evaluates products available in the market and industry and develops strategic IT plans for large-scale enterprises and aligns the IT strategy with the enterprise business strategy.

Minimum Experience: 8 years of experience of IT and/or strategic management consulting experience with demonstrated experience in acquisition and implementation of HSPD-12 solutions, including Logical Access and related described under functional responsibility. Demonstrates highly technical and managerial expertise, and its knowledgeable and experienced in all aspects of NAS programs, systems and related functional areas. Experience includes analyzing the technical and business trends in IT and technical areas such as air traffic and flight operations data analysis, pilot and air traffic, controller information processing, platforms, networking, communications, Internet, E-Business, software technologies, hardware technologies, integration technologies, data storage systems, security solutions, IT Governance etc. Experience in systems and network engineering, modeling, software design and programming, communications, system safety, quality assurance and testing and evaluation.

Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Sr. Project Manager

Functional Responsibilities: Overall responsibility for performance on specific programs or projects. Will function as the lead manager and coordinator of all contributing disciplines and resources in the completion of projects or management of the program. Engages in such activities as assigning tasks; establishing and maintaining task schedules; maintaining liaison with appropriate engineering personnel and the customer to ensure effective coordination of all programs or project efforts; prepares and adheres to project cost and staffing plans; prepares plans, proposals and briefings.

Minimum Experience: 8 years of direct experience in the areas of functional responsibility and business experience in the computer systems, communications or systems integration fields. The experience must demonstrate knowledge of all technical and management requirements within logical access and one or more FAA specific administrative, mission support and NAS systems.

Minimum Education: Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Subject Matter Expert

Functional Responsibility: Provides expert judgment and analysis for the design, development and implementation of HSPD-12 products and systems. Resolves highly complex technical issues and conducts advanced research. Recommends alterations to development and design to improve quality of products and/or procedures. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

Minimum Experience: 6 years of experience in acquisition and implementation of HSPD-12 solutions, including Logical Access and related areas. Has extensive experience in the design and development of PIV systems. Familiar with a variety of the field's concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.
SIN 541611 Management and Financial Consulting, Acquisition and Grants Mgmt.

**Principal Consultant**

**Functional Responsibilities:** Oversees and provides executive-level management to a program’s operations that involves multiple projects/tasks and groups of personnel at multiple locations. Develops and maintains relationships with senior-level management to ensure successful delivery of programs and initiatives across the organization. Ensures quality standards and work performance on all task orders and projects; plans, organizes, and oversees performance; assigns resources; manages personnel; provides risk management; ensures quality management; and monitors overall program and project performance. Develops reports as required and oversees reporting from program and project personnel.

**Minimum Experience:** Minimum of 8 years of experience.

**Minimum Education:** Bachelor’s degree in Finance, Business, or other related discipline.

**Process Improvement Analyst**

**Functional Responsibilities:** Assesses the impact of industry trends, policies, and/or standard methodologies to projects, tasks, and the customer organization. Demonstrated experience in business and operational process change. Provides process engineering technical support expertise to projects to improve operations. Analyzes processes and re-engineering alternatives, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Performs supply chain analyses and develops related recommendations. Uses analyses to develop recommended operational improvements, lowering costs and improving customer service. Recommends and facilitates quality improvement efforts.

- Be accountable for a designated group of PI projects designed to implement lasting solutions using various process improvement techniques to achieve improved operational efficiency.
- Provide support for process improvement actions on other projects.
- Be accountable for key operational risk-management metrics including investigating and coordinating the resolution of any operational issues that are discovered.
- Excel in a team-oriented, collaborative environment while contributing to the creation, design, and implementation of value-add business strategies that affect current operating practices and company policy.
- Collect performance metrics for project reviews.
- Exhibit strong communication and listening skills, focused on conveying new ideas to performance managers and understanding potential obstacles to implementation.
- Be able to clearly articulate and present ideas and findings to a varied audience including the operations staff and senior management.

**Minimum Experience:** Minimum of 5 years of experience.

**Minimum Education:** Bachelor’s degree in Finance, Business, or other related discipline.

**Program Manager**

**Functional Responsibilities:** Oversees all project operations and provides assistance when needed. Develop processes and methodologies to achieve program goals. Ensures program deliverables maintains quality standards and project requirements. Monitor and maintain budget, schedule and expenses.

- Review project proposal or plan to determine time frame, procedures for accomplishing, and allotment of available resources to various phases of project; reports findings to leadership.
- Own customer relationship for specific programs and manages internal communication to effectively execute customer requirements within the organizations capability.
- Confer with staff to outline work plan and responsibilities.
- Manage program P&L.
- Coordinate activities of team to ensure project progresses within scope, on schedule, and within budget.
- Compile status reports and modifies schedules or plans as required; prepares project reports for management, client, or others.
- Provide strong leadership to team including development and performance management.

**Minimum Experience:** Minimum of 5 years of experience.
Minimum Education: Bachelor’s degree in Business, or other related discipline.

**Project Analyst I**  
**Functional Responsibilities:** Gathers the appropriate data that will be used to plan, analyze, and evaluate the effectiveness of operating programs. Provides input for reports. Tracks and analyzes program, project, or task data, including cost, schedule, and performance data.  
  • Analyze project requirements in the areas of business management, financial management, program scheduling, milestone tracking, critical path analyses, and support requirements, and perform other related analyst/management activities required for successful completion of required tasks.  
  • Assist with impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of project  
  • Creation of routine and ad hoc reports.

Minimum Experience: Minimum of 0 years of experience.  
Minimum Education: Bachelor’s degree in Finance, Business, or other related discipline.

**Project Analyst II**  
**Functional Responsibilities:** Gathers the appropriate data that will be used to plan, analyze, and evaluate the effectiveness of operating programs. Provides input for reports. Tracks and analyzes program, project, or task data, including cost, schedule, and performance data.  
  • Perform planning, analyzing and evaluating the effectiveness of operating programs  
  • Utilize advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of complex program operations.  
  • Participate in meetings with stakeholders, staff, project managers, etc. to render project activities into actionable solutions across business units and initiatives  
  • Assists in assessing and responding to highly complex and time sensitive issues

Minimum Experience: Minimum of 3 years of experience.  
Minimum Education: Bachelor’s degree in Finance, Business, or other related discipline.

**Project Analyst III**  
**Functional Responsibilities:** Gathers the appropriate data that will be used to plan, analyze, and evaluate the effectiveness of operating programs. Provides input for reports. Tracks and analyzes program, project, or task data, including cost, schedule, and performance data.  
  • Planning, analyzing and evaluating the effectiveness of operating programs  
  • Utilizes advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of complex program operations.  
  • Participates in meetings and projects with stakeholders, staff, project managers, etc. to render project activities into actionable solutions across business units and initiatives  
  • Effectively assesses and responds to highly complex and time sensitive issues  
  • Review business requirements and other documentation from multiple sources to identify and resolve cross initiative dependencies and ensure consistency of approach and application across the enterprise/command  
  • Develop queries, analyses, or reports from applications for operations or management staff of assigned business unit(s)  
  • Provides guidance or technical supervision to less experienced staff performing similar functions

Minimum Experience: Minimum of 5 years of experience.  
Minimum Education: Bachelor’s degree in Finance, Business, or other related discipline.
**Project Manager**  
**Functional Responsibilities:** Provides assistance to management on major programs, follows work plans, schedules, evaluation criteria, and assists in cost effective and efficient resource utilization. Enforces established processes. Plans and creates work items for current and future procurement. Maintains liaison with management. Duties include planning, organizing, and administering activities and services.  
- Develop, plan and manage implementation of activities for highly complex projects/programs for external/internal customers  
- Analyzes work plans and schedules.  
- Responsible for resource requirements/allocation.  
- Develop methodologies, procedures, and systems to produce financial tracking & reporting.  
- Act as project team leader to all stakeholders.  
- Develops project progress and status reports.  
- Communicate project critical dates and coordination with external and internal schedules related to the activity and workload;  
- Coordinate the creation of work schedules and maintains active work planning through use of gaunt charts and related work tracking methods.  
**Minimum Experience:** Minimum of 5 years of experience.  
**Minimum Education:** Bachelor’s degree in Business or other related discipline.  

**Research Specialist**  
**Functional Responsibilities:** Gathers information from organization, defines work problems, and designs programs and procedures to resolve problems. Researches, collects and collates data. Assists with compiling data and prepares inputs for larger reports. May provide recommendations for improvements of modifications. Assists with writing specifications manuals and documentation for organization personnel.  
**Minimum Experience:** Minimum 0 years of experience.  
**Minimum Education:** Associate’s Degree in Business, or other related discipline.  

**Risk Management Analyst**  
**Functional Responsibilities:** Conducts logical analysis of management problems and management information requirements. Collects and evaluates data to identify potential risks to the company. Identifies risk areas and creates narratives, graphics, and oral status reports. Conducts what-if analysis.  
**Minimum Experience:** Minimum of 3 years of experience.  
**Minimum Education:** Bachelor’s degree in Engineering, Business, or other related discipline.  

**Senior Business Consultant**  
**Functional Responsibilities:** Provides technical guidance to the project and is responsible for facilitating cross-functional project team meetings as well as developing and maintain strong relationships with business partners and the technology teams. Reviews, modifies, and develops requirements to mitigate project risks. Assists the Program Manager with analysis and evaluation as required. Develops and oversees reporting and deliverables from project personnel.  
- Assessing business strategies, goals, programs and operations.  
- Modeling business concepts and identifying innovation opportunities.  
- Translating analysis into business-centered solution models and requirements.  
- Creating functional models and descriptions that drive design.  
**Minimum Experience:** Minimum of 5 years of experience.  
**Minimum Education:** Bachelor’s Degree in Finance, Business, or other related discipline.
**Systems Analyst**

**Functional Responsibilities:** Support the development of project requirements to ensure the business and functional requirements are complete and well defined. The Systems Analyst will use their technical and analytical skills working directly with clients to develop and implement innovative solutions that address core business issues across complex and integrated enterprise systems.

- Engage with teams across multiple industries and disciplines.
- Leverage technical and analytical skills in an integrated enterprise system environment to analyze and design techniques to solve business problems using information technology.
- Evaluate design and technical layouts for purposes of data mapping, integration analysis, scripting, testing and software conversion.

**Minimum Experience:** Minimum of 3 years of experience.

**Minimum Education:** Bachelor’s Degree in Finance, Business, or other related discipline.

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**Technical Associate**

**Functional Responsibilities:** Reviews schedule data and compares and contrasts planned versus actual progress. Identifies risk areas to program, project, or task completion and creates narrative, graphic and oral status reports in different formats and media.

- Provide project support by developing, maintaining, and reporting on project progress using Professional Project Scheduling Software (Microsoft Project, Primavera, Excel).
- Develop cost and resource loaded schedules to effectively manage projects.
- Participate in schedule assurance reviews of cost estimates and interface with project teams to incorporate the results of these reviews.
- Provide Critical Path Reviews.

**Minimum Experience:** Minimum of 0 years of experience.

**Minimum Education:** Associate’s Degree in Business, or other related discipline.